AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 5, 2021 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone, by using Zoom.

The public can comment at the City Council meeting by visiting this website:
https://zoom.us/j/93392909722?pwd=VE56ODNQZGd6SFNsakIwQ3NBaHVDdz09

or by calling into this number +1 312 626 6799 US with this meeting ID: 933 9290 9722 and passcode 759311

To mute and unmute during meeting press *6

OATH OF OFFICE

Council Member – Steve Lundeen
Council Member – Jimmy Gordon

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes
1. December 28, 2020- Special City Council Meeting
2. December 15, 2020- Regular Meeting of the City Council
3. December 15, 2020- Committee of the Whole Meeting
4. November 17, 2020- Planning Commission Meeting

H. Announcements

1. CITY OFFICES CLOSED	Monday, January 18, 2021 *(In Observance of Martin Luther King Jr Day)*
2. Committee of the Whole	Tuesday, January 19, 2021 at 5:00 p.m.
3. Goal Setting	Tuesday, January 19, 2021 at 5:30 p.m.
4. City Council Meeting	Tuesday, January 19, 2021 at 7:00 p.m.
5. Planning Commission Meeting	Tuesday, January 19, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

1. Interview Applicant for Vacant Economic Development Authority Seat
    a. Resolution 2021-XXX Designating Committees and Representatives for City Commissions and Advisory Boards for 2021
2. Resolution 2021-XXX Designating an Official Newspaper, Appointing Depositories and Professional Services

City Administrator Josi Wood

3. Resolution 2021-XXX Waiving Renewal Fee for Annual Liquor and Pawnshop Licenses for 2021
4. Liquor Store Architect Proposal Review and Resolution to Accept Proposal
    a. Widseth Proposal
    b. Brunton Proposals
5. Ordinance-XXX An Ordinance Amending Chapter 227; Parking and Storage
6. Heritage/East Dual Intersection Control Update and Discussion

Chief of Police Travis Muyres

7. Ordinance-XXX An Ordinance Amending Ordinance No.199, Adopted on February 4th 1997 and Titled Regulating the Operation of Snowmobiles Within the City

Community Development Director Sheila Sellman

8. Ordinance-XXX An Ordinance Amending the City Zoning Code, Ordinance 445, Section 16 Signs
9. Ordinance-XXX An Ordinance Amending the City Zoning Code, Ordinance 445, Section 6 Residential Districts

L. Approve Consent Agenda

1. Fourth Quarter Payroll for Council/ Boards/ Commissions in the Amount of $9,224.82, Payroll in the Amount of $119,582.83 and Accounts Payable in the Amount of $1,391,356.69
2. Resolution 2021-XXX Designating Fire Code Official
3. Resolution 2021-XXX Designating Official City Clerk and Deputy City Clerk
4. Resolution 2021-XXX Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures
5. Resolution 2021-XXX Designating the Data Practices Responsible Authority and Designee for the City of Isanti
6. Resolution 2021-XXX Accepting Resignation for Liquor Store Clerk Cory Hed
7. Personnel Policy Updates
8. Resolution 2021-XXX Accepting Parks, Recreation and Culture Manager Letter of Resignation
9. Annual City Administrator Review Summary
10. Liquor Store Process Manual
11. Resolution 2021-XXX To Extend Site Use Agreement Between The City of Isanti and Catholic Charities

M. Other Communications

Adjournment

MINUTES
CITY OF ISANTI
SPECIAL MEETING CITY COUNCIL
Monday, December 28, 2020 -9:00 a.m.
CITY HALL

This meeting was held virtually via Zoom.

Mayor Johnson called the meeting to order at 9:00 a.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen

Member Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks and Deputy City Clerk/ Human Resources Jaden Strand

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Gordon to approve agenda as presented. Motion passed 4-0. Motion carried.

F. Business Items

1. Resolution 2020-222 Adopting the 2021 Final Budget

City Administrator Josi Wood shared that the Resolutions approved at the December 1, 2020 City Council meeting had an error in the levy amount. The Resolutions passed at this December 28, 2020 meeting is to correct the error and recertify the correct levy amount. Wood continued to share that the adopted levy cannot exceed the adopted preliminary levy that was approved in September. Therefore, being the reason, the special meeting needed to be called upon for the documentation to be submitted to the County by the end of the day. The Final levy presented on December 1st proposed a final levy of $29,566 more than the adopted preliminary levy. This will result in a 1% reduction in the tax rate compared to 2020.

Councilor Jimmy Gordon shared his concerns regarding the bathrooms, splashpad and amphitheater as he did at the December 1st meeting.

Councilor Paul Bergley stated that even though it is in the budget it will still need to discussed prior to approval.

Wood stated that the Capital Improvement Fund where the money is set aside for the bathrooms and the amphitheater is in fund 920. Which is the General Fund so it is basically the same thing.

A motion was made by Lundeen, second by Bergley to approve resolution as presented. Motion passed 3-1 with Gordon voting nay.

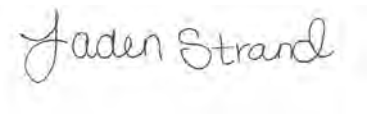
2. **Resolution 2020-223** Adopting Final 2020 Tax Levy, Collectable 2021

A motion was made by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 3-1 with Gordon voting nay.

G. Adjournment

Motion by Lundeen, second by Bergley to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 9:18 a.m.
Respectfully Submitted,



Jaden Strand
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 15, 2020 – 7:00 P.M.
CITY HALL

This meeting was held virtually via Zoom.

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Finance Director Mike Betker, City Engineer Jason Cook and Chief of Police Travis Muyres

D. Public Comment
None

E. Adopt Agenda
Motion by Collison, second by Bergley to approve agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/ Commendations/ Certificate Awards
1. Years of service Awards

Mayor Johnson recognized those who have served 10 years, 15 years and 20 years starting with Scot Klersy; 10 years, Josh Becker; 10 years, Noah Buecksler, 10 years, Brandon Oliver; 10 years, Jim Mager; 15 years, Adam Gau; 15 years and Dusten Noreen; 20 years

G. Approve City Council Minutes
1. December 1, 2020- Regular Meeting of the City Council
2. November 4, 2020- Economic Development Authority Meeting
3. October 27, 2020- Parks, Recreation and Culture Board Meeting

Motion by Lundeen, second by Collison to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements
CITY OFFICES CLOSED

Thursday, December 24, 2020	*(In Observance of Christmas Eve)*
Friday, December 25, 2020	*(In Observance of Christmas Day)*
Friday, January 1, 2021	*(In Observance of New Year's Day)*

City Council Meeting Tuesday, January 5, 2021 at 7:00 p.m.

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

City Administrator Josi Wood

1. City Council and Commission Meeting Dates for 2021
City Administrator Josi Wood shared that the meeting dates follow suit with the first and third Tuesdays of each month for City Council meetings, third Tuesday of each month at 5:00 p.m. for Committee of the Whole meetings, third Tuesday of each month for Planning Commission, the first Tuesday of each month for EDA meetings and Parks, Recreation and Culture Board meetings the fourth Tuesday of each month except no meeting in December. Wood further shared that there is one shift to Wednesday in August to observe National Night Out (Night to Unite.) The City Council and EDA meetings will be on Wednesday, August 4th.

Motion by Lundeen, second by Collison to approve dates as presented. Motion passed 5-0. Motion carried.

2. Ordinance-746 Amending City Code, Chapter 160, Fees
City Administrator Josi Wood shared that this Ordinance is the fee schedule that is updated annually to reflect any changes proposed by City Council, staff and to accurately reflect costs incurred. This was reviewed by Committee of the Whole and nothing has changed except for reduced fees at the athletic facilities and park shelters to 50% fee for non-profits.

Motion by Lundeen, second by Collison to approve Ordinance as presented. Motion passed 5-0. Motion carried.

3. Ordinance-747 Amending City Code Chapter 262, Sewer and Water Service Charges
City Administrator Josi Wood shared that as discussed at Committee of the Whole it was to keep sewer and water rates flat or have a reduction which have been reflected in this Ordinance.

Motion by Lundeen, second by Bergley. Motion passed 5-0. Motion carried.

Community Development Director Sheila Sellman

4. Ordinance-748 Amending the City Zoning Ordinance, Section 2: Definitions and Section 15: Fencing, Screening, and Landscaping
Community Development Director Sheila Sellman stated that this was shared at the Planning Commission's November meeting and that it is to update section 2 and a landscaping definition to take out the specific standard that MNDOT puts for the soil and leave it say "MNDOT specifications" because the number could change and the Ordinance would have to be amended every year. Sellman further shared that Zoning Administrator was removed and replaced with Community Development Director or his or her designee.

Motion by Lundeen, second by Gordon to approve Ordinance as presented. Motion passed 5-0. Motion carried.

5. Subsidy Agreement for Light the Lamp LED
   Community Development Director Sheila Sellman shared that this is the Subsidy Agreement to sell Light the Lamp/LED Wolf River Electric two parcels for a $1 each. The 15-acre parcel is being split into 3 parcels and the City is selling Light the Lamp LED two parcels. This went to EDA and there was a Public Hearing on it as well.

   Motion by Collison, second by Bergley to approve agreement as presented. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

6. **Resolution 2020-215** Authorizing 2021 Pavement Management Engineering Services
   City Engineer Jason Cook shared that this is to stay on schedule with the Pavement Management Engineering Plan that is in the Capital Improvement Plan in the budget. This year will be central and northern parts of the City including all of Bluebird Park parking lots and trails as well as Credit Union Drive area and Main Street.

   Motion by Lundeen, second by Gordon to approve as presented. Motion passed 5-0. Motion carried.

7. **Resolution 2020-216** Authorizing 2021 Storm System Maintenance Engineering Services
   City Engineer Jason Cook shared that this is to wrap up the program that has been in place for 5 years now. Cook continued to share that last year was switched with the 2021 maintenance area to allow more time to coordinate work along the Whiskey Road County ditch. This year, it is now proposed to complete the 2020 maintenance area work.

   Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $303,970.06 Payroll in the Amount of $146,165.83
2. Development Agreement Amendment Legacy Pines
3. **Resolution 2020-217** Removing Part-Time Peace Officers from Roster
4. **Resolution 2020-218** Finalizing the Payment for the 2020 Pavement Management Project
5. **Resolution 2020-219** Authorization to Terminate an Employee
6. **Resolution 2020-220** 6th Avenue Rehabilitation Partial Payment No. 2
7. **Resolution 2020-221** Amendment to the 2020 Budget

   Motion by Lundeen, second by Collison to approve consent agenda as presented. Motion passed 5-0. Motion carried.

M. Other Communications

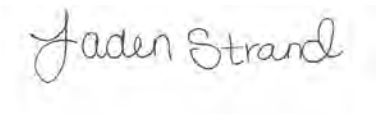
1. November Police Department Reports
2. November Code Enforcement Officer Report
3. November Building Inspector Report
4. December Engineering Project Status Report

5. Draft Minutes from the November 24th, 2020 Parks, Recreation and Culture Board Meeting

Adjournment
Motion by Bergley, second by Lundeen to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:21 p.m.

Respectfully Submitted,



Jaden Strand
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, DECEMBER 15, 2020 – 5:00 P.M.
CITY HALL

This meeting was held virtually via Zoom.

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Member Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Finance Director Mike Betker, City Engineer Jason Cook, Chief of Police Travis Muyres, Liquor Store Manager John Jacobi and Public Services Director Matt Sylvester

D. Public Comment
None

E. Committee Meeting Items

1. Public Works updates

- Public Works has been posting doors for tree trimming in Right of Way areas as well as in Parks and City owned facilities. This will likely continue through the winter as time allows.
- Staff has been out to do pothole patching.
- Staff has been preparing equipment for winter storage as well as prepping equipment that is used for winter snow removal.
- Fall cleanup of leaves and debris from streets has been completed.
- Annual maintenance of the Air release valves have been completed for the year.
- Annual jetting was completed. This year each lift station was jetted.
- Generators have been set and are up and running with the exception of Rum River lift station, Isanti Community Center, and Well 1/ Police Department/ Fire Department as well as the transfer switch at City Hall which should be completed in the next few weeks.
- The clarifiers were shut down and cleaned at the WasteWater Treatment Facility in early November. They will remain down until Spring. This is normal winter operations at the facility.
- Staff worked through some issues at the WTP on the MIOX machine. This was a great opportunity for some of our new staff to trouble shoot and cross train on the Miox machine.
- The Sledding Hill has been completed and has seen a lot of attention with the very little snow that has been received. The Grand Opening is scheduled for December 16th.
- The Compost Site was closed on November 8th and had another successful year with a lot of positive feedback from residents.
- Santa Day was scheduled for December 11th with the Candy Cane Hunt to follow on December 13th.
- Fall cleanup for leaves in the parks was completed for now and there will be some cleanup in the Spring.

- The Winter Isantian has been completed and sent out.
- The Farmers Market ended on September 25th.
- Recommendation from Committee is to postpone the Sledding Hill Grand Opening to a date later determined.

2. Chapter 227 Parking and Storage Discussion
- Previous Committee of the Whole meeting, it was requested that there be consideration of trailers being permitted to park on the grass during the winter restriction months, November to March 31.
- If permitted, staff requested consensus of where parking and storage would be allowed and if units such as snowmobiles or other motorized units will be permitted to be on a trailer.
- Consensus from Committee is to allow for trailers on a non-impervious surface and within 10 feet of the driveway from November 1st to March 31st.
- Recommendation from Committee is to post Ordinance for the required 10 days with the recommended changes listed above.

3. Isantian Newsletter Options Discussion
- In the past the City of Isanti has sent the Isantian Newsletter out to be printed and mailed to residents quarterly. That contract has been with Minuteman Press and expires on 12/31/2020.
- In the year 2020 it cost the City $11,616.61 for the service.
- Another option would be to have the Isantian go digital. The City would then have the ability of posting it on Facebook and also the City website. Isantian could be mailed to a resident if requested.
- The Isantian is prepared in-house so this option would require no additional staff time.
- Recommendation from Committee is to print Isantian in-house for new residents as well as whoever may want one otherwise make the publication digital to save the money.

4. Intersection Control at Heritage/ East Dual Update
- City Administrator Josi Wood updated the Committee that she had spoke with the President of Minnco Credit Union, Doug Halverson, and asked if the Minnco Credit Union Board was willing to sell the piece of land as well as if it included the remodel. Halvorson was not sure but heard that the County Commissioners had been talking with some of the members of the Minnco Credit Union Board.
- City Administrator Josi Wood requested Doug Hallstrom talk to the Minnco Credit Union Board again and ask if they are interested in selling the property to make a 4-way intersection and Doug Hallstrom said he would.

5. Liquor Store Architect Discussion (6:00 p.m.)
- Committee and Liquor Store Manager John Jacobi shared their requests for the new liquor store with Mike Angland and Tim Houle from Widseth Engineering.
- Requests for the new liquor store included a pitched roof, 12-14-foot ceilings, shelving and racking against the back walls.
- Mike Angland shared that he expected to have a proposal ready for review by the following week for review at the next City Council meeting.
- Recommendation from Committee is to review Widseth proposal at the next Council meeting and to ask Brunton if they would like to submit a revised proposal.

6. Metal Detecting on City Property
- Mayor Johnson has received phone calls inquiring medal detecting on City property.

- The recent individual inquiring is interested in medal detecting the old house where the new liquor store is proposed to go. The individual is not looking for anything of value to keep and will give the City anything he may find.
- Recommendation from Committee is for staff to research policies allowing for this but does result in a liability for the City and bring back to Committee of the Whole for discussion.

7. Fire District Purchase Update
- The parcel has been split and recorded with the County. It will take some time before Beacon is updated.
- A revised purchase agreement will be sent to Fire Chief Al Jankovich with included language that the generator will be the City's sole responsibility.
- Recommendation from Committee is for the Fire District to keep the billboard sign when they purchase the building instead of moving the sign to the new police department.

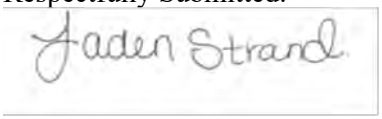
8. Liquor License Fee Discussion
- Mayor Johnson shared that he is receiving phone calls about waiving liquor fees as Cambridge has recently waived theirs for 2021.
- Recommendation from Committee is if a business paid for a 2020 license, their fee will be waived for 2021. This would apply to liquor and pawn shop renewal fees. If a business is looking to obtain a new license, the waived fee will not pertain to them.

9. Open Minnesota
- Councilmember Bergley shared that there is a group called "Re-Open Minnesota" where there are approximately 150 businesses that plan to open against Governor Walz's order.
- Isanti declared themselves business-friendly in June.
- The City Attorney recommended in the past that not following the Governors Order may put liability on the City if encouraging businesses to open.

F. Adjournment

Meeting was adjourned at 6:53 p.m.

Respectfully Submitted.



Jaden Strand
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, November 17, 2020
ZOOM meeting

1. Meeting Opening

A. **Call to Order**: Chair Johnson called the meeting to order at 7:45pm
B. **Pledge of Allegiance**
C. **Roll Call**: Commissioners present: Jeff Johnson, Paul Bergley, Jimmy Gordon, Steve Lundeen, Dan Collision, Arissya Simon. Staff present: Sheila Sellman Community Development Director. Absent: Commissioner Alexander Collins
D. **Agenda Modifications**: None

2. Meeting Minutes

A. Approval of Minutes from October 20, 2020 Planning Commission Meeting: Motion by Lundeen, second by Bergley to approve, motion passed 6-0.

3. Public Hearing

A. Ordinance Amending the City Zoning Code, Ordinance 445 Section 2: Definitions and Section 15: Fencing, Screening and Landscaping: Sellman gave the presentation regarding soil and sod requirements, this amendment is more of a housekeeping that removes MNDOT specification numbers and just references MNDOT Specs rather than a specific number. No one from the public spoke on this item. Motion by Lundeen, second by Bergley to approve the amendment. Motion passed 6-0.

4. Other Business

A. Sign Consideration for Best Western: Sellman explained that Best Western applied for a free-standing sign permit and was denied by past administration because it did not have a brick base. The hotel is located in the HWY 65 overlay and should be held to higher development standards however the sign code does not specify what that is. The hotel proposed a freestanding sign with a solid base but not of brick. The Planning Commission discussed the base and agreed it should be solid and should be similar to what the other businesses in that district have done (Coborn's, O'Reilly etc.) The Commission agreed to what the hotel proposed with the addition of a small brick base with landscaping around it. The Commission directed staff to draft an ordinance amendment for the HWY 65 overlay sign requirements. Motion by Dan to approve the sign as presented with the addition of a 2-3-layer brick base with landscape around it, second by Lundeen, motion passed 4-2. Bergley and Gordon voted no against the extra requirements, what they proposed is fine.

5. Discussion Item

Commissioner Collins request of absence: Commissioner Collins requested a leave of absence from the Planning Commission and has missed a few meetings prior to the request. He said he should be back in December. Complications with COVID has kept him out of the country. Motion by Lundeen, second by Gordon/Collison to allow the leave of absence and revisit in January. Motion passed 6-0.

6. Adjournment: Motion to adjourn by Bergley, second by Collison to adjourn, motion approved 6-0, meeting adjourned at 8:33pm.

Respectfully submitted Sheila Sellman Community Development Director

A Community For Generations.

Isanti

City of Isanti Board Member Application

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

Name: John Farris E-mail: _____

Address: _____

Phone Number: _____

Board Seat for which you are applying for:

Parks, Recreation, and Culture Board

Economic Development Authority

Planning Commission

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

City of Isanti Resident

Non-Resident of Isanti

State:

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

- Licensed Real Estate Agent.
- Bachelor's degree in Accounting; Master's degree w/ emphasis on organizational leadership.
- Experienced with property management - commercial, residential, high-rise buildings
- Professional experience managing $4.5+ million in budgets; capital projects; and vendor contracts
- Have chaired and served on previous boards (churches and homeowner associations)

Why you are interested on being on the Board?

I have lived in Isanti for 2 years now. We're raising our family here for at least the next 15-20 years. I would love to see our city grow and develop at a faster rate than Cambridge.

As a realtor I help clients move into new homes. A city's businesses, parks, schools, etc, all effect the desirability of the community. As a member of this board I would like to help work towards bringing in businesses and amenities that will bring value to the community.

What is your vision of Isanti?

I would like to see more businesses come into the community that would be a benefit to residents but also provide more tax revenue. The competitive side of me would like to see Isanti grow at a quicker pace than Cambridge. I think Isanti is better positioned along 65 and could make use of the traffic that comes from Cambridge.

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

Feel free to view my LinkedIn profile for more details on my professional experience. I can provide a resume if needed.

A Community For Generations.

Isanti

City of Isanti Board Member Application

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

Name: Luke Merrill E-mail: _____

Address: _____

Phone Number: _____

Board Seat for which you are applying for:

Parks, Recreation, and Culture Board XEconomic Development Authority X

Planning Commission

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

X City of Isanti Resident Non-Resident of Isanti

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

Honors B.A.S. in Economics from University of Minnesota
Honors B.A. in Psychology from University of Minnesota
Economics Club President at UofM 2013-2014
Omicron Delta Epsilon Economics Honor Society
County Park Board Commissioner 2016-Current
Isanti Planning Commission Experience
Lifelong Resident of Isanti

Why you are interested on being on the Board?

I think it's important to be involved and be the voice of citizens. Using my educational background, the EDA is my best means of doing so.

What is your vision of Isanti?

Small town, with modern ammenities and business opportunities. But not overgrown or overly retail developed in a way that makes the city unpleasant to live in.

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

Resume Attached

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Jaden Strand, Deputy City Clerk/ Human Resources
Date: January 5, 2021
Subject: Resolution 2021-XXX Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

Background:
Appointments must be made for year 2021 for Advisory Committees, Commissions, and Boards.

EDA
There is one seat open for an appointed member. Advertisements were placed to seek interested candidates for the Economic Development Authority. Applications for the open seat were received from Luke Merrill and John Farris. The term for the open seat extends to December 31, 2026.

Request:
Interview subject candidates that applied for open seat, and make appointments for Park, Recreation and Culture Board and Planning Commission. Make appointments for members and representatives for City Commission and Advisory Boards for year 2021.

Attachments:

- Resolution 2021-XXX Designating Committees and Representative City Commissions and Advisory Boards for Year 2021
- Candidate Applications

RESOLUTION 2021-XXX

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2021

WHEREAS, the City is required to make certain official appointments at the beginning of each year and throughout the year as needed; 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 2021:

Committee of the Whole	
Economic Development Authority	
Parks, Recreation & Culture Board	
Planning Commission	
Rum River BMX Association Board	
Community Education	
Cable TV Liaison	
Civil Defense Director	
Fire District	
ICICLE	
School Liaison	
Chamber of Commerce Liaison	
Bike Isanti County Committee	
C-I Bike/Walk Trail	
Public Works Labor Management Committee	
Weed Inspector	

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

3. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2021:

Open Seat	*(term expiration 12-31-2023)*
Aaron Zdon	*(term expiration 12-31-2022)*
James Witte	*(Appointed 7-5-2016; term expiration 12-31-2021)*
Michael Becker	*(Appointed 10-20-2020 term expiration 12-31-2022)*
Open Seat	**Council Representative** (*term expiration 12-31-2021)*
Open Seat	**Student Representative** *(term expiration 12-31-2021)*

4. That the City Council designates the following individuals to the Planning Commission for year 2021:

Mayor and City Council:	
Jeffrey Johnson	(*Appointed 1-5-2021; term expiration 12-31-2021)*
Dan Collison	(*Appointed 1-5-2021; term expiration 12-31-2021*)
James Gordon	(*Appointed 1-5-2021; term expiration 12-31-2021*)
Paul Bergley	(*Appointed 1-5-2021; term expiration 12-31-2021*)
Steve Lundeen	*(Appointed 1-5-2021; term expiration 12-31-2021*)
Appointed Members:	
Alexander Collins	*(Appointed 5-7-2019; term expiration 12-31-2021)*
Arissya Simon	*(Appointed 1-7-2020; term expiration 12-31-2022)*

5. That the City Council Economic Development Authority Board membership terms are as follows for year 2021:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Dan Collison	*(Appointed 1-5-2021; term expiration 12-31-2021)*
James Gordon	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Paul Bergley	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Steve Lundeen	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Appointed Members:	
Justin Nielsen	*(Appointed 2-18-2020; term expiration 12-31-2024)*
Open Seat	*(term expiration 12-31-2026)*

This Resolution is hereby approved by the Isanti City Council this 5th day of January 2021.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Jaden Strand, Deputy City Clerk/ Human Resources
Date: January 5, 2021
Subject: Resolution 2021-XXX Designating Official Newspaper, Appointing Depositories and Professional Services

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Background:

Newspaper Bids, Appointment of Depositories and Professional Services

Bids for the 2021 official city newspaper have been received from County News Review and Isanti-Chisago County Star.

County News Review	**$1.99 per column inch (11 lines/inch)** **215 distributions within the City of Isanti**
Isanti-Chisago County Star	**$2.05 per column inch (9 lines/inch)** **1885 distributions within the City of Isanti**

Attached is a Resolution designating the official City Newspaper, designation of depositories and appointment of professional services for the year 2021.

Request:
Staff is recommending to designate Isanti-Chisago County Star as the City's official newspaper for 2021 as they provide the highest number of distributions within the City of Isanti.

Attachments:

- Resolution 2021-XXX Designating an Official City Newspaper, Depositories, Appointment of City Attorney, City Engineer, City Auditor and Professional Services

RESOLUTION 2021-XXX

DESIGNATING AN OFFICIAL CITY NEWSPAPER, DEPOSITORIES, APPOINTMENT OF CITY ATTORNEY, CITY ENGINEER, CITY AUDITOR AND PROFESSIONAL SERVICES

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 of the official city newspaper for 2021; and,

WHEREAS, the following bids and distribution numbers were received by the City:
County News Review $1.99 per column inch (11 lines/inch) 215 distributions in the City of Isanti
Isanti-Chisago County Star $2.05 per column inch; (9 lines/inch) 1885 distributions in the City of Isanti;

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 2021 at a rate $____ per column inch, at ___ lines/inch.

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

Depositories: Falcon National Bank
RBC Wealth Management

City Attorney: Ratwik Roszak & Maloney, P.A

City Engineer: Bolton & Menk, Inc.
City Auditor: Abdo, Eick & Meyers, LLP
Financial Advisor: Northland Securities, Inc.
Bond Counsel: Briggs & Morgan

This resolution was duly adopted by the Isanti City Council this 5th day of January 2021.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2021-XXX

WAIVING RENEWAL FEE FOR ANNUAL LIQUOR AND PAWNSHOP LICENSES FOR 2021

WHEREAS, the City Council declared Isanti, MN a business-friendly community on June 2, 2020 and encouraged the Governor to reopen MN due to struggling businesses; and,

WHEREAS, restaurants have been closed to in-person dining and are limited to carry out only due to the COVID 19 pandemic; and,

WHEREAS, restaurants that have on-sale liquor licenses are not permitted to conduct liquor sales and are unable to capture revenue from those sales; and,

WHEREAS, the City Council gave aid to qualifying businesses through the COVID Relief Grant Program and desires to do more to help Isanti businesses through waiving certain license renewal fees; and,

WHEREAS, the following businesses hold a Liquor license or Pawnshop license with cost associated:

Sanbrook Golf Course $250	Wintergreens Golf & Grill $2,700
Thunder Brothers Brewery $1,010	Junction Bowl $2,700
VFW $2,700	Northern Pawn $1,500

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that fees are waived for Liquor and Pawnshop annual renewal licenses.

This Resolution is hereby approved by the Isanti City Council this 5th day of January 2021.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 5, 2021
Subject: Resolution Accepting Proposal for Architecture Services for Liquor Store

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Committee of the Whole held multiple discussions regarding finding the best architectural firm for the City's new liquor store project.

Two firms, Widseth and Brunton, have submitted proposals which are attached to this memo.

Request:
Staff is requesting discussion and action on this item.

Attachments:
- Res 2021-XXX
- Widseth Proposal
- Brunton Proposals

RESOLUTION 2021-XXX

ACCEPTING THE ARCHITECTURAL PROPOSAL FOR THE ISANTI LIQUOR STORE

WHEREAS, State Statute requires that the City have an architect for the planned design and construction of the new liquor store; and,

WHEREAS, proposals for the project were received from Widseth and Brunton and are attached as Exhibits to this Resolution;

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

1. That the City accepts the proposal for architectural services for the project from _____ in the amount of $_____.

2. The City Administrator is authorized to enter into and sign an agreement for such services.

This resolution was duly approved by the Isanti City Council this 5th day of January 2021.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

December 29, 2020

Josi Wood, City Administrator
City of Isanti
110 1st Ave NW
Isanti, MN 55040

Re: Isanti Liquor Store Widseth Design Proposal

Dear Ms. Wood:

Thank you for the opportunity to provide professional services for your upcoming liquor store project located in Isanti, Minnesota. Based on the discussions during our phone conversation on December 9, 2020 and the city council Zoom Meeting on December 15, 2020, Widseth has a clear understanding of this project. The building will be a 12,000 s.f. liquor store based on the floor plan that you've provided and other information that identifies the needs, wants and other design criteria for the project. Widseth anticipates the construction cost to be within $175 - $200/s.f., which equates to a 2 - 2.5 million dollar construction cost. This construction cost figure is preliminary and will need to be reviewed, analyzed and confirmed with the City of Isanti within the context of a comprehensive project cost review. The anticipated opening of this facility is Thanksgiving of 2021, which presents the owner, design team and contractor with a tight time frame for the completion of this project. This schedule will require the entire project team to operate in an efficient and timely manner as it relates to design phases, project milestones and construction sequencing.

As mentioned during the Zoom Meeting, we as designers rarely work on a project where the client is as organized and prepared for the design of a new building, which is very beneficial in this case as it relates to the anticipated schedule for this project. Our typical design process includes multiple design phases which allow us to work with clients to determine the types of spaces, locations of spaces within the building and quantifying the overall footprint of the building. This preliminary information is then used to generate a preliminary floor plan that provides a general concept of the building and occurs during the Preliminary Design and Schematic Design Phases. However, with your project it appears that these phases will not be necessary due to your hard work and collaborative efforts. The remaining design phases will consist of Design Development, Construction Document & Bidding and Construction Administration Phases.

The objective is clear, and that is that Widseth architects and engineers join your team and begin working with you to develop and complete bid documents that reflect your goals and expectations for this facility. You have generated momentum for this project, and Widseth has staff available to begin working with you immediately on this project. Widseth proposes to provide architectural and engineering services as follows noting that the fee may fluctuate depending on the scope of the project:

Preliminary Design Phase (Not Required)

Schematic Design Phase (Not Required)

Design Development Phase ($39,690.00)

- *Programming* – As mentioned, the programming for this project has been completed by the City of Isanti and is evident within the preliminary information that you have provided. This preliminary information has been attached to this proposal as Exhibit A for reference.

- *Concept Floor Plan, Exterior Elevations & Site Plan* – Widseth will develop a floor plan, exterior elevations and a site plan in order to establish a baseline for the design concept. The goal during Design Development will be to provide the following:

    - City of Isanti Zoning Ordinance Review
        - Identify and incorporate zoning ordinance requirements that will impact the site development and exterior design for this project.
            - This will include site access, minimum parking spaces, maximum impervious, greenspace and landscape requirements, exterior signage, allowable exterior materials, maximum height for the building and other information that will impact the overall design for this building.
            - Site access and overall traffic flow will be critical in order to align with the anticipated goal of 12% market share that has been mentioned by the City of Isanti. Widseth architects will work along with the City of Isanti city engineers during this process.
    - Building Code Review
        - Identify and incorporate building code requirements that will identify the occupancy for this building, building construction type, exiting, minimum restroom and plumbing fixture counts and other items that will impact the overall design of the building.
    - Construction Type
        - Propose a construction type that aligns with the expectations of the City of Isanti.
    - M&E
        - Mechanical
            - Discuss expectations for HVAC systems, HVAC controls and plumbing fixtures.
            - Review anticipated demand for walk-in coolers and rail coolers.
            - Identify opportunities for rebates that may be available from utility provider.
        - Electrical
            - Discuss expectations for electrical systems, light fixtures, panel layouts and circuitry and fire alarm systems.
            - Review anticipated demand for walk-in coolers and rail coolers.
            - Identify opportunities for rebates that may be available from utility provider.
    - Project Cost
        - Widseth will work with the City of Isanti to establish an overall Project Cost for this project. As discussed during the Zoom Meeting, Widseth will work with local contractors in an attempt to incorporate current and relevant pricing for construction, that reflects local labor availability, material pricing and availability and other key factors that are applicable to your area.
        - This Project Cost will provide the City of Isanti with a comprehensive analysis of all costs for the project, which include the following:
            - Soft Costs
                - Permits, A/E fees, Insurance, Etc.
            - Construction Costs
            - FF&E
                - This typically is owner provided items that may be purchased by the City of Isanti and outside of the construction contract.
            - Contingency

  - Project Schedule
    - Widseth and the City of Isanti will review the anticipated project schedule, identify key milestones and discuss opportunities to expedite construction in an attempt to open by Thanksgiving of 2021.

- *Deliverables* – The deliverables during the Design Development phase will consist of the following:

  - Site/Survey
    - City of Isanti zoning review.
    - Concept site plans.
  - Building
    - Concept floor plans.
    - Concept elevations.
    - Building code review.
  - Mechanical and Electrical
    - Initial discussions regarding mechanical & electrical systems that identify design criteria and expectations for thermal comfort, energy performance and ongoing maintenance expectations.

Construction Documents Phase ($70,560.00)

- *Construction Documents* - Upon approval from you on the final design, Widseth will prepare Construction Documents to be distributed to multiple contractors to be competitively bid and to the applicable agencies for plan review and permitting. Construction Documents will consist of the following drawings and specifications:

  - Architectural
    - Code review, floor plans, exterior elevations, building sections, details, door & window schedules, room finish schedules and interior elevations.
  - Mechanical Engineering
    - Plumbing and HVAC plans.
  - Electrical Engineering
    - Power, data and lighting plans.
  - Structural Engineering
    - Foundation & framing plans and details.

- *Deliverables* – The deliverables during the Construction Document Phase will consist of the following:

  - Drawings and specifications.
    - Hard copies and electronic files.
  - City of Isanti
    - Plan review and building permit applications.
  - State of Minnesota
    - MN Dept. of Labor & Industry Plumbing permit application and documents.

Bidding & Construction Administration Phases (Hourly)

- *Bidding* – During the bidding process, Widseth will address questions from bidders and issue addenda to provide clarification if needed. Widseth will also assist in reviewing bids and issuing construction contracts to the successful bidder

- *Construction Administration* - Throughout construction, Widseth will answer contractor questions and will make site visits, at intervals appropriate to the stage of construction to observe construction work and verify it is in conformance with the contract documents. Shop drawings will also be submitted to Widseth for review to ensure all materials, equipment, structural components and fixtures are in compliance with specified products. Widseth will also review pay applications submitted for payment certifying that the quantity requested is consistent with the work completed on site. Toward the end of the project, Widseth will issue a certificate of substantial completion with a final punch list identifying work to be completed or corrected as well as the associated cost for completion. Widseth will review and forward all closeout documentation including warranties for your records. Upon satisfactory completion of all close out items we will authorize final payment to the contractor.

- *Shop Drawing Review* – The Bid Documents will specify information pertaining to the products and execution for construction. Shop drawings of construction materials, equipment, structural components and fixtures will be submitted to Widseth for review for conformance with the design intent.

- *Deliverables* – The deliverables during the Construction Administration phase will consist of the following:
    - Shop Drawing Review
        - Architectural
        - Mechanical
        - Electrical
        - Structural
    - General Contractor pay application review.
    - Scheduled monthly site visits.
    - Project closeout documents.

Widseth is excited for the opportunity to work with the City of Isanti and discuss this proposal with you at the January 5, 2021 city council meeting. If you find this proposal acceptable, please sign below, return one copy of this proposal to our office and we'll get started right away!

Sincerely,

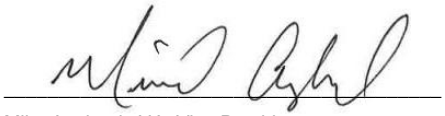


Michael Angland, AIA, LEED AP, Vice President
Cc: Tim Houle, P.E., Vice President

Exhibits:

Exhibit A - Owner Provided Information
Exhibit B - Widseth Project Schedule
Exhibit C - Widseth General Provisions
Exhibit D - Widseth Fee Schedule

Proposed by Widseth Smith Nolting & Assoc., Inc.



Mike Angland, AIA, Vice President
Widseth Smith Nolting

The above proposal is satisfactory and WSN is authorized to do the work as specified.

_____ _____
Date

WiDSETH

2021 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer	
Level I	$115 / Hour
Level II	$140 / Hour
Level III	$165 / Hour
Level IV	$175 / Hour
Level V	$190 / Hour
Technician	
Level I	$ 76 / Hour
Level II	$ 96 / Hour
Level III	$115 / Hour
Level IV	$130 / Hour
Level V	$145 / Hour
Computer Systems Specialist	$175 / Hour
Senior Funding Specialist	$130 / Hour
Marketing Specialist	$120 / Hour
Funding Specialist	$100 / Hour
Administrative Assistant	$ 73 / Hour

OTHER EXPENSES	
Mileage (Federal Standard Rate) *subject to IRS Guidelines*	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	$100 / Day
ATV Side by Side Rental	$200 / Day
Waste Water Sampler	$40 / Day
ISCO Flow Recorder	$60 / Day
Photoionization Detection Meter	$80 / Day
Explosimeter	$50 / Day
Product Recovery Equipment	$35 / Day
Survey-Grade GPS (Global Positioning System)	$75 / Hour
Mapping GPS (Global Positioning System)	$150 / Day
Soil Drilling Rig	$35 / Hour
Groundwater Sampling Equipment	$75 / Day
Subcontractors	Cost Plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-½" x 11"	$0.10 Each
Black & White Copies: 11" x 17"	$0.50 Each
Black & White Copies: 24" x 36"	$3 Each
Color Copies: 8-½" x 11"	$2 Each
Color Copies: 11" x 17"	$4 Each
Color Copies: 24" x 36"	$12 Each
Color Plots: 42" x 48"	$22 Each

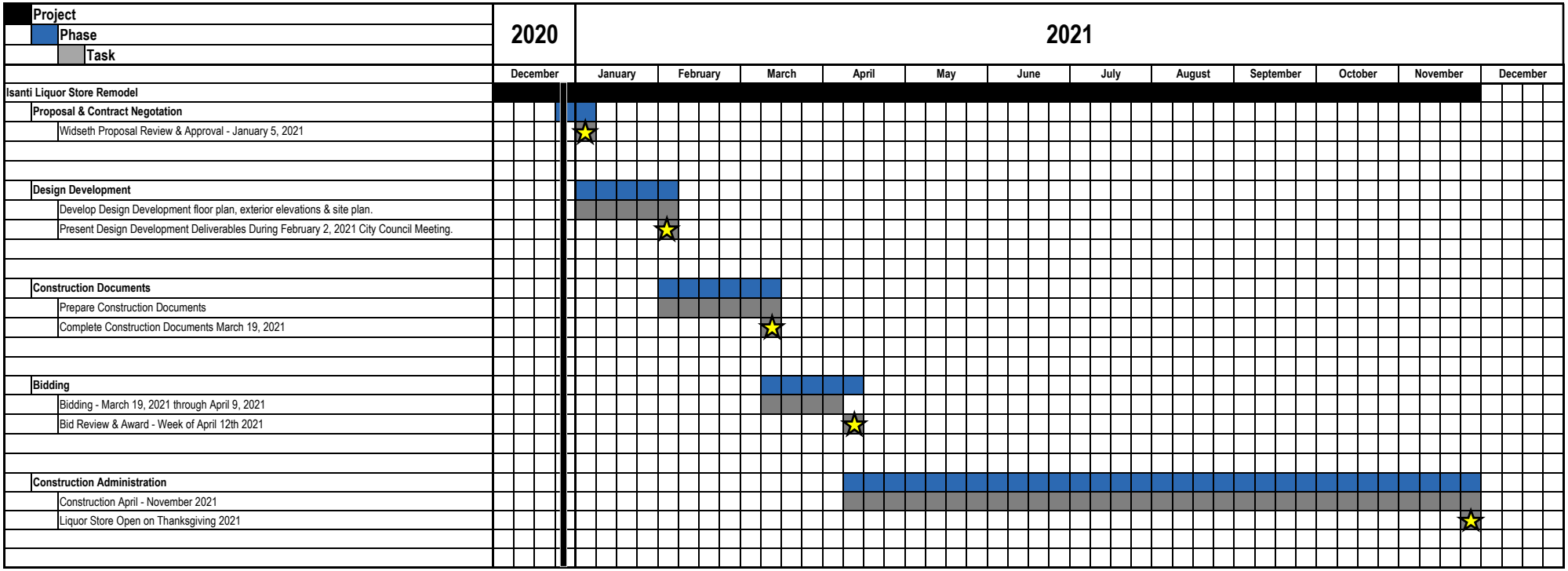
These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

WIDSETH

Isanti Liquor Store Schedule

Exhibit B

12/29/2020



BRUNTON ARCHITECTS & ENGINEERS

MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56001

MINNETONKA
5900 GREEN OAK DRIVE, STE 300A
MINNETONKA, MN 55343

ISANTI LIQUOR STORE				
ISANTI, MN				
GROSS SQUARE FOOTAGE - 11,752				
PRECAST OPTION				
DATED - 12-22-2020				
DIVISION 1 GENERAL CONDITIONS	**QUANT**	**UOM**	**AMT**	**TOTAL**
SUPERINTENDENT - 7 MONTHS	840	HR	85.00	$ 71,400.00
MISC - MISC MATERALS	1	LS	3,500.00	$ 3,500.00
GP CARPENTRY	200	HR	65.00	$ 13,000.00
DUMPSTERS - 30 YD	6	EA	460.00	$ 2,760.00
JOBSITE PHONE	7	mn	75.00	$ 525.00
JOB TRAILER	7	mn	250.00	$ 1,750.00
PLAN PRINT	1	LS	350.00	$ 350.00
TOILET	7	MO	225.00	$ 1,575.00
TEMPORARY LABOR AND CLEANING	1	LS	2,500.00	$ 2,500.00
FINAL CLEAN	1	LS	1,500.00	$ 1,500.00
TEMP FENCE	750	LF	5.50	$ 4,125.00
TEMP WATER - GC	5	MO	50.00	$ 250.00
TEMP ELECTRICITY - GC	7	MO	250.00	$ 1,750.00
SURVEY STAKING	1	LS	7,500.00	$ 7,500.00
DIVISION 3				
Concrete Footings and Walls	588	LF	150.00	$ 88,200.00
Concrete Slab On Grade	11752	SF	7.00	$ 82,264.00
Precast Walls 451 lf x 25' tall	11275	SF	37.00	$ 417,175.00
Precast double tee roof panels	11752	SF	18.00	$ 211,536.00
DIVISION 5				
Steel Canopies, Misc Handrails & Metals	1	EA	15,000.00	$ 15,000.00
Steel Stairs- Roof Access	1	EA	25,000.00	$ 25,000.00
Steel Erecting	1	EA	25,000.00	$ 25,000.00
			.	
DIVISION 6				
Wood Blocking & Materials	1	LS	6,500.00	$ 6,500.00
Rough Carpentry Labor	1	LS	5,000.00	$ 5,000.00
Finish Carpentry Labor	3500	SF	2.15	$ 7,525.00
Misc Millwork & Plam Countertops	1	LS	25,000.00	$ 25,000.00
DIVISION 7				
EPDM Roof	11752	SF	11.00	$ 129,272.00
Parapet Metal & Flashings	515	LF	25.00	$ 12,875.00
Joint Sealants	1	LS	2,500.00	$ 2,500.00
DIVISION 8				
Steel Doors and Frames & Hardware	12	EA	1,200.00	$ 14,400.00
Sliding auto matic entrance doors	2	EA	10,000.00	$ 20,000.00
Aluminum Storefront doors & windows	400	SF	50.00	$ 20,000.00

BRUNTON ARCHITECTS & ENGINEERS
MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56001
MINNETONKA
5900 GREEN OAK DRIVE, STE 300A
MINNETONKA, MN 55343

Overhead Door	1	LS	5,500.00	$ 5,500.00
Interior Door Glazing	1	LS	900.00	$ 900.00
DIVISION 9				
Gypsum Board Systems	5502	SF	7.00	$ 38,514.00
Polished Concrete Floor	11302	SF	7.00	$ 79,114.00
Acoustical Ceilings	8000	SF	3.50	$ 28,000.00
Tile- Bathroom	450	SF	14.00	$ 6,300.00
Painting	15000	SF	0.85	$ 12,750.00
DIVISION 10				
Toilet Accessories	3	LS	250.00	$ 750.00
Lockers	12	EA	350.00	$ 4,200.00
Interior Signage	1	LS	1,000.00	$ 1,000.00
Exterior Signage	1	LS	7,500.00	$ 7,500.00
Fire Protection Services	6	LS	300.00	$ 1,800.00
Mirrors	2	EA	65.00	$ 130.00
DIVISION 21				
Sprinklers	11752	SF	3.15	$ 37,018.80
DIVISION 22, 23				
Plumbing	11752	SF	7.00	$ 82,264.00
HVAC	11752	SF	11.00	$ 129,272.00
HVAC Controls	11752	SF	1.00	$ 11,752.00
DIVISION 26,27,28				
Electrical	11752	SF	12.00	$ 141,024.00
Low Voltage Cables	1	SF	2,500.00	$ 2,500.00
DIVISION 31-				
Total Sitework according to Bolton & Menk	1	LS	350,000.00	$ 350,000.00
Building Footing & Foundation Excavation- Contaminated Soils Excluded				$ -
Sanitary and Water Service- Allowance				$ -
Concrete Sidewalks				$ -
Curb & Gutter				$ -
Asphalt Parking lot				$ -
DIVISION 32				
Landscaping- Allowance	1	LS	15,000.00	$ 15,000.00
Irrigation- EXCLUDED	1	LS	-	EXCLUDED

BRUNTON ARCHITECTS & ENGINEERS

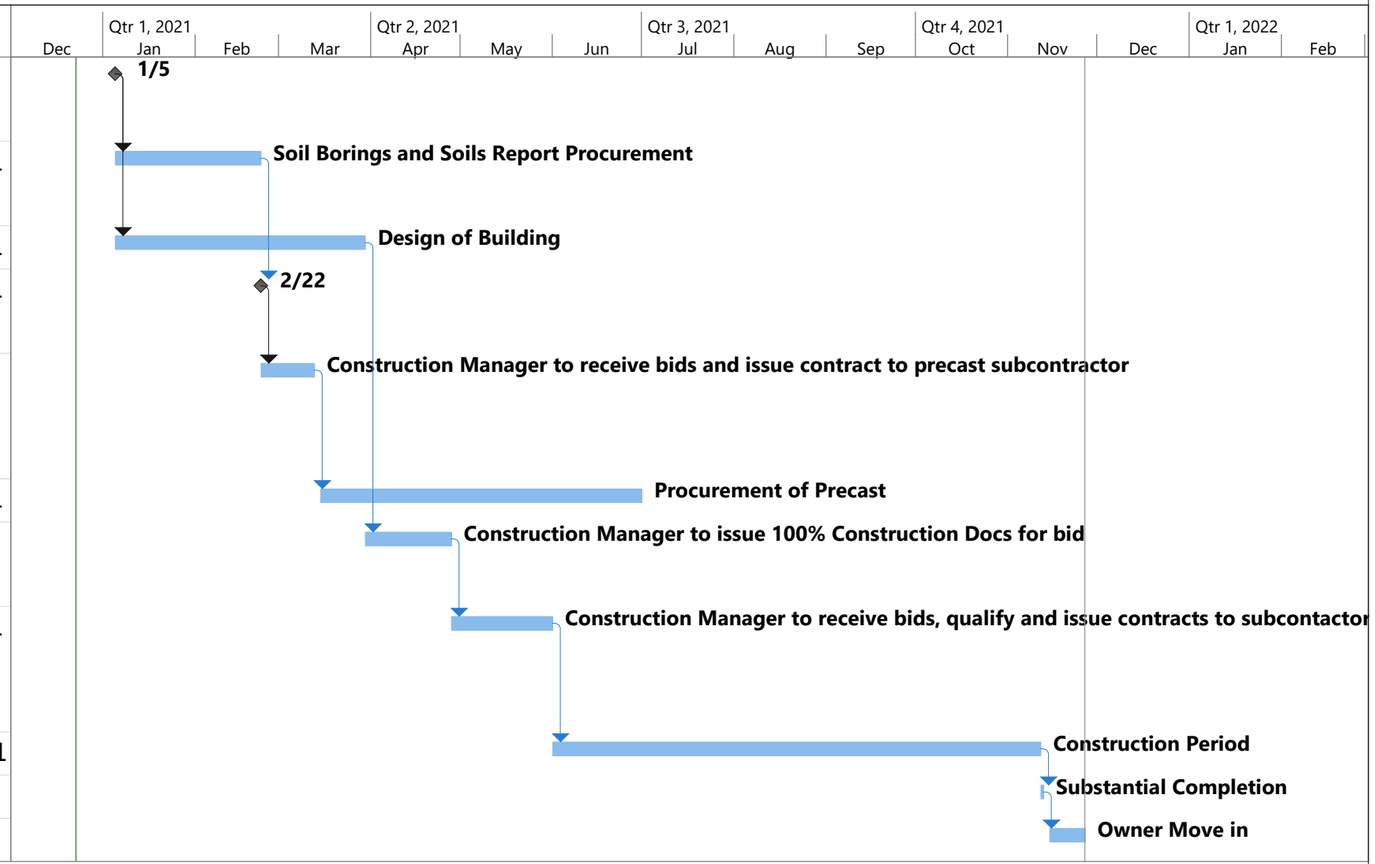
MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56001

MINNETONKA
5900 GREEN OAK DRIVE, STE 300A
MINNETONKA, MN 55343

SUBTOTAL				$ 2,175,020.80
PERMIT - (Allowance)	1	LS	16,000.00	$ 16,000.00
BOND	1	LS	23,925.23	$ 23,925.23
SAC & WAC EXCLUDED	1	LS	-	EXCLUDED
LIAB INSUR	1	LS	11,000.00	$ 11,000.00
BLDR'S RISK	1	LS	8,500.00	$ 8,500.00
GC OVERHEAD AND PROFIT	1	LS	108,751.04	$ 108,751.04
TOTAL CONSTRUCTION COST…….				**$ 2,343,197**
Construction Cost per Gross Square Foot	*$ 199.39*			
DESIGN FEE 6.75%	1	%	158,165.80	$ 158,165.80
CONSTRUCTION CONTINGENCY 5%	1	%	117,159.85	$ 117,159.85
Soils Investigation and Material Testing	1	LS	15,000.00	$ 15,000.00
FF&E- Coolers and equipment	1	LS	-	EXCLUDED
Security Cameras, AV Equipment	1	LS	-	EXCLUDED
TOTAL BUDGET				**$ 2,633,523**
Total Budget cost per Gross Square Foot	*$ 224.09*			

Isanti Liquor "Precast Concrete Option"

ID	Task Name	Duration	Start	Finish
1	Design Fee Proposal Accepted at Council meeting	0 days	Tue 1/5/21	Tue 1/5/21
2	Soil Borings and Soils Report Procurement	35 days	Tue 1/5/21	Mon 2/22/21
3	Design of Building	60 days	Tue 1/5/21	Mon 3/29/21
4	Completion of Structural Bid Package for Precast and Footings	0 days	Mon 2/22/21	Mon 2/22/21
5	Construction Manager to receive bids and issue contract to precast subcontractor	14 days	Tue 2/23/21	Fri 3/12/21
6	Procurement of Precast	78 days	Mon 3/15/2	Wed 6/30/21
7	Construction Manager to issue 100% Construction Docs for bid	21 days	Tue 3/30/21	Tue 4/27/21
8	Construction Manager to receive bids, qualify and issue contracts to subcontactors	24 days	Wed 4/28/21	Mon 5/31/21
9	Construction Period	118 days	Tue 6/1/21	Thu 11/11/21
10	Substantial Completion	1 day	Fri 11/12/21	Fri 11/12/21
11	Owner Move in	10 days	Mon 11/15/	Fri 11/26/21



BRUNTON ARCHITECTS & ENGINEERS

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MINNETONKA
5900 GREEN OAK DRIVE, STE 300A
MINNETONKA, MN 55343

ISANTI LIQUOR STORE				
ISANTI, MN				
GROSS SQUARE FOOTAGE - 11,752				
WOOD STRUCTURE OPTION				
DATED - 12-22-2020				
DIVISION 1 GENERAL CONDITIONS	**QUANT**	**UOM**	**AMT**	**TOTAL**
SUPERINTENDENT - 8 MONTHS	960	HR	85.00	$ 81,600.00
MISC - MISC MATERALS	1	LS	3,500.00	$ 3,500.00
GP CARPENTRY	200	HR	65.00	$ 13,000.00
DUMPSTERS - 30 YD	6	EA	460.00	$ 2,760.00
JOBSITE PHONE	8	mn	75.00	$ 600.00
JOB TRAILER	8	mn	250.00	$ 2,000.00
PLAN PRINT	1	LS	350.00	$ 350.00
TOILET	8	MO	225.00	$ 1,800.00
TEMPORARY LABOR AND CLEANING	1	LS	2,500.00	$ 2,500.00
FINAL CLEAN	1	LS	1,500.00	$ 1,500.00
TEMP FENCE	750	LF	5.50	$ 4,125.00
TEMP WATER - GC	5	MO	50.00	$ 250.00
TEMP ELECTRICITY - GC	8	MO	250.00	$ 2,000.00
SURVEY STAKING	1	LS	7,500.00	$ 7,500.00
DIVISION 3				
Concrete Footings and Walls	710	LF	150.00	$ 106,500.00
Concrete Slab On Grade	11752	SF	7.00	$ 82,264.00
Column Pad Footings	12	EA	1,500.00	$ 18,000.00
DIVISION 4				
Exterior CMU Brick Façade- 7' Tall at perimeter	1750	SF	40.00	$ 70,000.00
DIVISION 5				
Steel Canopies, Misc Handrails & Metals	1	EA	15,000.00	$ 15,000.00
Steel Stairs- Roof Access	1	EA	20,000.00	$ 20,000.00
			.	
DIVISION 6				
Loose Lumber and Hardware	11752	SF	6.00	$ 70,512.00
Wood pitched 6/12 Trusses	11752	SF	14.00	$ 164,528.00
Framing Labor	11752	EA	9.00	$ 105,768.00
Finish Carpentry Labor	3500	SF	2.15	$ 7,525.00
Misc Millwork & Plam Countertops	1	LS	25,000.00	$ 25,000.00
DIVISION 7				
Standing Seam Roof- 6-12 pitch	14000	SF	20.00	$ 280,000.00
Parapet Metal & Flashings	515	LF	35.00	$ 18,025.00
Joint Sealants	1	LS	2,500.00	$ 2,500.00
Exterior Siding - above 7'	1750	SF	30.00	$ 52,500.00

BRUNTON ARCHITECTS & ENGINEERS

MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56001

MINNETONKA
5900 GREEN OAK DRIVE, STE 300A
MINNETONKA, MN 55343

DIVISION 8				
Steel Doors and Frames & Hardware	12	EA	1,200.00	$ 14,400.00
Sliding auto matic entrance doors	2	EA	10,000.00	$ 20,000.00
Aluminum Storefront doors & windows	400	SF	50.00	$ 20,000.00
Overhead Door	1	LS	5,500.00	$ 5,500.00
Interior Door Glazing	1	LS	900.00	$ 900.00
DIVISION 9				
Exterior Wall -Gypboard sheathing only	10500	SF	3.00	$ 31,500.00
Gypsum Board Systems Interior walls	5502	SF	7.00	$ 38,514.00
Polished Concrete Floor	11302	SF	7.00	$ 79,114.00
Acoustical Ceilings	8000	SF	3.50	$ 28,000.00
Tile- Bathroom	450	SF	14.00	$ 6,300.00
Painting	15000	SF	0.85	$ 12,750.00
DIVISION 10				
Toilet Accessories	3	LS	250.00	$ 750.00
Lockers	12	EA	350.00	$ 4,200.00
Interior Signage	1	LS	1,000.00	$ 1,000.00
Exterior Signage	1	LS	7,500.00	$ 7,500.00
Fire Protection Services	6	LS	300.00	$ 1,800.00
Mirrors	2	EA	65.00	$ 130.00
DIVISION 21				
Sprinklers	11752	SF	3.15	$ 37,018.80
DIVISION 22, 23				
Plumbing	11752	SF	7.00	$ 82,264.00
HVAC	11752	SF	22.00	$ 258,544.00
HVAC Controls	11752	SF	1.00	$ 11,752.00
DIVISION 26,27,28				
Electrical	11752	SF	13.00	$ 152,776.00
Low Voltage Cables	1	SF	2,500.00	$ 2,500.00
DIVISION 31-				
Total Sitework according to Bolton & Menk	1	LS	350,000.00	$ 350,000.00
Building Footing & Foundation Excavation- Contaminated Soils Excluded				$ -
Sanitary and Water Service- Allowance				$ -
Concrete Sidewalks				$ -
Curb & Gutter				$ -
Asphalt Parking lot				$ -
DIVISION 32				
Landscaping- Allowance	1	LS	15,000.00	$ 15,000.00
Irrigation- EXCLUDED	1	LS	-	EXCLUDED

BRUNTON ARCHITECTS & ENGINEERS

MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56001

MINNETONKA
5900 GREEN OAK DRIVE, STE 300A
MINNETONKA, MN 55343

SUBTOTAL				$ 2,343,819.80
PERMIT - (Allowance)	1	LS	18,000.00	$ 18,000.00
BOND	1	LS	25,782.02	$ 25,782.02
SAC & WAC EXCLUDED	1	LS	-	EXCLUDED
LIAB INSUR	1	LS	12,000.00	$ 12,000.00
BLDR'S RISK	1	LS	8,500.00	$ 8,500.00
GC OVERHEAD AND PROFIT	1	LS	117,190.99	$ 117,190.99
TOTAL CONSTRUCTION COST…….				**$ 2,525,293**
Construction Cost per Gross Square Foot	*$ 214.88*			
DESIGN FEE- 6.75%	1	%	170,457.26	$ 170,457.26
CONSTRUCTION CONTINGENCY 5%	1	%	126,264.64	$ 126,264.64
Soils Investigation and Material Testing	1	LS	15,000.00	$ 15,000.00
FF&E- Coolers and equipment	1	LS	-	EXCLUDED
Security Cameras, AV Equipment	1	LS	-	EXCLUDED
TOTAL BUDGET				**$ 2,837,015**
Total Budget cost per Gross Square Foot	*$ 241.41*			

BRUNTON ARCHITECTS & ENGINEERS

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MINNETONKA, MN 55343

ISANTI LIQUOR STORE				
ISANTI, MN				
GROSS SQUARE FOOTAGE - 11,752				
STEEL STRUCTURE OPTION				
DATED - 12-22-2020				
DIVISION 1 GENERAL CONDITIONS	**QUANT**	**UOM**	**AMT**	**TOTAL**
SUPERINTENDENT - 8 MONTHS	960	HR	85.00	$ 81,600.00
MISC - MISC MATERALS	1	LS	3,500.00	$ 3,500.00
GP CARPENTRY	200	HR	65.00	$ 13,000.00
DUMPSTERS - 30 YD	6	EA	460.00	$ 2,760.00
JOBSITE PHONE	8	mn	75.00	$ 600.00
JOB TRAILER	8	mn	250.00	$ 2,000.00
PLAN PRINT	1	LS	350.00	$ 350.00
TOILET	8	MO	225.00	$ 1,800.00
TEMPORARY LABOR AND CLEANING	1	LS	2,500.00	$ 2,500.00
FINAL CLEAN	1	LS	1,500.00	$ 1,500.00
TEMP FENCE	750	LF	5.50	$ 4,125.00
TEMP WATER - GC	5	MO	50.00	$ 250.00
TEMP ELECTRICITY - GC	8	MO	250.00	$ 2,000.00
SURVEY STAKING	1	LS	7,500.00	$ 7,500.00
DIVISION 3				
Concrete Footings and Walls	588	LF	150.00	$ 88,200.00
Concrete Slab On Grade	11752	SF	7.00	$ 82,264.00
Column Pad Footings	8	EA	1,500.00	$ 12,000.00
DIVISION 4				
Exterior CMU Brick Façade- 7' Tall at perimeter	1750	SF	40.00	$ 70,000.00
DIVISION 5				
Steel Canopies, Misc Handrails & Metals	1	EA	15,000.00	$ 15,000.00
Steel Stairs- Roof Access	1	EA	20,000.00	$ 20,000.00
Steel Columns and pitched 6/12 Trusses	11752	SF	18.00	$ 211,536.00
Steel Erecting	11752	EA	9.00	$ 105,768.00
			.	
DIVISION 6				
Wood Blocking & Materials	1	LS	30,000.00	$ 30,000.00
Rough Carpentry Labor	1	LS	10,000.00	$ 10,000.00
Finish Carpentry Labor	3500	SF	2.15	$ 7,525.00
Misc Millwork & Plam Countertops	1	LS	25,000.00	$ 25,000.00
DIVISION 7				
Standing Seam Roof- 6-12 pitch	14000	SF	20.00	$ 280,000.00
Parapet Metal & Flashings	515	LF	35.00	$ 18,025.00
Joint Sealants	1	LS	2,500.00	$ 2,500.00
Exterior Siding - above 7'	1750	SF	30.00	$ 52,500.00

BRUNTON ARCHITECTS & ENGINEERS
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DIVISION 8				
Steel Doors and Frames & Hardware	12	EA	1,200.00	$ 14,400.00
Sliding auto matic entrance doors	2	EA	10,000.00	$ 20,000.00
Aluminum Storefront doors & windows	400	SF	50.00	$ 20,000.00
Overhead Door	1	LS	5,500.00	$ 5,500.00
Interior Door Glazing	1	LS	900.00	$ 900.00
DIVISION 9				
Exterior Wall -Gypsum Board Systems	10500	SF	9.00	$ 94,500.00
Gypsum Board Systems	5502	SF	7.00	$ 38,514.00
Polished Concrete Floor	11302	SF	7.00	$ 79,114.00
Acoustical Ceilings	8000	SF	3.50	$ 28,000.00
Tile- Bathroom	450	SF	14.00	$ 6,300.00
Painting	15000	SF	0.85	$ 12,750.00
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Sanitary and Water Service- Allowance				$ -
Concrete Sidewalks				$ -
Curb & Gutter				$ -
Asphalt Parking lot				$ -
DIVISION 32				
Landscaping- Allowance	1	LS	15,000.00	$ 15,000.00
Irrigation- EXCLUDED	1	LS	-	EXCLUDED

BRUNTON ARCHITECTS & ENGINEERS

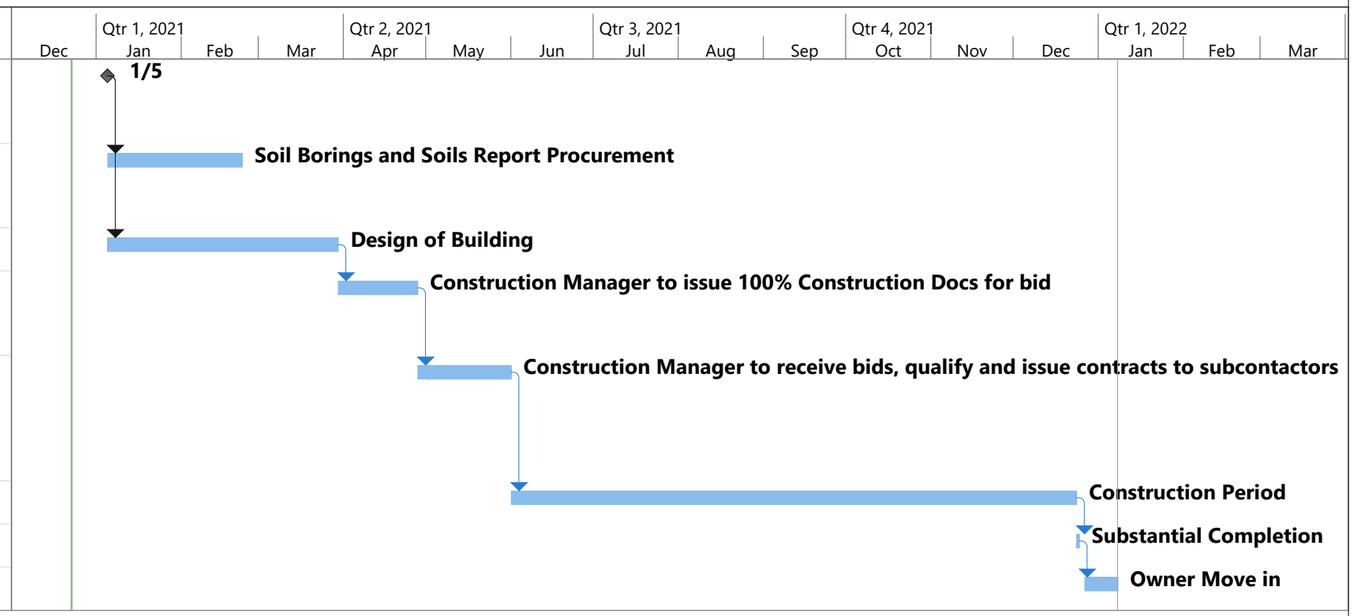
MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56001

MINNETONKA
5900 GREEN OAK DRIVE, STE 300A
MINNETONKA, MN 55343

SUBTOTAL				$ 2,399,015.80
PERMIT - (Allowance)	1	LS	18,000.00	$ 18,000.00
BOND	1	LS	26,389.17	$ 26,389.17
SAC & WAC EXCLUDED	1	LS	-	EXCLUDED
LIAB INSUR	1	LS	13,000.00	$ 13,000.00
BLDR'S RISK	1	LS	8,500.00	$ 8,500.00
GC OVERHEAD AND PROFIT	1	LS	119,950.79	$ 119,950.79
TOTAL CONSTRUCTION COST…….				**$ 2,584,856**
Construction Cost per Gross Square Foot	*$ 219.95*			
DESIGN FEE- 6.75%	1	%	174,477.76	$ 174,477.76
CONSTRUCTION CONTINGENCY 5%	1	%	129,242.79	$ 129,242.79
Soils Investigation and Material Testing	1	LS	15,000.00	$ 15,000.00
FF&E- Coolers and equipment	1	LS	-	EXCLUDED
Security Cameras, AV Equipment	1	LS	-	EXCLUDED
TOTAL BUDGET				**$ 2,903,576**
Total Budget cost per Gross Square Foot	*$ 247.07*			

Isanti Liquor "Steel and Wood Structure Option"

ID	Task Name	Duration	Start	Finish
1	Design Fee Proposal Accepted at Council meeting	0 days	Tue 1/5/21	Tue 1/5/21
2	Soil Borings and Soils Report Procurement	35 days	Tue 1/5/21	Mon 2/22/21
3	Design of Building	60 days	Tue 1/5/21	Mon 3/29/21
4	Construction Manager to issue 100% Construction Docs for bid	21 days	Tue 3/30/21	Tue 4/27/21
5	Construction Manager to receive bids, qualify and issue contracts to subcontactors	24 days	Wed 4/28/21	Mon 5/31/21
6	Construction Period	148 days	Tue 6/1/21	Thu 12/23/21
7	Substantial Completion	1 day	Fri 12/24/21	Fri 12/24/21
8	Owner Move in	10 days	Mon 12/27/21	Fri 1/7/22



Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: January 5, 2021
Subject: Ordinance XXX Parking and Storage, Repeal and Replacement of Chapter 227

Background:

Staff has drafted changes within Chapters of City Code that need to be reviewed to be consistent with League recommended language, State Statute and policies that were previously adopted by Resolution.

Significant changes to Chapter 227, Parking and Storage included in the draft are as follows:

- Updated definitions to match Statute language
- Inclusion of all no parking areas within the City
- Included "No motorized vehicle is permitted to stay stationary on a street, roadway or in a municipal parking lot for more than seven (7) consecutive days without prior written approval from the City Administrator or Police Chief and/ or designee."
- The table that was referenced in the Chapter as Exhibit A was placed into writing in the respective section(s)
- Included "The improved surface area shall be no smaller than the entire footprint of the vehicle or unit."
- Included the zoning district R1-A regulations
- Included "Non-motorized trailers used to haul snowmobiles, ATVs or other recreational units, including the units, or fishhouses are permitted on all surfaces if placed a maximum of 10' from the driveway during the time frame of November 1 – March 31 only. The total GVWR is not to exceed 10,000 pounds."

The Ordinance draft has been reviewed by Committee of the Whole and been posted for the required 10 – day notice period.

Request:
Staff is requesting action on this item.

Attachment:

- ORD XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 122, ADOPTED ON AUGUST 21, 1984 AND ORDINANCE NO. 397, ADOPTED ON MAY 1, 2007 AND ORDINANCE NO. 600, ADOPTED ON APRIL 7, 2015 AND ORDINANCE NO. 603, ADOPTED ON APRIL 21, 2015 AND ORDINANCE NO. 614, ADOPTED ON JULY 21, 2015 AND ORDINANCE NO. 634, ADOPTED ON MARCH 15, 2016 AND ORDINANCE NO. 640, ADOPTED ON APRIL 19, 2016 AND ORDINANCE NO. 656, ADOPTED ON OCTOBER 18, 2016 AND ORDINANCE NO. 674, ADOPTED ON JUNE 6, 2017 AND ORDINANCE NO. 679, ADOPTED ON SEPTEMBER 19, 2017 AND ORDINANCE NO. 703, ADOPTED ON JUNE 4, 2019 AND TITLED PARKING AND STORAGE

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Repealer. Ordinance 122, 397, 600, 603, 614, 634, 640, Ordinance 656, 674, 679, and 703, title Parking and Storage, codified in Chapter 227 of the City Code, are hereby repealed in their entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 227 is hereby adopted:

Chapter 227

PARKING AND STORAGE

ARTICLE I
General Provision

§227-1. Definitions.

ARTICLE II
General Parking Regulations

§227-2. Parking regulations.

§227-3. U-turns.
§227-4. Winter parking; snow emergency parking.
§227-5. Enforcement.
§227-6. Violations and penalties.

ARTICLE III
Parking and Storage of Vehicles and Other Equipment

§227-7. Purpose.
§227-8. Storage and parking restrictions.
§227-9. Prohibited vehicles.
§227-10. Commercial vehicles allowed in a residential zone or residentially Zoned district.
§227-11. Grandfather clause.
§227-12. Violations and penalties.

ARTICLE I
General Provisions

§227-1. Definitions.

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

ALLEYWAY - A private or public passage or way and which (1) is less than the usual width of a street, (2) may be open to but is not designed primarily for general vehicular traffic, (3) intersects or opens to a street, and (4) is primarily used for the ingress and egress or other convenience of two or more owners of abutting real properties.

AUTHORIZED EMERGENCY VEHICLE - Any of the following vehicles when equipped and identified according to law: (1) a vehicle of a fire department; (2) a publicly owned police vehicle or a privately owned vehicle used by a police officer for police work under agreement, express or implied, with the local authority to which the officer is responsible; (3) a vehicle of a licensed land emergency ambulance service, whether publicly or privately owned; (4) an emergency vehicle of a municipal department or a public service corporation, approved by the commissioner of public safety or the chief of police of a municipality; (5) any volunteer rescue squad operating pursuant to Laws 1959, chapter 53; (6) a vehicle designated as an authorized emergency vehicle upon a finding by the commissioner of public safety that designation of that vehicle is necessary to the preservation of life or property or to the execution of emergency governmental functions.

BUS - Every motor vehicle designed for carrying more than 15 passengers including the driver and used for the transportation of persons.

COMMERCIAL EQUIPMENT - Equipment not normally associated with residential uses or purposes, including but not limited to cement mixers, snowplows, wood chippers, stump grinders, earth-moving equipment or heavy-duty compressors.

COMMERCIAL MOTOR VEHICLE - A motor vehicle or combination of motor vehicles used to transport passengers or property if the motor vehicle:

(1) has a gross vehicle weight of more than 26,000 pounds;

(2) has a towed unit with a gross vehicle weight of more than 10,000 pounds and the combination of vehicles has a combined gross vehicle weight of more than 26,000 pounds;

(3) is a bus;

(4) is of any size and is used in the transportation of hazardous materials that are required to be placarded under Code of Federal Regulations, title 49, parts 100-185; or

(5) is outwardly equipped and identified as a school bus

(6) a commercial motor vehicle does not include a farm truck or an authorized emergency vehicle

COMPANY VEHICLE - Those vehicles that have been issued a license decal less than "H" or otherwise weigh less than 15,000 pounds' GVWR and are used for a business.

CROSSWALK - (1) that portion of a roadway ordinarily included with the prolongation or connection of the lateral lines of sidewalks at intersections; (2) any portion of a roadway distinctly indicated for pedestrian crossing by lines or other markings on the surface.

CURB - The edge of a street, adjacent to a roadway.

DRIVEWAY - The improved or unimproved place on private property that a vehicle would have to travel over in a direct path in order to enter a garage or carport, or to enter an exterior or interior side yard immediately adjacent to a garage or carport, from a designated entry/exit point on a public right-of-way.

GRAVEL - Gravel shall mean crushed limestone or other aggregate containing fine materials often referred to as “Class 5 Gravel,” “Class 2 Buff Limestone,” “Class 2 Red Limestone,” or other typical road base materials.

GROSS VEHICLE WEIGHT RATING (GVWR) - The greater of:

(1) the unloaded weight of a vehicle or the unloaded weight of a truck-tractor and semitrailer combination, plus the weight of the load; or

(2) the value specified by the manufacturer as the maximum gross weight or gross vehicle weight rating.

IMPERVIOUS SURFACE - Areas where water, air, or roots cannot readily penetrate the soil. Examples include concrete; asphalt; bituminous; and driveway paver systems with a minimum thickness of 60 mm, 2 3/8 inches and with gaps not to exceed 1/4 of an inch.

IMPROVED SURFACE - Areas consisting of pavers or patio block less than 60 mm, 2 3/8 inches, thick and with gaps exceeding 1/4 of an inch, or large (minimum 1.5 inches) crushed rock, gravel, or Class 5 to a depth of not less than six inches.

INTERSECTION - The area embraced within the prolongation or connection of the lateral curb lines or, if none, then the lateral boundary lines of roadways or tow roadways which join one another at or approximately at right angles or the area within which vehicles traveling up a different roadway joining at another angle may come in conflict.

MOTOR VEHICLE - Every vehicle which is self-propelled and every vehicle which is propelled by electric power obtained from overhead trolley wires. Motor vehicle does not include an electric personal assistive mobility device or a vehicle moved solely by human power.

NONCOMMERCIAL VEHICLE - a one-ton pickup truck with a 15,000 pounds or less gross vehicle weight rating and for which the owner has made a declaration that the vehicle will be operated exclusively for personal use. The declaration must be based on one or more of the following:

(1) a change of vehicle use;

(2) registration of a new vehicle;

(3) transfer of vehicle ownership; or

(4) registration renewal.

OWNER - A person who holds the legal title of a vehicle, or in the event a vehicle is the subject of an agreement for the conditional sale or lease thereof with the right of purchase upon performance of the conditions stated in the agreement and with an immediate right of possession vested in the conditional vendee or lessee, or in the event a mortgagor of a vehicle is entitled to possession, then such conditional vendee or lessee or mortgagor shall be deemed the owner for the purpose of this chapter.

PASSENGER AUTOMOBILE –

(1) Any motor vehicle designed and used for carrying not more than 15 individuals, including the driver.

(2) "Passenger automobile" does not include motorcycles, motor scooters, buses, school buses, or commuter vans.

(3) "Passenger automobile" includes, but is not limited to:

(a) a vehicle that is a pickup truck or a;

(b) neighborhood electric vehicles; and

(c) medium-speed electric vehicles.

PARKING AREA - Extension of the existing driveway or area abutting the existing garage or accessory structure.

PERSON - An individual, firm, corporation, association, limited liability company, partnership, limited liability partnership, and other business organizations.

PERSONAL VEHICLE - Any motor vehicle (as defined under the provisions of Minnesota law), other than a recreational vehicle or authorized emergency vehicle, which is currently licensed, weighs under 15,000 pounds' GVWR and is in road-legal condition.

PODS - Portable outdoor storage containers commonly used for moving and storage of personal property.

PEACE OFFICER - Every officer authorized to direct or regulate traffic or to make arrests for violations of traffic rules. A person who is licensed as a peace officer, and who serves as police officer.

PRIMARY STRUCTURE - The house and attached garage.

PUBLIC PROPERTY - Any property except streets, roads, or bridges owned by any subdivision of government, including but not limited to, the property of school districts

however organized, towns, cities, municipalities, counties, and any board or commission of any thereof, and public corporations created by the laws of this state.

RECREATIONAL VEHICLE (RV) - Class of vehicles that are not for commercial use, but intended for recreational use, which can be towed, hauled, or driven and is primarily designed as a temporary living accommodation for camping or for travel or recreational use, including but not limited to travel trailers (including those which telescope or fold down), chassis-mounted campers, tent trailers, slide-in campers, converted buses or converted vans, motor homes and boats, whether or not self-propelled. The term "recreational vehicle" also includes snowmobiles, personal watercraft, and all-terrain vehicles (ATVs) of any description.

RESIDENTIAL ZONE or RESIDENTIALLY ZONED DISTRICT - Real estate, whether public or private, located within the R-1, R-1A, R-2, R-3A, R-3B or R-4 Zoning District or those residential uses located within the PUD, CBT, B-1, B-2, or B-3 Zoning District as designated under the provisions of the Zoning Ordinance of the City of Isanti.

RIGHT-OF-WAY - The entire right-of-way of an alley, City street or a county, county state-aid, or trunk highway, including the traveled portions, boulevard, banks, ditches, shoulders, and medians.

ROAD-LEGAL - Currently licensed and in an operable condition such that the vehicle can be legally operated on any public street, County road or highway.

ROADWAY - That portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk or shoulder. In the event a highway includes two or more separate roadways, the term "roadway" as used herein shall refer to any such roadway separately but not to all such roadways collectively.

SEMI-TRAILER - A vehicle of the trailer type so designed and used in conjunction with a truck-tractor that a considerable part of its own weight or that of its load rests upon and is carried by the truck-tractor and includes a trailer drawn by a truck-tractor semitrailer combination.

SIDEWALK - Portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines intended for the use of pedestrians.

STREET or HIGHWAY - The entire width between the boundary lines of any way or place when any part thereof is open to the use of the public as a matter of right for the purposes of vehicular traffic.

TRAFFIC CONTROL SIGNAL - Any device, whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and permitted to proceed.

TRAILER - Any vehicle designed for carrying property or passengers on its own structure and for being drawn by a motor vehicle but does not include a trailer drawn by a truck-tractor semitrailer combination or an auxiliary axle on a motor vehicle which

carries a portion of the weight of the motor vehicle to which it is attached. All trailers shall be measured from end to end.

TRUCK-TRACTOR –

(1) A motor vehicle designed and used primarily for drawing other vehicles and not constructed to carry a load other than a part of the weight of the vehicle and load drawn; and

(2) A motor vehicle designed and used primarily for drawing other vehicles used exclusively for transporting motor vehicles or boats and capable of carrying motor vehicles or boats on its own structure.

UNIMPROVED SURFACE - Any non-impervious surface or non-improved surface, such as bare ground or lawn area (grass).

UNIT - Any item mentioned and subject to this chapter.

VEHICLE - Every device in, upon or by which any person or property is or may be transported or drawn upon a highway, excepting devices used exclusively upon stationary rails or tracks.

YARD(S) - "Front yard", "side yard" and "rear yard" shall be defined as provided within City of Isanti Ordinance No. 445, Zoning.

ARTICLE II.
General Parking Regulations

§227-2. Parking Regulations.

A. Angle and parallel parking.

(1) Angle parking shall be required on First Avenue NW between Main Street W and the first alley north of Main Street W. on the west side of First Avenue NW only. Every vehicle parked in this zone shall be parked with the front of the vehicle facing the curb or outside edge of the street at an angle of approximately 70°.

(2) On all other streets, cars shall be parked parallel to the curb or edge of the roadway in accordance with the law.

B. Time-limit parking zones. In designated park areas, no vehicle shall be allowed to park between the hours of 10:00 p.m. and 7:00 a.m., unless authorized by the City Council or Police Department. All vehicles must abide by the time limit posted in designated areas unless they have received and posted a special exception notice from City Staff. If a vehicle is ticketed for violation of this subsection (Isanti City Code § 227-2B) twice within a thirty-day period, whether or not said violations occur during consecutive periods of 10:00 p.m. to 7:00 a.m., the Police Department may order the vehicle towed at the owner's expense.

C. Parking, stopping, and standing provisions.

(1) Upon any City street, no person shall stop, park, or leave standing any vehicle, whether attended or unattended, upon the main traveled part of the street when it is practical to stop, park, or so leave such vehicle off such part of said street.

(2) No person shall stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or traffic control signal, in any of the following places:

(a) On a sidewalk.

(b) In front of a public or private driveway.

(c) Within an intersection.

(d) On a crosswalk.

(e) On the roadway side of any vehicle stopped or parked at the edge or curb of a street.

(f) At any place where official traffic control devices are erected or where the curb or outside edge of the street is painted yellow, prohibiting parking.

(g) In front of or within 10 feet of a fire hydrant.

(h) Upon any alleyway or any part thereof.

(3) No person shall leave or park any recreational vehicle or trailer on any street or within the right-of-way for longer than twenty-four hours.

(4) No vehicle shall be parked on any street or highway for the purpose of displaying it for sale.

(5) No parking is allowed on any of the following streets or highways:

(a) Along either side of Third Avenue NW beginning at its intersection with Isanti Parkway NW to the point at which the City of Isanti corporate boundary ends and Isanti Township begins (Jackson St NW).

(b) Along either side of Railroad Ave SW beginning at its intersection with Palomino Road SE to its intersection with Towns Edge Road SE.

(c) Along either side of Heritage Blvd beginning at its intersection with Trunk Highway 65 heading west to its intersection with Whiskey Road NW.

(d) Along either side of Fourth Avenue SW from its intersection with Main Street W heading south to its intersection with Elizabeth Street SW.

(e) Along either side of Elizabeth Street SW from its intersection with Fifth Avenue SW heading east to its intersection with Second Avenue SW.

(f) Along either side of Fifth Avenue SW from its intersection with Elizabeth Street SW heading south to its intersection with S Brookview Lane SW.

(g) Along either side of Second Avenue SW from its intersection with Main Street W heading south to its intersection with Elizabeth Street SW.

(h) Along either side of Isanti Parkway NW, from Third Avenue NW to East Dual Boulevard NE.

(i) Along either side of Broadway Street SE, from Highway 65 NE to 6th Avenue NE.

(j) Along either side of 6th Avenue NE, from Broadway Street SE to Heritage Boulevard NE.

(k) Along the west side of Centennial Drive NW, from Heritage Boulevard NW extending South 905 feet except for the bus staging area where bus parking is allowed from 2:30-4:30 pm.

(l) Along the south side of Palomino Road SE, from Railroad Avenue SE to Trunk Highway 65.

(m) Along the south side of Main Street East, east of the Elim Street NE intersection to Highway 65 NE.

(n) Along the west side of Dahlin Avenue NE, from Heritage Boulevard NE to Main Street E.

(o) Along the East side of 9th Ave from 8th Ave NE extending south 500' (feet).

(p) Along both sides of 8th Ave NE extending South from Heritage Blvd NE to the intersection of 8th Ave NE and 9th Ave NE.

(q) Along both sides of 8th Ave NE extending 300' (feet) Southwest from the intersection of 9th.

(r) Along the west side of 3rd Ave NW extending 170' (feet) North from Heritage Blvd NW continuing along the west side of 3rd Ave NW 550' (feet) north between the hours of 3:15 and 4:15 Monday thru Friday.

(s) Along the East side of 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW.

(6) Commercial motor vehicles and other commercial delivery vehicles engaged in normal deliveries or the receiving of goods within any business or industrial zoning district are exempt from Subsection C(2)(e) of this § 227-2 for not to exceed 15 minutes. All authorized emergency vehicles engaged in their normal duties are exempt from this section.

(7) Any peace officer may remove a vehicle from a street to a tow yard or other place of safety when the vehicle is left unattended and constitutes an obstruction to traffic or hinders snow removal or street improvements or maintenance operations per Minn. Stat. § 168B.035, as amended. Such vehicle shall not be released until the fees for towing and storage are paid in addition to any fine imposed for violation of this chapter.

(8) The presence of any motor vehicle on any street, when standing or parking in violation of this chapter, is prima facie evidence that the registered owner of the vehicle committed or authorized the commission of the violation.

(9) Loading zones. The City Council may, by resolution, establish loading zones to be used for the specific purpose of loading or unloading from a commercial vehicle being utilized in the transport of merchandise or people. Such loading zones shall be installed by order of the City Council where in its judgment a commercial loading zone is justified. The resolution shall specify the days of the week, and hours of the day when the designation shall be enforced. Signage shall be posted for designated loading zones.

(10) No motorized vehicle is permitted to stay stationary on a street, roadway or in a municipal parking lot for more than seven (7) consecutive days without prior written approval from the City Administrator or Police Chief and/ or designee.

§ 227-3. U-turns.

No person shall turn a vehicle so as to reverse its direction on Main Street W and E from Dahlin Avenue NE to Second Avenue NW, to include the intersections of Main Street E and Dahlin Ave NE/SE, Main Street E and Railroad Avenue SE, Main Street W and First Avenue NW/SW, Main Street W and Second Avenue NW/SW, and all access or approaches.

§ 227-4. Winter parking; snow emergency parking.

A. Snow emergency routes.

(1) Purpose. Snow emergency routes are designated City streets that in extreme snowfalls shall be plowed to maintain the driving lanes in a passable condition until normal snowplowing activities resume.

(2) Designation of routes. Snow emergency routes shall be designated by resolution of the City Council.

(3) On each street so designated, the Public Services Director or his/her designee shall erect appropriate signs at intervals not exceeding 1,500 feet. The signs shall bear the words "Snow Emergency Route," shall be distinctive and uniform in appearance, and shall be visible to persons traveling along the route.

B. Winter parking. Unless permitted by the City Council or Police Department, no person shall stop, stand, or park any vehicle or permit it to stand on any City street, including the snow emergency routes, from November 1 through March 31 of each year, between the hours of 1:00 a.m. and 8:00 a.m. Parking will be permitted on the streets between the hours of 6:00 a.m. and 8:00 a.m., provided that the snow removal has been completed for the full width of the street or in the absence of snow. Parking will not be permitted in the City's downtown municipal parking lot or City facility parking lots between the hours of 1:00 a.m. and 5:00 a.m. The Police Department may order the vehicle towed at the owner's expense.

C. The snowplowing policy shall be set by resolution of the City Council.

§ 227-5. Enforcement.

A. The Police Department shall enforce the provisions of this chapter and the state traffic laws. peace officers are authorized to direct all traffic within the City, either in person or by means of visible and audible signal, in conformity with this chapter and the state traffic laws. During a fire or other emergency or to expedite traffic or safeguard pedestrians, officers of the Police Department may direct traffic as conditions require notwithstanding the provisions of this chapter and the state traffic laws. Officers of the Fire Department may direct or assist the police in directing traffic at the scene of a fire or in the immediate vicinity.

B. In the event there is not a peace officer on duty, the Public Services Director or authorized personnel as appointed within the Public Works Department shall have the authority to order the towing of any or all vehicles that are in violation of § 227-4 of this chapter.

C. In the event a motor or recreational vehicle is found to be in violation of this chapter, and if, upon issuance of a citation from an officer(s) of the Police Department, the violation remains within 72 hours after the issuance of a citation and the motor or recreational vehicle continues to be in violation of these provisions, a peace officer or other authorized personnel shall tow the vehicle at the owner's expense.

§ 227-6. Violations and penalties.

Any person convicted of violating any provision of this article is guilty of a petty misdemeanor and shall be punished by a fine of not to exceed $300. An administrative fine for violation of the parking provisions of this article is hereby established and shall be in the amount set forth in the Fee Schedule of City Code.

ARTICLE III.
Parking and Storage of Vehicles and Other Equipment

§ 227-7. Purpose.

A. The purpose of this article is to regulate outdoor parking and/or storage within the City of Isanti of vehicles of all types, including: personal vehicles, company vehicles, commercial vehicles, recreational vehicles, trailers, PODs, roll-off bins and fish houses, by specifying the appropriate location, type of surface, length of time, unit size, condition, screening, and number of such units allowed in the residential zone.

B. The City recognizes that property owners may own or store personal vehicles, recreational vehicles, trailers, PODs, roll-off bins, and fish houses for their personal use.

C. The City also recognizes that property owners may own a business or work for a business that allows them to bring a company vehicle home. Therefore, this article also regulates the types of company vehicles that a resident can park or store in a residential zone.

D. The City further recognizes that the presence of excessively large commercial vehicles or equipment in residential areas has detrimental and blighting impacts upon the residential quality and character of such neighborhoods. The City finds that these vehicles and equipment intrude upon the aesthetics and visual peace and quiet of a residential neighborhood. Such vehicles can impair the free flow of traffic on residential streets and by their size are detrimental to residential traffic safety, often create excessive noise for such surroundings, their presence tends to encourage and effectuate the expansion of uses that are inconsistent with or inappropriate in residentially zoned areas, and that their presence therefor is likely to have a negative impact upon residential property values. Therefore, the City Council finds that the prohibition of the parking and storage of such vehicles and equipment, due to their excessive size, design, type, or characteristics, is appropriate in residentially zoned districts.

§ 227-8. Storage and parking restrictions.

A. All motor vehicles and all units referred to in this chapter which are parked or stored outdoors in any residentially zoned district shall be currently licensed.

B. Personal vehicles, company vehicles, recreational vehicles, trailers, and fish houses may be parked or stored outdoors in a residentially zoned district only on the

property of the owner, resident or authorized user of such unit and in accordance with the provisions of this section:

(1) All motorized vehicles and units shall be parked or stored on an impervious surface. The impervious surface area shall be no smaller than the entire footprint of the vehicle or unit.

(2) All non-motorized vehicles and units shall be parked or stored on an improved surface with the exception of § 227-8 B. (13). The improved surface area shall be no smaller than the entire footprint of the vehicle or unit.

(3) The lot area covered by impervious surface must not exceed the maximum allowed within the applicable zoning district.

(4) Recreational vehicles shall be mobile and shall not be permanently affixed upon any foundation nor upon or in the ground in any manner that would prevent portability.

(5) A screening fence must be provided when the unit is visible from the adjacent properties and/or the street when located in the side or rear yard. Exceptions may be provided when the fence would limit legal access to a street. Screening fences shall meet all requirements as set forth in Ordinance No. 445, Zoning. When a screening fence is used, the entire length of the unit, 50% of the height of the unit, up to 6', and at least three sides of the unit must be screened at ground view from any neighboring property or the right-of-way. All fencing must be maintained on a property.

(6) An area under a deck located within the rear yard may be utilized to store units identified in this article, provided they fit entirely under the deck and meet the appropriate surfacing requirements. Screening fence requirements must be met; however, the fence shall not create an entirely enclosed area. One side of the area below the deck must remain open to allow air flow.

(7) Only one trailer or recreational vehicle shall be permitted at any time on the driveway. Boats, snowmobiles, ATVs or personal watercraft stored on a single trailer will count as one unit. The maximum number of trailers and/or recreational vehicle units permitted on a property is 2 with the exception of zoning district R1-A.

(8) Trailers and/or recreational units in the front yard shall be 10 feet from the curb line or sidewalk. Units in the side yard shall be on an extension of the driveway or on a pad abutting the garage and no closer than 5 feet from the property line. Units in the rear yard shall be no closer than 5 feet from the property line.

(9) The maximum length of a trailer and/or recreational unit shall be less than the primary structure of which side the unit is parked and a maximum height of 15 feet.

(10) A Company vehicle, limit 1, may be parked in the front or side yard on an impervious surface of a driveway or extension of a driveway with a maximum of 15,000 pounds GVWR. Shall be 10 feet from the curb line or sidewalk.

(11) Personal vehicles shall be parked on an impervious surface which can include: driveway, extension of the driveway, pad abutting the garage, or driveway abutting a detached accessory structure if no garage; unless the property meets Section 227-11 of this Chapter. The maximum number of personal vehicles permitted on a property is 4 unless zoned R1-A.

(12) Maximum number of all vehicles/units permitted on a property is 5, provided the requirements of this Chapter can be met with the exception of zoning district R1-A which is permitted to have 7 units in total.

(13) Non-motorized trailers used to haul snowmobiles, ATVs or other recreational units, including the units, or fish houses are permitted on all surfaces if placed a maximum of 10' from the driveway during the time frame of November 1 – March 31 only. The total GVWR is not to exceed 10,000 pounds.

C. PODs and roll-off bins may be parked or stored outdoors in a residentially zoned district, providing the following provisions are met:

(1) The units must be stored on the property of the owner, resident, or authorized user.

(2) The units must be placed on an impervious or improved driveway surface, parking pad or extension of the driveway. An alternative location may be allowed, subject to prior City approval.

(3) No more than one unit shall be permitted at a time and for no more than three consecutive months in a calendar year.

(4) The name of the collector and contact information must be displayed on the unit.

(5) If the unit must be placed within the right-of-way, prior approval must be granted by the City Administrator or designee. Such unit shall not be located within the right-of-way for longer than seven consecutive days in a calendar year.

(6) The unit must not be placed within ten feet of a water hydrant.

(7) The maximum length is 20 feet and maximum height is 10 feet.

D. No units except personal vehicles, or commercial vehicles in the process of making a delivery or a service call, shall be parked or stored in the right-of-way.

E. Guest parking of recreational vehicles is permitted, providing that the vehicle is parked on a driveway on the premises.

§ 227-9. Prohibited vehicles.

Except as allowed under the provisions of § 227-10, the following vehicles/units shall not be permitted to be stored or parked in a residential zone or residentially zoned district with the exception of district R1-A:

A. Licensed vehicles, other than recreational vehicles, in excess of 15,000 pounds, GVWR. Examples are cargo (step) vans, buses, boom trucks, dump trucks, tank trucks, construction equipment, semi-trailers, semi-tractor-trailer combinations, and any other similar vehicles/units.

B. Unlicensed commercial vehicles or units, such as race cars, farm implements, backhoes, skid loaders, drilling and/or landscaping equipment, and any other such similar vehicles or units.

§ 227-10. Commercial vehicles allowed in a residential zone or residentially zoned district.

The following vehicles or units may be parked in a residential zone or residentially zoned district in accordance with the following:

A. Commercial vehicles or units are allowed if parked or stored in a completely enclosed building.

B. Any licensed vehicle with a license decal greater than "H" or in excess of 15,000 pounds' GVWR being used in conjunction with a legitimate service being provided to a residential property which will be removed upon completion of a project, for a maximum of six consecutive months in conjunction with a permit issued by the City.

§ 227-11. Grandfather clause.

A. Any residentially zoned property served by an unimproved or improved driveway which was obviously visible on the ground as of May 1, 2007, shall be allowed to maintain its existing driveway or parking areas for any vehicles or units otherwise allowed under the provisions of this article upon said currently existing driveway. In the case of an improved driveway or parking area, the driveway and parking area shall be maintained so as to meet the requirements of an improved surface as defined within this chapter.

B. In the event of new construction, reconstruction, addition to, or enlargement of any dwelling unit, garage or other accessory structure served by an existing unimproved or improved driveway, the driveway shall be brought into compliance with the provisions of the City's Zoning Ordinance, which, under the provisions of the Zoning Ordinance, would require installation of an impervious driveway. Any

additions or alterations to the existing driveway or parking areas shall also cause the entire driveway and parking area to comply with current standards of the Zoning Ordinance.

§ 227-12. Violations and penalties.

Violation of any section of this article is punishable as a misdemeanor as defined in Minn. Stat. § 609.02, Subd. 3, and any amendments thereto, as applicable at the time of occurrence of such violation, by a maximum fine of $1,000 or a term of imprisonment of not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 3 – Effective Date.

This ordinance shall take effect upon its passage and publication in the official City newspaper.

Adopted by the City Council this 5th day of January, 2021.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: January 5th, 2021
Subject: Ordinance XXX Snowmobiles and Special Vehicles, amending Chapter 270

Background:
Council requested staff to bring current city code chapter 270 to Committee of the Whole to discuss if there is a need for change on November 17th 2020. Committee discussed options and directed staff to bring proposed revisions back for approval.

Revision allows snowmobiles may be operated on direct route to and from Grant and Aid State Trails on road surface.

Request:
Staff is requesting action on this item.

Attachment:
- ORD XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 199, ADOPTED ON FEBRUARY 4TH 1997 AND TITLED REGULATING THE OPERATION OF SNOWMOBILES WITHIN THE CITY

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 199 titled Regulating the Operation of Snowmobiles within the City Limits of the City of Isanti codified in Chapter 270 of the City Code, is hereby amended as follows:

§ 270-1 **Provisions of state law adopted.**
The provisions of Minn. Stat. § 84.81 et seq. relating to the operation of snowmobiles are hereby adopted by reference as a part of this chapter.

§ 270-2 **Use.**
Except as otherwise prohibited, snowmobiles may be operated on direct route to and from Grant and Aid State Trails.

§ 270-3 **Prohibited use.**
Except as otherwise specifically permitted and authorized, it is unlawful for any person to operate a snowmobile within the corporate boundaries of the City of Isanti in the following locations:

A. On private property without express permission from the owner or lessee.

B. On public school grounds, municipal parks, or any other publicly owned property without express permission from the proper public authority.

C. On any public sidewalk or walkway.

D. On non-paved portion of municipal road right of way.

§ 270-4 **Operation restrictions.**
Where permitted, snowmobiles shall not be operated as follows:

A. At a speed greater than deemed reasonable for conditions; on or across any street within the City at a speed in excess of 20 miles per hour, nor at a speed greater than deemed reasonable for conditions.

B. Between the hours of 11:00 p.m. and 6:00 a.m., except for emergency purposes or when returning to the operator's residence in the most direct route lawfully permitted.

C. In a careless, reckless or negligent manner or heedlessly in disregard of the right or safety of others, or in a manner so as to endanger or be likely to endanger or cause injury or damage

to any person or property.

D. In a manner which, due to faulty equipment or careless operation, produces excessive noise and/or smoke which unreasonably annoys or disturbs members of the public.

E. Along the inside bank of any trunk, county state aid and/or county highway where such highways are located within the corporate limits. (Operation upon the ditch bottom or outside bank is permitted by Minnesota statutes.)

F. By a person under 18 years of age, except when in full compliance with Minn. Stat. Chapter 84.

§ 270-5 **Unattended snowmobiles.**
No person shall leave a snowmobile unattended in a public place without first locking the ignition, removing and taking the key.

§ 270-6 **Violations and penalties.**
A person violating any provisions of this chapter shall be guilty of a misdemeanor, punishable by a maximum fine of $1,000 or imprisonment for a term not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 2 – Effective Date.
This ordinance shall take effect upon its passage and publication in the official City newspaper.

Adopted by the City Council this 5th day of January, 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk Posted on:

Posted: 12-9-2020
Adopted on:
Published on:
Effective Date:

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: January 5, 2021
Subject: Ordinance Amendment – Section 16 Signs

Background:
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. However, the sign code does not provide design specifics. The code allows a 200 square foot freestanding sign with a maximum height of 45 feet. Based on the purpose of this district it makes sense to hold the signage to a higher standard. Past administration has required freestanding signage along the corridor to have a brick base or brick pole cover. At the November Planning Commission meeting the Commission considered a freestanding sign for Best Western and at that meeting the Commission directed staff to come back with a draft ordinance amendment that would create design standards for freestanding signs in the highway 65 overlay district.
Landscaping around the base is already a sign code requirement for freestanding signs, staff is not recommending any changes to that. Staff suggests adding the following language to Subdivision 5 C Development Standards, Freestanding signs:
5. Trunk Highway 65 Overlay District additional Freestanding sign Standards:
a. The base of the sign shall be enclosed with brick or a material that matches the main building on which the sign is for. If the sign has a double pole structure a minimum four-foot brick (or established material) base is required.

The Planning Commission held a public hearing at their December 15, 2020 meeting, no one from the public spoke on this item. Commissioner Gordon and Bergley were opposed to the amendment. The Planning Commission recommends approval on a 3-2 vote.

Request:
Amend the sign code to set parameters for freestanding signs in the HWY 65 Overlay District.

Attachment:
- Ordinance XXX

ORDINANCE NO. XXX
ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 16 SIGNS.

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 445 Subdivision 5: Development Standards, C. Freestanding Signs is hereby amended to add the following:

5. Trunk Highway 65 Overlay District additional Freestanding Sign Standards:
a. The base of the sign shall be enclosed with brick or a material that matches the main building on which the sign is for. If the sign has a double pole structure a minimum four-foot brick (or established material) base is required.

Section 2 – Effective Date.
This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper. Adopted by the City Council this 5th day of January 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks, Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: January 5, 2021
Subject: Ordinance Amendment – Section 6 Residential Districts

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Background:
Currently the R-3A district allows Public buildings as a conditional use, according to the definition fire stations are a public building or use. Per the sale of the fire station, it was agreed the ordinance would be amended to include fire station as a permitted use. Having Public building or use, as a conditional use will remain in the ordinance but it will specifically list Fire Station as a permitted use.

The Planning Commission held a public hearing at their December 15, 2020 meeting, no one from the public spoke on this item. The Planning Commission recommends approval.

Request:
Amend the R-3A district to allow Fire Station as a permitted use

Attachment:
- Ordinance XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 6 ADDING FIRE STATION TO R3-A ZONING DISTRICT.

THE CITY OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 445 Subdivision 2: Permitted Uses is hereby amended to add the following permitted use:

K. Fire Station

Section 2 – Effective Date.
This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper. Adopted by the City Council this 5th day of January 2021.

_____

Mayor Jeff Johnson

Attest:

_____

Katie Brooks, Human Resources/ City Clerk

City of Isanti

Gross Payroll	8,569.25
Social Security & Medicare	655.57
Total City Expense	9,224.82

Pay Date 12/31/2020

Pay Period: Q4CCPay20 (10/1-12/31/20)

City of Isanti

Gross Payroll	103,690.73
Social Security & Medicare	5,291.32
Public Employees Retirement	10,600.78
Total City Expense	119,582.83

Pay Date 12/24/2020

Pay Period 26 (12/6-12/19/20)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/29/2020	55203	4	WATSON CO INC	609-20200	1,329.80
12/20	12/29/2020	55204	42	VIKING COCA-COLA BOTTLING CO	609-20200	359.99
12/20	12/29/2020	55205	1290	THE AMBLE GROUP	101-20200	269.50
12/20	12/29/2020	55206	73	STAR	101-20200	82.80
12/20	12/29/2020	55207	1113	RJM DISTRIBUTING INC	609-20200	259.80
12/20	12/29/2020	55208	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,760.95
12/20	12/29/2020	55209	2553	O'REILLY	101-20200	7.99
12/20	12/29/2020	55210	2080	MVTL LABORATORIES INC	602-20200	69.66
12/20	12/29/2020	55211	17	MCDONALD DISTRIBUTING CO	609-20200	12,269.10
12/20	12/29/2020	55212	5	KAWALEK TRUCKING	609-20200	138.80
12/20	12/29/2020	55213	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,430.32
12/20	12/29/2020	55214	1563	ISANTI ELECTRIC INC	101-20200	2,366.04
12/20	12/29/2020	55215	160	HAWKINS INC	601-20200	1,686.60
12/20	12/29/2020	55216	949	GRAINGER INC	602-20200	672.00
12/20	12/29/2020	55217	912	FASTENAL COMPANY	101-20200	30.47
12/20	12/29/2020	55218	55	ECM PUBLISHERS INC	609-20200	118.67
12/20	12/29/2020	55219	613	E.H. RENNER & SONS	601-20200	100.00
12/20	12/29/2020	55220	897	DVS RENEWAL	101-20200	55.25
12/20	12/29/2020	55221	1941	DELTA DENTAL	861-20200	3,564.25
12/20	12/29/2020	55222	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,997.35
12/20	12/29/2020	55223	421	CARGILL INC	101-20200	5,909.75
12/20	12/29/2020	55224	2487	CAPITOL BEVERAGE SALES	609-20200	507.93
12/20	12/29/2020	55225	9	BERNICKS PEPSI-COLA	609-20200	653.95
12/20	12/29/2020	55226	53	BELLBOY CORPORATION	609-20200	6,361.65
12/20	12/29/2020	55227	2521	AXON ENTERPRISE INC.	101-20200	1,113.00
12/20	12/29/2020	55228	1549	ASTECH CORP INC	444-20200	15,987.33
12/20	12/29/2020	55229	1640	A-1 TIRE SERVICE INC	101-20200	235.00
Grand Totals:						78,337.95

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: 12/23/2020 - 12/23/2020 | Dec 23, 2020 02:18PM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
12/20	12/23/2020	54941	2028	FURTHER	101-20200	624.97-	V
12/20	12/23/2020	55007	114	ISANTI COUNTY RECORDER	101-20200	96.00-	V
12/20	12/23/2020	55073	2028	FURTHER	861-20200	591.67	
12/20	12/23/2020	55074	2028	FURTHER	101-20200	33.30	
Grand Totals:						96.00-	

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

M = Manual Check, V = Void Check

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/22/2020	55032	1503	7-UP BOTTLING	609-20200	188.90
12/20	12/22/2020	55033	2689	ADVANCED POWER SERVICES INC	101-20200	144,994.00
12/20	12/22/2020	55034	2980	AEM WORKFORCE SOLUTIONS LLC	101-20200	2,150.00
12/20	12/22/2020	55035	2932	ALLIANT FINANCE, LLC	505-20200	506,938.66
12/20	12/22/2020	55036	598	ASPEN MILLS INC	101-20200	14.85
12/20	12/22/2020	55037	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	611.37
12/20	12/22/2020	55038	9	BERNICKS PEPSI-COLA	609-20200	1,102.00
12/20	12/22/2020	55039	2319	BREAKTHRU BEVERAGE	609-20200	9,230.32
12/20	12/22/2020	55040	2221	C & L DISTRIBUTING	609-20200	293.00
12/20	12/22/2020	55041	2321	C EMERY NELSON INC	602-20200	849.22
12/20	12/22/2020	55042	1241	CENTRAL WOOD PRODUCTS	101-20200	310.00
12/20	12/22/2020	55043	1815	CENTURYLINK	609-20200	839.29
12/20	12/22/2020	55044	1522	CERTIFIED LABORATORIES	101-20200	136.95
12/20	12/22/2020	55045	2751	CMS MONITORING	101-20200	60.00
12/20	12/22/2020	55046	120	CONNEXUS ENERGY	101-20200	19,154.47
12/20	12/22/2020	55047	918	CRYSTAL SPRINGS ICE	609-20200	113.40
12/20	12/22/2020	55048	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,199.20
12/20	12/22/2020	55049	2720	DEFIANT DISTRIBUTORS	609-20200	386.57
12/20	12/22/2020	55050	2478	EAST CENTRAL ENERGY	101-20200	42.85
12/20	12/22/2020	55051	16	ELECTRO WATCHMAN INC	609-20200	272.53
12/20	12/22/2020	55052	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	321.58
12/20	12/22/2020	55053	2574	ITL PATCH COMPANY, INC.	101-20200	588.00
12/20	12/22/2020	55054	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,314.33
12/20	12/22/2020	55055	5	KAWALEK TRUCKING	609-20200	327.00
12/20	12/22/2020	55056	2762	LEGACY SECURITY TECHNOLOGY INC	920-20200	2,580.03
12/20	12/22/2020	55057	3011	LEVESSEUR, ASHLEY	101-20200	53.69
12/20	12/22/2020	55058	17	MCDONALD DISTRIBUTING CO	609-20200	19,410.45
12/20	12/22/2020	55059	1845	MN DEPT OF TRANSPORTATION	425-20200	136.33
12/20	12/22/2020	55060	2553	O'REILLY	602-20200	49.99
12/20	12/22/2020	55061	617	PAUSTIS & SONS	609-20200	927.50
12/20	12/22/2020	55062	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,488.36
12/20	12/22/2020	55063	1361	STAPLES ADVANTAGE	101-20200	68.40
12/20	12/22/2020	55064	73	STAR	108-20200	522.50
12/20	12/22/2020	55065	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	618.50
12/20	12/22/2020	55066	1290	THE AMBLE GROUP	101-20200	320.10
12/20	12/22/2020	55067	2944	UNIFIRST CORPORATION	101-20200	629.19
12/20	12/22/2020	55068	4	WATSON CO INC	609-20200	1,602.60
12/20	12/22/2020	55069	780	WINE MERCHANTS	609-20200	1,004.00
Grand Totals:						750,850.13

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
12/20	12/21/2020	55031	114	ISANTI COUNTY RECORDER	101-20200	46.00
Grand Totals:						46.00

Dated: _____

Mayor: _____

City Council: _____

_____

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_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/17/2020	54989	2343	ADVANTAGE SIGNS INC	101-20200	65.00
12/20	12/17/2020	54990	2030	ARTISAN BEER COMPANY	609-20200	42.90
12/20	12/17/2020	54991	9	BERNICKS PEPSI-COLA	609-20200	424.33
12/20	12/17/2020	54992	2221	C & L DISTRIBUTING	609-20200	334.43
12/20	12/17/2020	54993	1198	CENTER POINT ENERGY	601-20200	2,862.81
12/20	12/17/2020	54994	1822	CENTURYLINK BUSINESS SERVICES	101-20200	26.22
12/20	12/17/2020	54995	1472	CRAWFORDS EQUIPMENT INC	101-20200	350.84
12/20	12/17/2020	54996	8	DAHLHEIMER DISTRIBUTING CO	609-20200	26,203.73
12/20	12/17/2020	54997	55	ECM PUBLISHERS INC	609-20200	288.33
12/20	12/17/2020	54998	3010	EVERPINE LAND HOLDINGS	505-20200	506,938.66
12/20	12/17/2020	54999	912	FASTENAL COMPANY	101-20200	212.88
12/20	12/17/2020	55000	1682	FERGUSON WATERWORKS	601-20200	197.82
12/20	12/17/2020	55001	2735	GARVEY, JENNY	101-20200	83.03
12/20	12/17/2020	55002	921	GRANITE ELECTRONICS INC	101-20200	280.50
12/20	12/17/2020	55003	2761	GRATITUDE FARMS	101-20200	250.00
12/20	12/17/2020	55004	3009	INNOVATIVE BLOOD RESOURCES	101-20200	100.00
12/20	12/17/2020	55005	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	48.41
12/20	12/17/2020	55006	1684	ISANTI COUNTY AUDITOR-	101-20200	1.65
12/20	12/17/2020	55007	114	ISANTI COUNTY RECORDER	101-20200	96.00
12/20	12/17/2020	55008	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,529.86
12/20	12/17/2020	55009	5	KAWALEK TRUCKING	609-20200	294.20
12/20	12/17/2020	55010	17	MCDONALD DISTRIBUTING CO	609-20200	7,164.15
12/20	12/17/2020	55011	616	MENARDS - CAMBRIDGE	101-20200	887.71
12/20	12/17/2020	55012	176	MN DEPT OF REVENUE	101-20200	30,255.00
12/20	12/17/2020	55013	2842	MN PEIP	861-20200	30,624.60
12/20	12/17/2020	55014	2055	MRPA	101-20200	300.00
12/20	12/17/2020	55015	2080	MVTL LABORATORIES INC	602-20200	159.58
12/20	12/17/2020	55016	2992	NEXTERA COMMUNICATIONS	101-20200	246.95
12/20	12/17/2020	55017	2553	O'REILLY	101-20200	27.99
12/20	12/17/2020	55018	617	PAUSTIS & SONS	609-20200	1,468.33
12/20	12/17/2020	55019	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,637.51
12/20	12/17/2020	55020	2396	SOUTHERN GLAZERS OF MN	609-20200	11,742.63
12/20	12/17/2020	55021	2834	SUN MECHANICAL, INC.	602-20200	1,049.38
12/20	12/17/2020	55022	2598	T.A.SCHIFSKY & SONS INC.	101-20200	247.79
12/20	12/17/2020	55023	1290	THE AMBLE GROUP	101-20200	448.90
12/20	12/17/2020	55024	1740	TOSHIBA FINANCIAL SERVICES	108-20200	247.33
12/20	12/17/2020	55025	1946	TRADEWINDS HEATING AIR	609-20200	105.23
12/20	12/17/2020	55026	1820	URBANS HARDWARE INC	101-20200	14.98
12/20	12/17/2020	55027	2027	US INTERNET	603-20200	57.80
12/20	12/17/2020	55028	42	VIKING COCA-COLA BOTTLING CO	609-20200	470.55
12/20	12/17/2020	55029	1286	VINOCOPIA INC	609-20200	170.50
12/20	12/17/2020	55030	4	WATSON CO INC	609-20200	3,691.17
Grand Totals:						642,649.68

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 12/14/2020 - 12/14/2020 | Dec 14, 2020 09:30AM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
12/20	12/14/2020	54988	2625	RESULTS TITLE	609-20200	426,507.59	V
Grand Totals:						426,507.59	

Dated: _____

Mayor: _____

City Council: _____

_____

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_____

City Recorder: _____

M = Manual Check, V = Void Check

RESOLUTION 2021-XXX

DESIGNATING FIRE CODE OFFICIAL

WHEREAS, the City Council of Isanti is required to designate a "Fire Code Official" per §111-13 of City Code; and,

WHEREAS, the position of Building Official is now a, full-time City employee position; and,

WHEREAS, Steve Thorp will hold the title of Fire Code Official, also known as Fire Marshal;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that Steve Thorp, Building Official, is the Fire Code Official also known as the Fire Marshal for the City.

This Resolution is hereby approved by the Isanti City Council this 5th day of January 2021.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2021-XXX

DESIGNATING OFFICIAL CITY CLERK AND DEPUTY CLERK

WHEREAS, the City Council of Isanti is required to designate the City Clerk and Deputy City Clerk; and,

WHEREAS, the position of City Clerk is now a, full-time position as it has been separated from the previous Deputy Human Resources/ City Clerk position; and,

WHEREAS, Jaden Strand will hold the title as City Clerk; and,

WHEREAS, the Human Resources Director will be the designated deputy City Clerk in the absence of the City Clerk;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that Jaden Strand is the official City Clerk and Katie Brooks is the Deputy City Clerk.

This Resolution is hereby approved by the Isanti City Council this 5th day of January 2021.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2021-XXX

DECLARING THE OFFICIAL INTENT OF THE CITY OF ISANTI TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and,

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond; and,

WHEREAS, the City has determined to make this declaration of official intent ("Declaration") to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI AS FOLLOWS:

1. The City proposes to undertake the following projects (the "Projects"):

_____

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Projects from the proceeds of bonds in an estimated maximum principal amount of the following:

	20__-20__ Budget
_____	$_____

The City may declare other separate statements of reimbursement intent in connection with specific public improvement projects as they are initiated under Minnesota Statutes, Chapters 475, 429 and 444, or for other capital projects, with the understanding that such additional declarations of reimbursement intent will supplement this resolution. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except or the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City, based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

This Resolution is hereby approved by the Isanti City Council this 5th day of January 2021

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2021-XXX

DESIGNATING THE DATA PRACTICES RESPONSIBLE AUTHORITY AND DESIGNEE FOR THE CITY OF ISANTI

WHEREAS, the City Council has adopted Data Practices Procedures/Policies and Data Inventory for the City of Isanti; and,

WHEREAS, this policy specifically identifies and designates the Data Practices Responsible Authority and Data Practices Designee. This individual serves as City Clerk for the City of Isanti; and,

WHEREAS, upon change in the Human Resources/City Clerk position, the new official must be designated by the City Council;

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

1) Jaden Strand, City Clerk, is designated as the Data Practices Responsible Authority and Data Practices Designee for the City of Isanti, pursuant to Data Practices Policies, adopted by Resolution 2017-175.

This Resolution was duly adopted by the Isanti City Council this 5th day of January, 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/ City Clerk

RESOLUTION 2021-XXX

ACCEPTING RESIGNATION FOR LIQUOR STORE CLERK CORY HED

WHEREAS, PT Liquor Store Clerk, Cory Hed left employment without proper notice; and,

WHEREAS, the effective date of this resignation is December 23rd, 2020; and,

WHEREAS, Cory Hed is not leaving employment in good standing as he did not resign per current personnel policy with proper notice;

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 Cory Hed is hereby effective December 23rd, 2020.

2. That Human Resources Director and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 5th day of January 2021.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Katie Brooks, Human Resources Director
Date: January 5, 2021
Subject: Employee Personnel Policy- Annual Update

Background:

Annually staff update the Employee Personnel Policy. Changes and clarifications are cross-referenced with the City Attorney and League of MN Cities reference guide to remain current with Federal and State guidelines.

Significant changes to Personnel Policy are as follows:

- Updated: Tobacco Use- to reflect age 21 on pg. 15
- New: Improper Deduction and Overpayment Policy p. 24
- Clarified: Sick Leave Reimbursement pg. 31
- Updated: Vacation Accrual – 480-hour limit; removed the additional 48 over annual accrual language. Pg. 32
- Updated: Workers Compensation- vacation and sick will stop accruing after 6 months if not working. Pg. 35
- Clarified: Severance Pay-outs- pg. 39
- Updated: City Driving Policy-pg. 46
- Updated: Cellular Phone Use- pg. 51

Request:
Staff is requesting action on this item.

Attachment:

- Employee Personnel Policy



CITY OF ISANTI

PERSONNEL POLICY

Adopted by Resolution 2021-___ 1/5/2021

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SECTION 1. INTRODUCTION

1.01 Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Isanti. They should not be construed as contract terms for any City employees. Nothing in this Personnel Policy, or in any other City policies which may be communicated to the employee, constitutes a contract or employment for any City employee. Contracts, collective bargaining agreements or individual employment contracts will supersede this Personnel Policy. This Personnel Policy is not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous Personnel Policies. As an employee, you are responsible for complying with current City policy at all times. The policies are not intended to cover every situation that might arise . This Personnel Policy replaces, revokes, and supersedes any previous Personnel Policies, interpretations, and practices. This Personnel Policy is only valid until amended or replaced by the City Council. The City reserves the rights to modify, revoke, suspend, or change the language of this Personnel Policy, in whole or in part, at any time, with or without notice, at the City Council's sole discretion.

1.02 Acknowledgement

All employees of the City of Isanti will sign and acknowledge that they have read and understood this personnel policy. The City will furnish all employees with a copy of revisions or changes in this policy as they occur. It is the employee's responsibility to sign and acknowledge that they have read and understand these revisions and changes.

Except as provided by a collective bargaining agreement or otherwise prohibited by law, all employment with the City of Isanti is "at-will" employment. The City of Isanti has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

1.03 Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials
2. City Attorney
3. City Engineer
4. Members of City Boards, Commissions and Committees
5. Consultants and Contractors
6. Volunteers

If any specific provisions of this Personnel Policy conflicts with any current union agreement, the union agreement will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Any policy or portion thereof that does not conflict with a labor agreement will remain in full force and effect and will continue to govern the actions of all covered employees. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

Departments may have special work rules deemed necessary by the Department Head and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

1.04 EEO Policy Statement

The City of Isanti is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation, and selection for training. The City of Isanti will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

1.05 Data Practices Advisory

In accordance with the Minnesota Government Data Practices Act, the City is required to inform employees of their rights as they pertain to any private information that the City collects from them. During the course of City employment, an employee will likely be asked to provide information which is classified by state law as either private or confidential. Private data is information which generally cannot be given to the pubic but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Much of the data the City has about individual employees, however, is classified as public according to Minnesota Statutes, section 13.43, subdivisions 2 and 3. All public data is available for inspection and copying by members of the public, with or without the employee's consent.

Information about employees requested by the City may be used for the following purposes: (1) to process payroll, including accounting for wages and fringe benefits and to justify any reimbursed expenses; (2) enroll in benefit programs and pension plans; (3) evaluate the employee's job performance, eligibility and abilities; (4) distinguish the employee from other applicants and employees and identify the employee in the correct personnel file; (5) determine the employee's eligibility for employment or promotion, and make employment decisions about the employee's performance; (6) contact the employee or other significant persons in case of an emergency; (7) compile equal opportunity and any affirmative action reports required by applicable law; (8) make decisions regarding the employee's eligibility for sick leave, family and medical leave, parenting leave, and other available leave; (9) make decisions regarding the employee's eligibility for workplace accommodations, including accommodations for disabilities; (10) comply with workers compensation requirements in the event of an injury; and (11) provide information during workplace investigations. Such information may also be used and disclosed for other purposes consistent with applicable law. The information provided by the employee may be used in performance evaluations, determinations regarding merit pay, applications for different employment positions, and other matters which involve a review of the employee's personnel file and past performance.

Unless the employee is told otherwise, the employee is required to provide this information. If the employee refuses to supply the information, the employee may face disciplinary action. Any information which the employee is required to provide cannot be used against the employee in a criminal proceeding. Even if the employee is not required to provide information, it is generally to the employee's best interest to provide it. Without the requested information, the City may not be able to determine the employee's eligibility for employment opportunities, compute wages, or grant the employee other benefits. The employee's refusal to provide information during an employment investigation may also necessitate that the investigation be completed without his or her input.

Federal law permits government agencies to require individuals to provide their social security number for the administration of any tax. Please be aware that when an employee is asked to give his or her social security number on revenue forms, this collection is mandated by law. This information will be

shared with the Minnesota Department of Revenue, the Internal Revenue Services, and security tax programs. In most other cases, the disclosure of an employee's social security number is voluntary.

Any information an employee is asked to provide may be shared with individuals within the City whose job duties reasonably require access, as well as individuals outside of the City whose duties require access, such as insurance vendors, consultants, attorneys, and retirement plan employees. Information may also be shared with other agencies authorized by law to receive specific data.

If litigation arises, the information may be provided in documents filed with the court which are available to any member of the public. If it is reasonably necessary to discuss the information at a City Council meeting, it will be available to members of the public. To the extent that some or all of the information is part of the basis for a final decision on disciplinary action, that information is available to any member of the public.

1.06 News Releases

Except for routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. No city employee is authorized to speak on behalf of the city without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the city administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the city administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the City Administrator.

When/if the City Administrator authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: "The city finished street cleaning on 16 streets in the northwest corner of the city this past week" instead of "The city is doing a great job with street cleaning this year!" Corrections must be issued when needed.
- Generally, should not include personal opinions in official city statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the city's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the city should seek assistance from the City Administrator on this topic.
- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

1.07 Personal Communications and Use of Social Media

It is important for City employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business or commenting on issues that implicate their City employment. As City representatives, employees share in the responsibility of earning and preserving the public's trust in the City. An employee's own personal communications, such as on social media, can have a significant impact on the public's belief that all City staff will carry out City functions faithfully and without regard to factors such as race, sex, religion, national origin, disability, sexual orientation, or other protected categories. Nonpersonal communications (performed within one's job duties) to members of the public must be professional at all times. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your City position.
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any City department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (sharing/retweeting) a social media post of another individual or entity. The City can act on the personal communication that violates this policy without waiting for the actual disruption.
- Remember, what you write or post cannot easily be undone. It may also be spread to larger audience than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation concerning a co-worker or between co-workers that would not be permissible in the workplace is not permissible online, even if it is done after hours, from home and on home computers.
- The City of Isanti expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the City. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.
- If you publish something related to city business and there is liable to be confusion whether you are speaking on behalf of the city, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the City of Isanti."
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the City's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account name or email names should not be tied to the city (e.g., @IsantiCop).

SECTION 2. CITYWIDE WORK RULES & CODE OF CONDUCT

2.01 Conduct as a City Employee

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the City of Isanti. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Isanti. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by an employee's supervisor.

2.02 Attendance & Absence

The operations and standards of service in the City of Isanti require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their supervisor/ designee as soon as possible in advance of the absence by making said request on the 'Request for Leave' form and submitting the form to the employee's supervisor. In the event of an unexpected absence, employees should call their supervisor before the scheduled start time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warrant such behavior.

This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days. Individual departments may establish more specific reporting procedures. For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

2.03 Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor and Human Resources. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator/designee. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of a Supervisor. Examples include: Asking Public Works employees to fix a personal vehicle. Printing documents that are not work related.

2.04 Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace. Please refer to the Personal Appearance and Dress Policy **(APPENDIX)**.

2.05 Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit to themselves or a family member. If an employee has any question about whether such a conflict exists, the employee should consult with the City Administrator.

The Councilmembers, board members and all employees are required to disclose any conflict of interest by completing and submitting the 'Conflict of Interest' form upon hire or on an annual basis. The City Administrator may request any employee to disclose a conflict of interest. Please refer to the Conflict-of-Interest Policy. (**APPENDIX**)

2.06 Falsification of Records

Any employee who makes false statement or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies, will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

2.07 Personal Telephone Calls / Cell Phones

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with City work and are to be completed as quickly as possible. Please refer to the Cell Phone and Computer Use Policies **(APPENDIX).**

2.08 Computer Use Policy

The Internet and the public and private telephone systems have become a de facto standard for communication between governmental entities, commercial organizations, and private citizens. Communications traffic may cross multiple and different networks prior to reaching the client destination. 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. Please refer to the Computer Use Policy **(APPENDIX).**

2.09 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization. Please refer to the Political Activities of City Employees Policy **(APPENDIX)**.

2.10 Tobacco Use

The City of Isanti observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, are designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) and form of "vaping" with e-cigarettes (without regard to the presence of nicotine) is prohibited while in any City facility, vehicle, or while using or operating City equipment.

Smoking of any kind, including pipes, cigars, e-cigs/vape devices (without regard to the presence of nicotine) and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees age 21 and over are allowed to use tobacco only during their breaks and lunch, and only in areas designated for that purpose and a minimum of fifteen (15) feet from any municipal building entry area.

SECTION 3. DEFINITIONS

For purposes of these policies, the following definitions will apply:

3.01 Authorized Hours

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

3.02 Benefits

Privileges granted to qualified employees. Examples of which include paid leave and/or insurance coverage.

3.03 Benefit Earning Employees

Full-time employees and employees who are eligible for at least a pro-rated portion of City provided benefits. Such employees must be year-round employees who work at least thirty (30) hours per week on a regular basis.

3.04 Core Hours

The core hours for all City Hall employees (exempt and non-exempt) are expected to work are 9:00 a.m. to 3:30 p.m., Monday through Friday unless away from the work site for a work-related activity, on approved leave, or on an approved temporary flexible work schedule. Police, liquor store, and public works employees do not have core hours and work the schedules established by their supervisors or as provided within their union contracts. The City Administrator may approve permanent flexible work scheduling outside of these core hours for employees on a case-by-case basis.

3.05 Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

3.06 Direct Deposit

As permitted by state law, all City employees are required to participate in direct deposit.

3.07 Employee

An individual who has successfully completed all stages of the selection process including the training period.

3.08 Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

3.09 FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution for Social Security and for Medicare. The city contributes a percentage match on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers). These amounts may change if required by law.

3.10 Fiscal Year

The period from January 1 to December 31.

3.11 Full-time Employee

Employees who are required to work forty (40) or more hours per week, year-round, in a permanent position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work thirty (30) or more hours per week or the equivalent of one hundred thirty (130) hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

3.12 Hours of Operation

City Hall's regular hours of operation are Monday through Friday and closed Saturday and Sunday:

Monday	8:00 a.m.- 4:30 p.m.
Tuesday	7:00 a.m.- 5:30 p.m.
Wednesday	8:00 a.m.- 4:30 p.m.
Thursday	7:00 a.m.- 5:30 p.m.
Friday	8:00 a.m.- 4:30 p.m.

3.13 Management Employee

An employee who is responsible for managing a department or division of the City.

3.14 Non-exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

3.15 Part-time Employee

Employees who are required to work less than thirty (30) hours per week year-round in a permanent position. Part-time employees do not earn benefits or credit for seniority.

3.16 Pay Period

A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

3.17 PERA (Public Employees Retirement Association)

Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

3.18 Promotion

Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

3.19 Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

3.20 Seasonal Employee

Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance.

3.21 Seniority

The ranking of an employee based on the longevity of service or higher rank of a position of another employee.

3.22 Service Credit

Time worked for the City. All employees begin earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

3.23 Temporary/ Interim Employee

Employees who work in temporary positions. Temporary positions might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance.

3.24 Training/Probationary Period

A six (6) month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

Police Department employees require a twelve (12) month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

For part-time employees scheduled to work less than thirty (30) hours per week, the training period is not to exceed five hundred twenty (520) hours. The training period is the last part of the selection process.

An employee serving his/her initial probationary period may be disciplined at the sole discretion of the City, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this Personnel Policy shall be construed to imply that, after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer, or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

3.25 Transfer

Movement of an employee from one City position to another of equivalent pay.

3.26 Weapons

Weapons are defined to include all legal or illegal firearms, switchblades knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

3.27 Workweek

A workweek is seven (7) consecutive twenty-four (24)-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs.

SECTION 4. EMPLOYEE RECRUITMENT & SELECTION

4.01 Scope

The City Administrator/designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

When an employee elects to resign from his/her position and the position is a budgeted position within the City of Isanti, the City Administrator, is authorized to direct Human Resources to proceed forward with all necessary steps in which to fill the vacant position. All letters of resignation must be approved by the City Council; however, the selection process to fill the position may start prior to approval of resignation.

4.02 Features of the Recruitment System

When a vacancy occurs, the Department Head must notify the City Administrator and the City Administrator will determine proper budgeting authorization. The City Administrator will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis. Vacancies may be filled by promotion of an employee working on a

regular basis for the City who meets the qualifications necessary to perform the duties of the position. The majority of position vacancies will be filled through an open recruitment process.

4.03 Employment of Spouses, Relatives or Significant Others (Anti-Nepotism)

An applicant related to an elected or appointed official will not be considered for employment. An applicant related to an employee will not be considered for employment in a department or work situation where the relative would also be employed and if it would result in the influential hiring or supervision of a relative. The words "related" or "relative" for the purpose of this policy will mean: spouse, parent, partner, child, and sibling, step-parent, step-child, and half-siblings, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law; grandparent, and grandchild; nephew, and niece.

In addition, those having a significant relationship to any elected or appointed official or employee such as significant others, roommates, and anyone else whose relationship to such elected or appointed official or employee could reasonably be perceived as causing a conflict of interest will not be considered for employment in a department or work situation where such conflict may result.

4.04 Conflict of interest means:

- Where one employee would supervise or have the authority to appoint, remove or discipline a relative.
- Where one relative would be responsible for auditing the work of another relative.
- Where circumstances exist, which would place a relative in a situation or actual or foreseeable conflict between the City's interests and the relative's interest.
- Where the employment of a relative of a policy-level employee of an organization with whom the City deals would give the appearance of improper influence or favor.
- Where a relative of a policy level employee, appointed or elected official could be perceived as benefitting from decisions made regarding job benefits or compensation.

4.05 Advertisement

The City Administrator/designee will post position vacancy postings on the City website and other advertisement outlets. The posting will specify the title, pay range or rate, nature of work to be performed, qualifications desirable, place and manner of making application and the closing date for receiving the application if so designated. If necessary, other appropriate means of publicizing job openings will be utilized. These include preparation and publication of newspaper advertisement, advertising in professional or trade journals, contacting other organizations and other accepted recruitment methods.

Application for employment will be made on forms provided by the City online and at the front desk at City Hall. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the City Administrator and Human Resources. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an "interim" or "acting" basis as needed. The City Council may approve interim or acting appointments and temporary pay rate adjustments, if any.

4.06 Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exams.

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Administrator will recommend to the City Council minimum qualifications for each position. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

Rehiring past employees will be evaluated on a case-by-case basis by the City Administrator. Certain positions may not require certain pre-employment evaluations if re-hired within 2 months.

All candidates for positions of City employment will be based on merit and qualifications of the applicants for the position to be filled. To evaluate the merit and qualifications of the applicants, a criterion will be established for each such position. The criteria established must be capable of being reduced to a 100-point rating system. A 100-point system may be applied to all positions of City employment except for those positions specifically exempted from the Veterans' Preference Act.

4.07 Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Pre-employment medical examinations are required for the hire of Police Officers and Public Works Technicians and other positions if determined by the City Administrator. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City Administrator/designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

4.08 Selection Process

The selection process will be a cooperative effort between the City Administrator/Human Resources and the Department Head, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed. Selected candidate(s) for a position will be finalized by resolution indicating the title, anticipated start date, salary and other applicable details.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonable and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The City has the right to make the final hiring decision based on qualifications, abilities, experience, and the City of Isanti’s needs.

4.09 Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled. Job offers are all contingent on successfully passing a background check.

4.10 Notification

Human Resources or designee will notify in writing by letter or email to the candidate selected. The notification will include the employment date, title, salary and listing of benefits. Human Resources or designee will notify in writing, letter or email those not selected.

4.11 Training/ Probation

The training / probation period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Training periods are six (6) months (or 1040 hours) in duration with the exception of Police Officers whose training period is one (1) year. The training / probation period will be used to observe the employee's work for securing the most effective adjustment of the employee to the position and for rejecting any employee whose performance does not meet the required work standards. Upon recommendation by the Department Head and approval by the City Administrator, the training/probation period for employees not covered by a collective bargaining agreement may be extended up to an additional six (6) months' time period. The training/probation period may also be extended by, for example, an unpaid leave of absence.

4.12 Training/ Probationary Termination

The City Administrator may recommend to City Council to terminate or demote a probationary employee at any time during the probation period. Upon request, the employee terminated will be notified in writing of the reasons for the termination. Unless required by law or under the terms of a collective bargaining agreement, the employee terminated and will not have the right to appeal.

SECTION 5. ORGANIZATION

5.1 Job Descriptions

The City will maintain job descriptions for each position. New positions will be developed as needed, but must be approved by the City Council prior to the position being filled.

Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position the existing job description will be reviewed by the City Administrator/designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment. A current job description is provided to each new employee. Department Heads are responsible for recommending

revisions of job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

5.2 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator.

5.3 Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

5.4 Recall

An employee who is recalled to work in the same position after a layoff of less than 365 days will resume work with all of their seniority intact. For purposes of accumulating vacation, sick leave, and other similar benefits, the employee will be considered to have not been working during their layoff. If an employee is recalled to work after a layoff of more than 365 days or re-hired for a new position, they can and will be considered a new employee.

SECTION 6. HOURS OF WORK

6.1 Work Hours

Work schedules for employees will be determined by the department head and approved by the City Administrator. For most employees, the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

6.2 Core Hours

To ensure employee availability and accountability to the public the City serves, the normal City business hours are from 8:00 a.m. to 4:30 p.m. Monday, Wednesday, Friday and 7:00 a.m. to 5:30 p.m. Tuesday and Thursday for City Hall Offices (with core hours being from 9:00 a.m. to 3:30 p.m.). The City may allow flexible scheduling of work hours to accommodate eight (8) or ten (10) hour days; however, flexible hours must be approved by the Department Head and the City Administrator, to work a minimum of 40 hours per week for full time staff.

6.3 Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks without prior approval by the department head and City Administrator on a case-by-case basis, not to be abused.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at

a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the Department Head and City Administrator.

6.4 Work from Home

Employees who perform work at home must first be pre-authorized by the City Administrator.

6.5 Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees will be allowed to use accrued vacation time or compensatory time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the City Administrator. Please refer to the Inclement Weather Procedure **(APPENDIX)**

SECTION 7. COMPENSATION

Full-time employees of the city will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

7.1 Amount

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. All step increases based on the wage schedule may be given to the employee if the step increases have been approved by resolution of the City Council and subject to the following:

1. All employees hired prior to September 1, 2007 will receive a step increase on July 1 of each given year
2. Employees hired on or after September 1, 2007 will receive a step increase on their anniversary date, successful completion of 2080 worked hours.
3. Part-time employees who are promoted to a new position and receive a new wage scale will accumulate hours for step increases based on the date the employee begins the new position.
4. Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.

- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

7.2 Paychecks

Paychecks are issued every two weeks. Distribution of paychecks to City employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, checks are normally issued the day before the holiday.

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying the Human Resources or the Finance Department of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

7.3 Paydays

Employees will be paid bi-weekly on alternate Fridays. When a pay day falls on a holiday, employees will receive their pay the preceding work day.

7.4 Direct Deposit

As provided for in Minnesota law, all new employees are required participate in direct deposit effective January 1, 2020. Employees, including returning seasonal employees, who receive a paper check prior to January 2020, may continue to receive them as "grandfathered in." Employees are responsible for notifying the Human Resources or the Finance Director of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

7.5 Improper Deduction and Overpayment Policy

If an employee believes that an improper deduction, overpayment, or another type of error has occurred, he/she should immediately contact his/her supervisor. If the City determines they had made an improper deduction from a paycheck, the employee will be reimbursed for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

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

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required. Any overpayments not repaid in full within the calendar year of the overpayment

are considered “prior year overpayments” and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the City has paid on their behalf. The City is able to recover the overpaid Social Security and Medicare taxes. Accordingly, the City will not require the employee to repay those taxes provided the employee provides a written statement that he/she will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

7.6 Time Reporting

Full-time, non-exempt employees are expected to work forty (40) hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the immediate supervisor. The Department Head/designee will submit all time sheets to the Finance Department for payroll. Reporting false information on a time sheet may be cause for immediate termination.

7.7 Overtime / Compensatory Time

The City of Isanti has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

All employees, in all departments, are required to work overtime as necessary, requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Department Heads will make reasonable efforts to balance the personal needs of their employees when assigning overtime work. The Department Head must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

7.8 Non-Exempt (Overtime-eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over forty (40) in one workweek. Vacation, sick leave and paid holidays do not count toward “hours worked”. Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time out at the rate of one-and one-half hours (1 ½) for each hour of overtime worked.

A non-exempt employee may accrue compensatory time to a maximum of eighty (80) hours or receive overtime pay. Once a non-exempt employee has earned the maximum amount of compensatory time, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time in the same manner as other leave requests. All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records.

All accrued compensatory time for non-exempt staff will be paid out when the employee leaves city employment at the hourly pay rate the employee is earning at that time or when someone moves to an exempt position within the City. Total payout is based on total number of hours at straight time. The 80-hour max is a combination of 1 and 1.5 banked.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used.

*Police Officers to whom the Federal Fair Labor Standards Act (FLSA) applies to will be compensated for overtime work at one and one-half (1 ½) times their regular rate of pay to be given only in compensatory time except where precluded by law or policy. Unless defined in a contract, overtime hours are calculated on the basis of eighty (80) hours worked in a two (2) week pay period with the two (2) week period established from Sunday at 12:00 a.m. for a period of fourteen (14) days and ending on a Saturday at 11:59 p.m.

7.9 Exempt (not-overtime-eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work forty (40) or more hours per week. Exempt employees do not receive extra pay for the hours worked over forty (40) in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

Exempt employees are eligible for compensatory time at straight time for hours worked in excess of forty (40) hours in a work week or over 8/10-hour a day depending on schedule. However, exempt employees forfeit any compensatory time accrued in excess of eighty (80) hours, unless a different amount is established by the City Administrator, measured pay period to pay period. Upon termination/ resignation from employment, either voluntarily or involuntarily, exempt employees forfeit any accumulated compensatory time without payment. Exempt employees may request and use compensatory time off in 15-minute increments, in the same manner as other leave requests.

The City of Isanti will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
    - Paid leave has not been requested or has been denied.
    - Paid leave is exhausted.
    - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.

- The employee takes unpaid leave under the FMLA after all other leave banks have been exhausted.
- The City of Isanti may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Isanti will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

7.10 Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. Exempt employees are required to use paid leave when on personal business or away from the office for two (2) hours or more, on a given day. Absences of less than two (2) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal work schedule Monday through Friday requirement. Exempt employees must receive prior approval for their absence to the City Administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Flexible scheduling and combining leave with lunch is subject to prior approval by the City Administrator for specific situations as determined necessary. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

SECTION 8. PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator or Human Resources for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training/probationary period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure or refusal to sign the review by the employee will not invalidate the form nor will it delay processing.

SECTION 9. BENEFITS

9.1 Insurance Benefits

The City will contribute a monthly amount toward group health, dental and life insurance benefits for each eligible employee and his/her dependents. Eligible employees are full time employees and employees working thirty (30) hours per week or the equivalent of 130 hours or more a month. The amount to be contributed will be determined annually by the City Council.

Insurance coverage is effective the 1st day of the first full month of employment for all eligible employees.

- The City pays the full cost of the health insurance premium for single coverage.
  - If the plan includes an HSA, the City will annually review the amount contributed to employees based on IRS guidelines.
- The City pays the full cost of Dental for the employee and dependents.
- The City pays the full cost of Life Insurance and AD&D for the employee in the amount of $25,000

The City may provide elective benefits, outlined within the Flexible Benefit Plan/Cafeteria 125 summary plan document.

Cash Reimbursement is outlined in the summary plan document as an elected benefit to eligible employees who "opt out" of the City benefits.

For information about flexible benefits, including coverage and eligibility requirements, employees should refer to the summary plan description for the Flexible Benefit Plan/Cafeteria 125 plan and the various certificates of coverage for the insurance benefits. You may also contact Human Resources.

9.2 Retirement /PERA

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. Participation in PERA is mandatory for most employees, and contributions to PERA begin immediately. This City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding for many employees.

Employees may also be eligible to participate in deferred compensation programs offered through the City. Options may include participation in the ICMA RC and MN Deferred Compensation plans. Contributions to these plans are at the employee's cost. For information about PERA eligibility, contribution requirements, and the deferred compensation programs, contact Human Resources.

SECTION 10. HOLIDAYS

The City observes the following official holidays for full-time and part-time thirty (30) hours employees:

New Year's Day	Columbus Day
Martin Luther King, Jr.	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.

Employees will receive holiday pay for City-observed holidays. Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave, compensatory time, or unpaid leave for such time off. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Full-time nonexempt employees who do not work a holiday will receive 8 hours holiday pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday.

Part-time thirty (30) hour employees who do not work a holiday will receive pro-rated holiday pay based on the number of hours normally scheduled provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday.

Non-exempt employees who work on a holiday will receive pay at one and one-half (1 ½) for the hours worked and will be given at straight time. Pay at one and one- half (1 ½) will be on regular base hourly wage not to be pyramided with any other premium. Pay of one and one-half (1 ½) times the regular hourly wage for employees required to work on a listed holiday will be for the hours worked on the "actual" holiday as opposed to the "observed" holiday.

SECTION 11. LEAVES

11.1 Taking Leave

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from

work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

11.2 Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time thirty (30) hour employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence. Full-time employees will accumulate sick leave at a rate of eight (8) hours per month.

- Part-time employees regularly scheduled to work at least 30 hours per week will accrue sick leave on a pro-rated basis of the full-time employee schedule.
- Part-time employees regularly scheduled to work fewer than 30 hours per week will not earn or accrue sick leave.
- Temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- In increments as small as 15 minutes.
- An employee who is drawing worker's compensation will be allowed to use accumulated sick leave as necessary to ensure a full monthly paycheck, providing that employee shows documentation to the Employer.
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, mother, sister or brother.
- Safety leave: Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month rolling period for absences due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

After accrued sick leave has been exhausted, vacation leave or other leaves may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;

- Keep his/her Department Head/ Human Resources informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

11.3 Returning to Work After Medical Absence

After a medical absence beyond five (5) working days, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employees' ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on a return-to-work or workability form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

11.4 Reimbursement of Accrued Sick Hours

Employees will not be reimbursed for unused sick leave except in the manner as described in this section. Upon accrual of four hundred eighty (480) hours, the City will, on an annual basis, reimburse unused sick leave at the rate of one-half of the employee's current rate of pay on a maximum accrual of ninety-six (96) hours over the four hundred eighty (480) hours.

Hours will be paid out on the first pay date in December of each year.

Upon termination of an employee in good standing and with five years consecutive employment, the employee will be reimbursed one-half pay for sick days not used to a maximum of four hundred eighty (480) accumulated plus the current year number of hours at the employee's current rate of pay.

11.5 Vacation Leave

Vacation will accrue at the following rates per the anniversary year employed:

Years of Service	Annual Accrual
First (1) year:	6 days (48 hrs.)
Second (2) year	12 days (96 hrs.)
Sixth (6) year	18 days (144 hrs.)
Tenth (10) year	24 days (192 hrs.)
Fifteenth (15) year	27 days (216 hrs.)

11.6 Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

Part-time employees who work at least thirty (30) hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule.

Part-time employees who are scheduled to work less than thirty (30) hours on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

11.7 Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

11.8 Use

All employees, including those who are in training/on probation, may use vacation leave as it is earned. Approved leaves are subject to approval by the employee's Department Head or City Administrator.

*Every full-time and part-time thirty (30) hour plus employee hired prior to March 1, 2007 will have July 1 as their anniversary date for purposes of earned vacation. Vacation earned from the date of employment to July 1 will be credited to the employee and will be taken as provided. Every full-time and part-time thirty (30) hour plus employee hired after March 1, 2007 will have their date of hire as their anniversary date for purposes of earned vacation.

An employee will not earn any vacation leave for any pay period unless he/she is employed by the City on the last scheduled work day of the pay period. Requests for vacation should be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the Department Head and/or City Administrator. Vacation can be requested in increments as small as 15 minutes.

Employees may carry accrued vacation leave up to a maximum of 480 hours. Accrued hours in excess of the allowed amount will be forfeited by the employee unless obtaining approval of the City Council to carry the excess of the allowed amount. Vacation hours will be audited on an annual basis by the Finance Department, but it is the responsibility of the employees to track maximum accrual. Vacation leave cannot be converted into cash payments except at when meeting criteria of resigning in good standing referenced in section: *Separation from Service*.

Vacation leave will generally not be approved once an employee has submitted a resignation notice unless approved by the City Administrator.

Vacation leave requests greater than 14 days must be approved by the City Administrator.

11.9 Vacation Donation

An employee may voluntarily donate their accumulated vacation hours, up to a max of 24 hours, to other employees annually. More than 24 hours must be approved by the City Administrator. Donated time will be banked 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.

11.10 Funeral Leave

Employees will be permitted to use up to three (3) working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the Department Head or City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.)

11.11 Military Leave

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Employees will be granted up to ten (10) working days of unpaid leave whose immediate family member is a member of the United States armed forces who has been injured or killed while engaged in active service. The ten (10) days may be reduced if an employee elects to use appropriate accrued paid leave.

Unless the leave would unduly disrupt the operations of the City, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one (1) day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

11.12 Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

11.13 Court Appearances

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g., subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

11.14 Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. [See Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members].

11.15 Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor) and a First Report of Injury (FROI) form must be filled out and submitted to Human Resources. If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

11.16 Workers Compensation

An employee injured on the job will receive compensation from the City's Worker's Compensation Insurance provider after a three (3) day initial waiting period. The three (3) days waiting period will be charged to the Employee's sick leave account. Should the employee receive workers compensation for a period of ten (10) days or more, workers compensation will pay for the initial three (3) days and the employee's sick leave account will be credited the initial waiting period. Because the compensation provided by the insurance may be less than the normal salary, the city may use leave pay (sick, personal, or vacation) to provide the difference between the employee's regular net pay (irrespective of all deductions required by State and Federal Law) and the worker's compensation amount. In the event that

all leave pay available to an employee is exhausted, the employee would be paid exclusively through the worker's compensation plan.

11.17 Workers Compensation: Leave Accrual and Holidays

During the period in which an employee is out on workers compensation leave, the employee will continue to accrue leave hours (sick and vacation) as if they were working, for up to six (6) months. After six (6) months, and during such time as the employee continues on workers compensation leave the employee will not continue to accrue leave hours (sick and vacation pay). Employees who are working with reduced hours will earn prorated vacation and sick leave. Holiday pay will also be given for this time period as long as the employee retains employment status with the City. There will be no further leave accrual or holiday pay after employment with the City of Isanti is terminated.

At the time the employee returns to work, the employee will begin to accrue leave based on the number of hours the employee works.

11.18 Pension

To the extent permissible under PERA guidelines, and provided the employee so chooses to pay the employee's share, the City will pay the amount of the employer paid pension that was lost during the worker's compensation leave to help restore the portion of the employee's pension attributable to City leave funds paid to the employee.

11.19 Insurance Benefits

1. During the worker's compensation period in which an employee is being partially compensated by the City (with the use of available leave hours), the employee will continue to receive insurance benefits applicable to the position held at the time of the injury. Applicable insurance benefits will continue for a period of no more than six (6) months from the time that an employee's leave hours are exhausted and partial City compensation has discontinued. The employee will continue to be responsible for the employee portion of insurance payments, if any; and any other personal deductions the employee may have. If the City is not providing a portion of the employee's wage adequate to withhold the employee portion of premiums, with the use of available leave, the employee must provide such payment to the city on a timely basis in order to maintain insurance coverage.

2. Upon an employee's return to their original position, or to a work hardening program which schedules return to their original position, the employee will receive insurance benefits applicable to that position.

3. If it has been determined by medical evaluation and the City's Worker's Compensation Insurance provider that as the result of a job related injury, a regular full-time employee is unable to return to work full time (forty (40) hours per week), and if a regular part-time position is available that would accommodate all work restrictions and for which the employee would otherwise qualify and is accepted by the employee, insurance benefits would be continued at the original full-time rate for the remainder of the six (6) month period after which time lapses, insurance benefits would be prorated based on the new position.

4. The wage paid to the retuning employee by the city would be consistent with the wage established for the new position. In the event the new wage is less than the wage for the original position, the City's Worker's Compensation Insurance provider would be responsible for the payment of any wage difference for such period as determined by the insurance provider and consistent with State law.

5. If it has been determined by medical evaluation and the City's Worker's Compensation Insurance provider that as a result of a job related injury, a regular full-time employee is unable to return to the employee's original position as the result of physical restrictions, and if there is a position available that would accommodate those restrictions and for which the employee would otherwise qualify, the individual accepting the new position would also be subject to the benefit and wage stipulations as stated above.

6. If it has been determined by medical evaluation and the City's Worker's Compensation Insurance provider that an employee had reached maximum potential recovery from a work related injury and that a permanent disability exists that would preclude the employee from returning to their former position and that no other position is available that would accommodate the employee's work restrictions and for which the employee was otherwise qualified, the City's Worker's Compensation Insurance provider would be fully responsible for the monetary settlement with the employee and the employee would be terminated from their position with the City. The employee would be allowed to continue insurance coverage as provided in state and/or federal law and would be responsible for payment of insurance premiums.

11.20 Family and Medical Leave (FMLA)

The Family and Medical Leave Act (29 CFR Part 825) provides certain employees with up to 12 workweeks of unpaid, job-protected leave in any 12-month period, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. **(APPENDIX)**

To be eligible for FMLA leave, an employee must work for a covered employer and:

- have worked for that employer for at least 12 months; and
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

11.21 Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 10 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave if the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

11.22 Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The City will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

11.23 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food, and water breaks;
- Seating;
- Limits on lifting over 20 pounds; and/or
- Temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city, the city will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

11.24 Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

11.25 Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator. Unpaid leaves will be approved by the City Council.

11.26 School Conference Leave

Any employee who has worked half-time or more for at least twelve (12) months preceding the request may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the City. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

11.27 Bone Marrow/ Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

11.28 Elections / Voting

An employee volunteering to serve as an election judge pursuant to Minnesota law will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least twenty (20) days written notice. An employee appointed to serve as an election judge for the purpose of administering a local general election will receive their regular rate of pay.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

11.29 Regular Leave without Pay

The City Administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental, and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation, sick and compensatory time must be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

11.30 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned. The circumstances of each disabled employee performing light duty

work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. This policy is handled on a case-by-case basis. The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator. The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

SECTION 12. SEPARATION FROM SERVICE

12.1 Resignation or Retirement

Non-exempt employees wishing to leave the City service in "good standing" must provide a written resignation notice to their supervisor, at least fourteen (14) calendar days before leaving and fulfilling the regular scheduled hours. Exempt employees must give thirty (30) calendar days written notice, unless otherwise stated in their contract.

Employees leaving the city in "good standing" will receive 100 percent of their vacation leave balance as compensation (applicable taxes will be withheld). Employees have the option of directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law).

Unauthorized absences from work for a period of three (3) consecutive work days may be considered as resignation without proper notice.

The written resignation must state the effective date of the employee's resignation. Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the City. Employees who are terminated by the City will not qualify for vacation or sick leave payouts.

12.2 Severance Pay-outs

Employees who leave the City in "good standing" will receive pay for:

- All unused accrued vacation leave
- Employee who has five (5) years of consecutive employment will be reimbursed for unused sick days to a maximum of four hundred eighty (480) accumulated hours at the rate of one-half (1/2) of the employee's hourly rate plus the current year accrual.
- Non-exempt employees will receive all unused accrued compensatory time.
- Exempt employees will not receive any unused accrued compensatory time.

- Exempt employees will receive severance pay per their employment contract if applicable.
- * For employees covered by a Collective Bargaining Agreement other severance options may be applicable.

Employees who do not leave in "good standing" will only receive pay for:

- Non-exempt employees will receive all unused accrued compensatory time only.

SECTION 13. DISCIPLINE

13.1 General Policy

All Employees are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Isanti. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through Human Resources. City Administrator/designee will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

13.2 No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

13.3 Process

The City may elect, but shall not be required, to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a right or guarantee to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

13.4 Oral Reprimand

This measure will be used when informal discussions between the employee's supervisor or Department Head and the employee have not resolved a matter. All Department Heads have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must entail. The Department Head will document the discussion including date(s) and a summary of discussion and corrective action needed. Human Resources will place this summary in the employee's personnel file.

13.5 Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the Department Head with prior approval from the City Administrator/designee.

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

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Human Resources will place this in the employee's personnel file.

13.6 Suspension With or Without Pay

The City Administrator may suspend an employee with or without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

13.7 Demotion and/or Transfer

An employee may be demoted or transferred if an attempt at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

13.8 Dismissal/Termination

The City Administrator, with the approval of the City Council, may dismiss/terminate an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, who has completed his/her initial probationary period, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

13.9 Salary

An employee's salary step increase may be withheld or the salary may be decreased due to performance deficiencies.

13.10 Benefits

Vacation leave and sick leave accruals will not be applied when on unpaid suspension if the unpaid suspension exceeds five (5) working days.

SECTION 14. EMPLOYEE EDUCATION & TRAINING

14.1 Purpose

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility. The City permits and encourages attendance at various education seminars, conferences, and training sessions as approved and budgeted.

14.2 Policy

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, seminars, and training sessions, provided that attendance is approved in advance and approved by the Department Head and City Administrator under the following criteria and procedures:

14.3 Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements, and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless specified in an employment contract or the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City.

The Department Head and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

14.4 Job-Related Meetings

Attendance at regular professional meetings, costing $100 or less, that an employee has an involvement in and are directly related to the performance of the employee's work responsibilities, do not require the approval of the City Administrator or training and travel paperwork. Advance Department Head approval is required to ensure adequate department coverage and budgetary impacts.

14.5 Request for Participation in Training & Conferences

All training/conferences by City employees must be in accordance with the City's adopted budget. Requests for participating in training or conferences must be submitted in writing to the employee's supervisor on the appropriate form. Training and travel requests are required to be signed by the City Administrator, Department Head and Human Resources for approval.

All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City. All training request forms should be submitted to the City Administrator as early as possible to the departure date.

Registration fees, meals, hotel/motel accommodations, public transportation, and other legitimate expenses are reimbursable as follows:

a. Expenses will be reimbursed for employees only. If spouses or guests attend the training sessions, they may do so at no expense to the City.
b. All registration fees for the training session will be paid by the City, provided that attendance at said sessions was approved and budgeted.
d. Lodging for the night before the commencement of a conference, seminar, or meeting may be requested only if the following criteria are met:
    1. The conference begins that evening or prior to 8:00 a.m. the next day.
e. Lodging for a multiple day conference considered to be within driving distance may be requested if one or more of the following criteria are met:
    1. Scheduled events end at 7 p.m. or later
    2. Following day travel to the event would start before 6 a.m.
f. In the event there are extenuating circumstances where lodging is seen as necessary, but does not fall under the outlined criteria above, those instances will be dealt with on a case-by-case basis by the City Administrator.
g. The registrant must provide itemized receipts for all of the above expenditures and attach them to the expense report form.

All requests must be approved by the Department Head and the City Administrator.

14.6 Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally or if the training/conference is in an employee's employment contract. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.

14.7 Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the Federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary itemized receipts and appropriate documentation.

14.8 Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging, and necessary expenses incurred. In no case will City funds be used to pay for, or reimburse, for events sponsored by or affiliated with political parties. The City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting. The City will also not reimburse employees for the costs for travel of family members.

City vehicles should be used for travel by City employees. However, if circumstances make it impractical to use a City vehicle, and advance approval is given by the City Administrator prior to attendance, the City of Isanti will reimburse employees for the use of their private vehicles while on official City business at the current rate provided by the IRS mileage limit during the year. An employee approved to use their personal vehicle will not be reimbursed for mileage that the employee would have driven to and from their place of work on the days of training and travel; only those miles in excess of their regular miles that

would have been driven to and from work will be reimbursed. Mileage from the employee's home to city offices in the conduct of employment will not be subject to reimbursement.

City vehicles will only be used for transportation related to the event being attended.

Private vehicle mileage for use unrelated to the event will not be reimbursed.

Reimbursement will not be provided for any meals which are included as part of registration, tuition, or fees unless approved. Itemized receipts are required for meals and must clearly indicate the date. Reimbursement for meals while on authorized travel will include only actual expenditures including tax and 15% tip as outlined:

Individual Meals	$ 10.00 Breakfasts
	$ 15.00 Lunches
	$ 25.00 Dinners

Costs for meals which are a scheduled activity of an authorized conference or meeting which are not included in the registration fee will be fully reimbursed, not to exceed federal guidelines. Costs for alcoholic beverages will not be reimbursed.

14.9 Reimbursement Procedures

All requests for reimbursement will be made on the standard expense report form or claim request form, and will be submitted to the Department Head for approval; the Department Head will forward to the City Administrator or Human Resources for final approval.

Itemized receipts must be attached to the expense report form for any expenses not paid in advance by the City including; registration, lodging, meals, (other legitimate expenses where a receipt is not available, i.e. parking).

No advance reimbursement for an approved training session is permitted. Registration and lodging reservation will be made subject to the employee's travel request form. The Finance Department will process and provide a check made payable to the lodging entity or the City credit card will be used to reserve the lodging.

14.10 Internal Training

The City of Isanti finds it to be in the best public interest to conduct formal and informal internal training sessions as follows:

a. Holding regular staff meetings at the Department Head level and frequent staff meetings at the employee level.
b. Conduct in-service training seminars on such subjects as safety, etc.
c. Meet and confer with elected and appointed personnel of nearby municipalities or other units of government for the purpose of exchanging ideas which are of mutual benefit.

There will be no claims approved for personal expenses incurred under this Section.

14.11 Team/Department Training

The City of Isanti supports team/department training to enhance the cohesiveness and skills/abilities of a department or work team as a whole. Training objectives, costs, location, back-up for any staffing needs and hours away from work for the training of teams/departments must be reviewed by the supervisor for approval. Costs for team/department training must be approved by the City Administrator.

14.12 Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator, is allowed, providing funds are available. Such memberships will be approved by the City Administrator.

Upon separation of employment, individual memberships can and will remain with the City and in that case, are transferred to another employee by the supervisor.

SECTION 15. OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when full time employees at the City of Isanti regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the Department Head will consult with the City Administrator. All outside employment, unless part of an employment contract, must be approved by the City Administrator. A form must be completed by the employee and submitted to the City Administrator. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources, or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.
- Outside employment opportunities with private or public entities where the employee already serves that entity with specified duties through a Joint Powers Agreement or Service Contract will be reviewed by the City Administer prior to acceptance of the employment opportunity. The review is to ensure that there is no conflict of interest with or use of City time or resources for the employment opportunity. Continued employment by the employee in this capacity will be reviewed by the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

SECTION 16. DRUG FREE WORKPLACE

In accordance with Federal Law, the City of Isanti has adopted the following policy on drugs in the workplace:

a. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.

b. The unlawful manufacture distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

c. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plan, as appropriate.

c. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

SECTION 17. APPENDIX and POLICIES

- 17.1 City Driving
- 17.2 Computer Use
- 17.3 Cellular Phone Use
- 17.4 Conflict of Interest
- 17.5 Service on Boards and Committees
- 17.6 Employee Recognition
- 17.7 Ethics Policy
- 17.8 Inclement Weather
- 17.9 Personal Appearance and Dress
- 17.10 Political Activity of Employees
- 17.11 Respectful Workplace
- 17.12 Safety
- 17.13 Social Media
- 17.14 Media Relations
- 17.15 FMLA

17.01 CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on City business. Whether driving a City-owned vehicle or their own personal vehicle the employee is responsible for carrying valid insurance. It also applies to employees who drive less frequently, but whose ability to drive is essential to their job due to

the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. Employees who chose to drive their own vehicle for City business will not be reimbursed mileage unless prior approval from City Administrator.

City vehicles are equipped with "hands-free" devices to hold cell phones while driving. There are not exceptions to State Laws while operating city vehicles and employees are expected to uphold the law and the consequences associated with any violations.

No City vehicle will be allowed to be driven home by an employee unless deemed appropriate and approved by an employment contract or by the City Administrator which would occur infrequently and be evaluated on a case-by-case basis.

17.02 COMPUTER USE POLICY

General Information

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City may conduct inspections on an as-needed basis as determined by the City Administrator or designee.

Beyond this policy, the city's System Administrator may distribute information regarding precautions and actions needed to protect City systems; all employees are responsible for reading and following the guidance and directives in these communications.

No Privacy

Users have no expectation of privacy in using the City's electronic communication and information 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.

Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from the System

Administrator. If permission to connect these tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.

- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. City Technology Office staff will delete these types of files if found on the network, computers, or other City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the City Administrator to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to the City Administrator for a determination.

Hardware
In general, the City will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your supervisor, who will forward the request to the System Administrator.

The City will not supply laptop computers based solely on the desire of employees to work offsite. A laptop request form will be required for each laptop deployment, and must be signed off by the employee's supervisor and department head. Laptops will only be issued to employees who: travel frequently and require the use of a full computer while traveling; regularly use their laptop offsite; require a laptop for access to special software or systems; and/or have a documented business need for a laptop.

Only City staff may use City computer equipment. Use of City equipment by family members, friends, or others is strictly prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Software
In general, the City will provide the software required for an employee to perform his or her job duties. Requests for new or different software should be made to your supervisor, who will forward the request to the System Administrator.

Employees shall not download or install any software on their computer without the prior approval of the System Administrator. Exceptions to this include updates to software approved by Information Technology such as Microsoft updates, or other productivity software updates. The System Administrator may, without notice, remove any unauthorized programs or software, equipment, downloads, or other resources.

Electronic Mail: The City provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your supervisor, other employees, members, city officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or "spam" email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Electronic Calendars: A shared calendar environment is provided as part of the City's email software program. All employees are required to keep their electronic calendar up to date and, at a minimum, must grant all staff the ability to view their calendar.

Instant Messaging: Due to data retention concerns, Instant Messaging (IM) is only allowed for transitory discussions and should be deleted after use. The City only allows IM via (insert designated product here). Employees are not allowed to use IM as a mechanism for personal communication through the City's computer network or when using City equipment, and are not allowed to download or install any other IM software package on their City computer.

Personal Devices: Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City's email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Security

Passwords: Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Passwords must be at least eight characters long and include at least three of the following: lowercase character; uppercase character; and a number or non-alpha-numeric character (e.g., *, &, %, etc.). (Example: J0yfu11y!) Password requirements may be changed as necessary, as determined by the System Administrator.
- Passwords should not be shared or told to other staff. If it is necessary to access an employee's computer when he or she is absent, contact your supervisor or the System Administrator; The System Administrator will not provide access to staff accounts without approval of the City Administrator.
- Passwords should not be stored in any location on or near the computer, or stored electronically such as in a cell phone or other mobile device.
- Employees must change passwords every 60 days when prompted, or on another schedule as determined by the System Administrator.

Network access: Non-City-owned computer equipment used in the City's building should only use the wireless connection to the Internet. Under no circumstances should any non-City-owned equipment be connected to the City's computer network via a network cable. Exceptions may be granted by the System Administrator.

Personal computer equipment may not be connected to the City's network without prior approval of the System Administrator. Personal equipment may be subject to password requirements or other electronic security measures as determined by the System Administrator.

Remote Access to the Network: Examples of remote access include, but are not limited to: Outlook Web Access (web mail), virtual private network (VPN), Windows Remote Desktop, and Windows Terminal Server connections. While connected to City computer resources remotely, all aspects of the City's Computer Use Policy will apply, including the following:

- Remote access to the City's network requires a request from a supervisor and approval from the System Administrator. Remote access privileges may be revoked at any time by an employee's supervisor.
- If remote access is from a non-City-owned computer, updated anti-virus software must be installed and operational on the computer equipment, and all critical operating system updates must be installed prior to connecting to the City network remotely. Failure to comply could result in the termination of remote access privileges.
- Recreational use of remote connections to the City's network is strictly forbidden. An example of this would be a family member utilizing the City's cellular connection to visit websites.
- Private or confidential data should not be transmitted over an unsecured wireless connection. Wireless connections are not secure and could pose a security risk if used to transmit City passwords or private data while connecting to City resources. Wireless connections include those over cellular networks and wireless access points, regardless of the technology used to connect.

Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- If an employee's use of the Internet is compromising the integrity of the City's network, City Technology Office staff may temporarily restrict that employee's access to the Internet. If City Technology Office staff does restrict access, they will notify the employee, HR, and the employee's manager as soon as possible, and work with the employee and manager to rectify the situation.
- The City may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the employee's Department Head.

Responsibility for Information User

City authorized users should logout of computer terminals or systems if they are going to leave the computer terminal or system unattended. City 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.

Reporting Problems (and Maintenance of Confidentiality)

If a City 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 the System Administrator.

Data Retention
Electronic data should be stored and retained in accordance with the City's records retention schedule.

Storing and Transferring Files: If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your supervisor. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the System Administrator.

Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files must be stored on identified network drives and folder locations. The City will not back up documents stored on local computer hard drives, and holds no responsibility for recovery of documents on local computer hard drives should they fail. Files may be temporarily stored on a laptop hard drive when an employee is traveling/offsite; however, the files should be copied to network as soon as possible.
- Electronic files, including emails and business-related materials created on an employee's home or personal computer for City business, must be transferred to and stored in designated locations on the City's network. City-related files should not be stored on an employee's personal computer, unless otherwise defined in this policy.
- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City will not retain emails longer than one year on the network or in network back-ups.
- Electronic files or emails that may be classified as protected or private information should be stored in a location on the City's network that is properly secured.
- Any files considered private or confidential should not be stored anywhere other than the City's network. If there is a need to take confidential information offsite, it must be stored on encrypted media; the System Administrator can assist in the encryption of media.

17.03 CELLULAR PHONE USE POLICY

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to ensure that cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that City employees exercise the highest standards of propriety in their use.

General Policy
Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellular phones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to

refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safety stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.

- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
  In accordance with State law, there is an exception to hands free cellphone operations to obtain emergency assistance to report a traffic accident, medical emergency, or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above "City Driving Policy" for more information on reporting driver's license restrictions.

Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties. City issued cellular phones are property of the City and can be removed at any time. City phones are not intended to be a supplement to personal phones as employees should only use them for City business.

Personal calls and text messaging will be made or received only when absolutely necessary. Such calls/messaging must not interfere with working operations and are to be completed as quickly as possible. Excessive or inappropriate use of cellular phones while an employee is working may result in discipline or a request for the employee to remove the phone from their work area by the Supervisor.

Responsibility
The City Administrator/designee, will have primary responsibility for implementation and coordination of this policy. All Department Heads will be responsible for enforcement within their departments.

All cell phones must be left at the work place at the end of the employees shift with the following exceptions:

a. The employee is 'on-call'.

b. The employee has been authorized or directed by his/her Supervisor the cell phone may be taken home.

Cell phones provided to employees remain the property of the City and must be returned to the City upon termination of employment in order for the employee to be considered to be terminating employment in good standing.

Violations of this policy may result in disciplinary action as provided within the Personnel Policy and/or Labor Contract.

Also see Computer Use Policy and City Driving Policy

17.04 CONFLICT OF INTEREST POLICY

Purpose
The City Council of the City of Isanti confirms its determination that ethical standards by the 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 will be defined as follows:

- All employees of the City of Isanti
- Police Reserves

Standards of Conduct

1. Public Officials:
    a. Must not use their positions to secure special privileges or exemptions for themselves or others to intentionally jeopardize the position of employment of others;
    b. Must not engage in, solicit, negotiate for, or promise to accept private employment nor will 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. Must 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 must disclose in writing such interest prior to any discussion or vote and disqualify themselves from any further involvement pertaining to the issue;
    d. Must 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. Must 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. Must not participate in drawings or raffles at events, conferences, or seminars while attending as a City employee where financial participation is required.

g. Must 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 will 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%), will enter into any contract with the City unless otherwise authorized by law.
4. Public Officials must 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 will 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 will not hold two positions if the positions' functions are incompatible with one another.

Disclosures

Public Officials, elected or appointed, must, 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 Clerk. All subsequent applicants for appointment on Boards and Commissions will 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 will 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 will be excluded from the above disclosure. Each Public Official must 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 will be set forth on a form made available by the City Clerk or designee.

Discipline

Upon a signed written complaint of any person questioning adherence to this Policy or on the Council's own volition, the Council will refer the matter to the City Attorney for investigation and the City Attorney will report the results of the investigation to the Council within forty-five (45) days thereafter. A copy of such report will be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request will 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 will 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.

17.05 SERVICE ON BOARDS AND COMMITTEES

Employees that desire to serve on the Boards or Committees of Professional or other Organizations of which the City and/or the employee is a member, where their service is or may reasonably be perceived to represent the City of Isanti, will receive approval for such service by the City Council prior to committing to serve in any such capacity.

No employee, nor any employee's immediate family member, will receive any salary, per diem, compensation, or item of substantial value from their service other than the following:

1) Reasonable reimbursement for their personal expenses for such service. This includes meals, lodging and mileage for attending Board or Committee events.

2) Scholarships for seminars, short courses or educational benefits the employee could receive that would benefit the City of Isanti, as prior approved by the City Council.

17.06 EMPLOYEE RECOGNITION POLICY

Employee Service Credit Recognition
Employees who have obtained service credit for five (5), ten (10), fifteen (15), twenty (20), and additional year in increments of five will be recognized by receiving a 'Certificate of Recognition' at the last regular City Council meeting of the given year.

Employee Resignation or Retirement
Employee recognition for meritorious service to the City of Isanti will be given to full time employees in good standing that have completed three (3) or more years of service. Recognition will be given at the time that employment with the City has ended. Recognition will be presented a recognition plaque by the Mayor at a regular City Council meeting, closest to the date that the employee's service to the City has ended.

17.07 ETHICS POLICY – Non-Retaliation

Purpose
The City of Isanti conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations.

1. The City of Isanti is committed to conducting its governmental business with integrity underlying all relationships, including those with citizens, customers, suppliers and communities, and among employees. The highest standards of ethical business conduct are required of the City of Isanti employees in performance of their responsibilities. Employees will not engage in conduct or activity that may raise questions as to the City's honesty, impartiality or reputation or otherwise cause embarrassment to the City. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:
    - Using public office or public position for private gain.
    - Giving preferential treatment to any person or entity.
    - Losing impartiality.

• Adversely affecting the confidence of the public in the integrity of the City.

2. Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy. The City of Isanti will not tolerate retaliation against any employee who in good faith reports or provides information about an incident of alleged harassment in the workplace. If you believe you or someone else has been retaliated against, you must report it as soon as possible to one of the following:
    - Your Supervisor or the Department Head
    - To Human Resources
    - The City Administrator

The Human Resource Department will serve as the contact for employees that have concerns or questions regarding this policy.

17.08 INCLEMENT WEATHER PROCEDURE

Policy
Minnesota is known for extreme changes in weather conditions. Our primary concern is of the safety of all employees and the public should the weather turn dangerous.

In the event of severe weather, the following steps should be taken:

Tornado Watch
1. A **watch** means that conditions are present for severe weather, such as a tornado to occur.
2. Continue normal routine; be alert for changing weather conditions, tune into commercial radio or television for updates.

Tornado Warning
1. A **warning** means a funnel cloud has been spotted, or a tornado has touched the ground, or winds in excess of 70 mph have been recorded. Outdoor sirens may be sounded.
2. Updated information will be provided by WCCO 830 AM radio and the public safety communications network.

Tornado Warning General Procedures
1. Notify Department Heads.
2. Conduct sweeps of assigned areas and take shelter. Direct other employees and escort visitors to take shelter in the same manner.
3. The Department Head/designee will take roll call of staff. If employees are unaccounted for, the Department Head/designee will notify the City Administrator/designee.

Employees will remain at the recommended shelter area until permission is granted by the Department Head/designee to return to work or be released for the rest of the day. Any employee leaving without prior authorization will be subject to disciplinary action.

Department Procedures
City Hall
- If possible, the front receptionist window should be closed.
- All doors should be locked and all personnel and the public should be directed to the safest location of the building. (Employee Restrooms)

Police Department

- If possible, the front receptionist window should be closed.
- All doors should be locked and all personnel and the public should be directed to the safest location of the building. (Restrooms)

Public Works

- All doors should be locked and all personnel and the public should be directed to the safest location of the building. (Restrooms)

Liquor Store

- If possible, registers should be logged off.
- All doors should be locked and all personnel and the public should be directed to the safest location of the building. (Restrooms)

Closing of City Hall: Blizzard Conditions

1. Only the following people are authorized to direct the closing of City Hall in the event of severe winter weather conditions.
    a. Mayor
    b. City Administrator
2. The City Administrator/designee will notify City Hall staff directly and inform them of the procedures to be taken.
3. Document time and reason of closure.
4. Follow through with regular closing procedures before exiting the building.

Closing of Liquor Store

1. Only the following people are authorized to direct the closing of a store in the event of severe winter weather conditions.
    a. Mayor
    b. City Administrator
2. The Liquor Store Manager will notify the store directly and inform them of the procedures to be taken. In the event that the Store Manager is unavailable, it is then the responsibility of the immediate Store Supervisor to provide directions for the store closure.
3. Document time and reason of closure on an incident report form.
4. Follow through with regular closing procedures before exiting the building.

When it is necessary to close operations due to adverse weather conditions, employees will not be paid for the hours closed unless payment is approved at the discretion of the City Administrator. Employees may use accrued vacation or compensatory time to make up for any lost time.

In extreme emergency situations, the City Administrator may authorize staff to stay at a local lodging establishment paid for by the City if requested by the City Administrator to ensure safety and order. Examples include natural disasters, blizzards, train derailment, etc.

17.09 PERSONAL APPEARANCE AND DRESS POLICY

It is the policy of the City that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

The City places a high priority on appearance and dress in the workplace and the image we project to our customers. The dress and appearance of City employees is a direct reflection on the professionalism of

our services. City employees meet with the public everyday as part of the regular workday. A neat, well-groomed employee will present a positive image of the City and demonstrate the pride of our City employees.

The City hereby adopts "casual business wear" as the dress standard for office staff for Monday through Thursday and permits employees to "dress down" on Fridays. Listed below is a general overview of acceptable casual business wear as well as listing of some of the more common items that are not appropriate for office attire. Neither group is intended to be all-inclusive.

- Casual business wear options for men include: sport coats/blazers, dress slacks, khakis, dress shirts, sport shirts, knit shirts, vests, sweaters, and dress shoes. Socks are mandatory. Shirttails are to be tucked in at all times.

- Casual business wear options for women include: sport coats/blazers, dress slacks, khakis, dresses, skirts less than 3" above the knee, blouses, sport shirts, knit shirts, vests, sweaters, dress shoes, and dress sandals.

Employees are expected to present a neat appearance and are not permitted to wear clothing overly worn, faded, in disrepair or unkempt clothing, athletic wear, or similarly inappropriate clothing. Additional inappropriate clothing are jeans of any color, overalls, spandex or form-fitting, sweatpants, sweatshirts, jogging/warm-up suits, leisure pants, shorts more than 3" above the knee, tank or halter tops, T-shirts, and shirts with inappropriate slogans, sundresses without jackets, athletic shoes, sneakers, or slippers.

- Friday's dress code permits jeans (with the exception of those with faded, holes, frays, tattered/torn, etc.) and tennis shoes. Approved T-shirts and Sweatshirts (those that do not have inappropriate slogans). All attire must be in good form and appearance.

The City recognizes that special job assignments or special duties of a particular job may require an employee to wear non-business casual clothing. Approval must be received from your department head for non-business casual clothing.

Uniforms are provided to some City employees. Uniforms bearing City identification should not be worn during off-duty hours. Uniforms must be worn while at work unless an exception is made by the supervisor.

Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms or business attire depending on the nature of their job. Employees who are expected to have contact with customers, prospects, and the public must dress appropriately. Clothes should be clean, pressed, and properly fitting. Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible. Sideburns, moustaches, and beards should be neatly trimmed. Employees should use perfume or cologne sparingly or not at all, many individuals are sensitive to the various scents.

The City of Isanti reserves the right to ask employees to dress appropriately. If a supervisor has a concern regarding personal appearance, he/she will discuss the concern with the employee. The supervisor should address repeated violations, and may issue a verbal or written warning. Further, a supervisor can ask an employee to leave the workplace without pay until suitably attired.

Employees should be aware that poor hygiene could disrupt the work of other employees. Supervisors will address these problems in private with the employee.

17.10 POLITICAL ACTIVITIES OF EMPLOYEES

Purpose
The purpose of this policy is to establish guidelines and procedure relating to political activities of city employees.

This policy will apply to Employees of the City of Isanti.

a. During working hours, no employee will engage in any form of political activity, nor can any political activity impair an employee's effectiveness in his/her position.
b. Outside of working hours, an employee may belong to a political party and engage in activities associated with this affiliation, be a member of an established organization or political club and may attend political meetings and enjoy complete freedom in voting, and may seek election or appointment to public office.
c. If an employee is elected or appointed to a City of Isanti public office, the employee must resign his/her position with the City.
d. Bumper stickers and posters may be displayed on private vehicles parked in employee parking areas, however, these materials may not otherwise be displayed on City property including but not limited to city vehicles wherever located.
e. No employee will use his/her position to gain benefit and/or seek favors from an elected official.

17.11 RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability
Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, firefighters, members of boards and commissions, and City Council members.

Abusive Customer Behavior
While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including professionally ending the contact.

If there is a concern over the possibility of physical violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior
The following types of are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

Violent behavior includes the use of physical force, harassment, bullying, or intimidation.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, pregnancy, gender-biased statements, such as stereotypes about women or men, marital status, age, sexual orientation, familial status, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, gossip, slander, angry outbursts, inappropriate humor/topics, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their Supervisor or the City Administrator.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
b. Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
c. Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

a. Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
b. Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc. that are about or may be seen by employees, customers, etc.
c. Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should advise a supervisor, the City Administrator, or the City Attorney promptly.

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the.

In some situations, with an offender from the public it is preferable to avoid one-on-one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The City urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the City Administrator, the Mayor, or a Councilmember promptly of your concerns. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the Mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior
Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee, will be encouraged to ask them what he or she wants to happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the City cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need-to-know basis and in accordance with the Minnesota Government Data Practices Act.

Step 2**.** If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3**.** The Department Head must notify the City Administrator about the allegations (assuming the allegations do not involve the City Administrator).

Step 4**.** In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

Step 5**.** After adequate investigation and consultation with the appropriate person(s), a decision will be made regarding whether or not disciplinary action will be taken.

Step 6**.** The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Special Reporting Requirements
When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a the Mayor or a Council/Board/Commission Member is perceived to be the cause of a disrespectful workplace behavior incident involving City staff, the report will be made to the City Administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed City official (e.g., Council/Board/Commissioner member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Confidentiality
A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation
Consistent with the terms of applicable statutes and City personnel policies the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding, or

hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

17.12 SAFETY

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses
Both Minnesota Worker's Compensation laws and the State and Federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury (FROI) and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear
Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Unsafe Behavior
Supervisors are authorized to send an employee home immediately for the remainder of the employee's shift when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others. The City will not compensate the employee for the time he/she loses; however, the employee may use accrued compensatory or vacation time for the time he/she loses.

POSSESSION AND USE OF DANGEROUS WEAPONS

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

a. Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
b. A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
c. Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

17.13 SOCIAL MEDIA POLICY

Purpose
Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs

of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Isanti's social media sites by its representatives.

The City of Isanti wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for City representatives regarding the use of social media for communication with residents, colleagues and all other followers.

Policy
The City of Isanti will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of Isanti social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Isanti, including a link to the City's official web site.

Scope
This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Isanti. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Councilmembers, appointed board or commission members, and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the Human Resources or the City Administrator.

Definition
Social media are internet and mobile-based applications, websites, and functions, other than email, for sharing and discussing information, where users can post photos, video, comments, and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, Instagram, and online dating services/mobile apps
- Blogs, Wikis, or shared encyclopedias such as Wikipedia
- Social news sites such as Reddit and Buzzfeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr, Facebook
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City representatives, including its employees and other agents of the City, such as independent contractors or Council members.

Rules of Use
City employees, as assigned in their respective City Departments, or designated Agents with administrator access, are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator in order to ensure social media accounts are kept to a sustainable number and policies are followed. All social media sites/use must be approved by Resolution of the City Council. All approved sites will be clearly marked as the City of Isanti site and will be linked with the official City website (www.cityofisanti.us). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact Human Resources or the City Administrator.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City of Isanti as a whole, including elected officials and other City employees and agents. Make sure information is accurate and free of grammatical errors.

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be reviewed by City staff, with administrative rights, before posting. It is the City's discretion to allow any comments or posts on City social media sites. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City of Isanti's staff with administrative rights will not edit any posted comments. However, comments posted by members of the public may not be posted or will be removed if they are abusive, obscene,

defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

Personal Social Media Use
The City of Isanti respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Isanti, its personnel, its operation, or its property. Employees and agents and others affiliated with the City may not use a City brand, logo, or other City identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as City employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Isanti employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

> "These are my own opinions and do not represent those of the City."

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace Policy. Employees and agents should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating, or romance between co-workers
- Cyber-bullying, stalking, or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact Human Resources or the City Administrator.
- Unlawful activities
- Misuse of City-owned social media
- Inappropriate use of the city's name, logo, or the employee's position or title
- Using City-owned equipment or City-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with Human Resources or the City Administrator.

Data Ownership
All social media communications or messages composed, sent, or received on City equipment in an official capacity is the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Isanti also maintains the sole property rights to any image, video, or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Policy Violations
Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

17.14 MEDIA RELATIONS

The Mayor is designated as the City Public Information Officer or City PIO and will be responsible for the implementation of this policy. Authorized City spokespersons as the Acting City PIO are designated as the City Administrator and City Chief of Police who is also the Emergency Management Director. With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the Mayor, City Administrator or Chief of Police, whomever is deemed appropriate given the request.

City employees who are not designated spokespersons are not authorized to make statements to the media and / or in public discussion on behalf of the City. City staff who are not designated spokespersons and who are contacted by a news media representative will be courteous, professional and route their requests to the City Administrator, Chief of Police or City PIO.

All news releases concerning city personnel will be the responsibility of the City Administrator.

When information is requested by the City PIO or authorized spokesperson for information, all Department Directors will immediately provide the City PIO or authorized spokesperson with the most accurate and complete information available for the response. Any employee who identifies a mistake in reporting should bring the error to the City Administrator or his/her designee. Regardless of the communications in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

17.15 FAMILY AND MEDICAL LEAVE (FMLA)

ELIGIBILITY
To qualify to take FMLA leave under this policy, an employee must meet all the following conditions:

- Have worked for the City for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the City will not consider any service 7 years prior to the employee's most recent hire date.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act ("FLSA") determine the number of hours worked by an employee. Vacation and other leaves are not included

TYPES OF LEAVE COVERED BY FMLA
Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position;
- A covered military member's active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave) (described below).

DEFINITIONS

- **"Spouse"** does not include domestic partners or common-law spouses.
- **"Caring for"** a covered family member includes psychological as well as physical care. It also includes acquiring care and sharing care duties. An eligible **"child,"** with some exceptions, is under 18 years of age.
- An eligible **"parent"** includes a biological parent or a person who stood in the place of a parent.
- **"Serious Health Condition"** means an illness, injury, impairment, or physical or mental condition that involves one of the following:
    - **Hospital Care**: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
    - **Pregnancy**: Any period of incapacity due to pregnancy, prenatal medical care or child birth;
    - **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
    - **Chronic Conditions Requiring Treatments**: An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;
    - **Permanent/Long-Term Conditions Requiring Supervision**
    - **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

LENGTH AND AMOUNT OF LEAVE
The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on day the leave began.

The entitlement to FMLA leave for the birth or placement of a child for adoption expires twelve (12) months after the birth or placement of that child.

HOW LEAVE MAY BE TAKEN
FMLA leave may be taken for 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed), or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks. Employees are required to use all vacation, sick and compensatory time during FMLA. Unpaid leave will not be permitted unless all leaves banks have been exhausted.

Intermittent leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking intermittent leave or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City's business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the City's approval.

PROCEDURE FOR REQUESTING LEAVE AND NOTICE
Employees requesting FMLA leave must provide written or verbal notice of the need for the leave to Human Resources or the City Administrator along with a *Medical Certification.*

When the need for the leave is foreseeable, the employee must give verbal or written notice to his/her supervisor at least thirty (30) days prior to the date on which leave is to begin.

If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures.

The City requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

CERTIFICATION AND DOCUMENTATION REQUIREMENTS
For leave due to an employee's serious health condition or that of an employee's family member, the City will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted by the employee to the City Administrator within fifteen (15) calendar days after leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) will be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, a FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the City or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

*The City may require an employee obtain a second opinion from a provider which the City selects. If necessary, to resolve a conflict between the original certification and the second opinion, the City may require the opinion of a third doctor. This third opinion will be considered final. An employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

ANNUAL MEDICAL CERTIFICATION AND RECERTIFICATION

Where the employee's need for leave due to the employee's own serious health condition lasts beyond a single leave year, the City will require employees to provide a new medical certification in each subsequent leave year. Such new medical certifications are subject to the provisions for authentication and clarification and second and third opinions.

REINSTATEMENT

Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment.

GROUP HEALTH INSURANCE AND OTHER BENEFITS, CONCURRENT LEAVE AND SUBSTITUTION OF PAID LEAVE

An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan under the same conditions and at the same level of City contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City.

If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

Rights to additional continued benefits will depend on whether leave is paid or unpaid.

Any paid disability leave benefits (Short Term Disability or Long-Term Disability), sick leave, Paid Time Off (PTO) or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including worker's compensation leave and Minnesota State Parenting Leave) will run concurrently with FMLA.

*The City's FMLA policy with Minnesota Parenting Leave and all forms of paid time off (sick leave, disability leave, workers' comp leave, vacation, PTO and compensatory time off) run concurrently with FMLA. By way of example, a Minnesota Parenting Leave policy -- which permits employees who have worked for the company for at least twelve (12) months and have worked at least 1,040 hours – should clearly state that Minnesota Parental leave will run concurrently with any other applicable leave, such as FMLA, STD, paid parental leave, sick leave, or accrued vacation and that paid leave cannot be utilized to extend FMLA or parental leave beyond twelve weeks.

FAILURE TO RETURN TO WORK AFTER FMLA

Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least 30 calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

*If an employee does not return to work following 12 weeks of FMLA leave, the employee may be subject to COBRA continuation.

If the employee fails to pay the City a portion of the premiums for which he or she is responsible during the FMLA leave and the employee fails to return to work, coverage may end. Loss of coverage for failure to pay premiums is not a qualifying event for purposes of continuation coverage under COBRA.

If the employee does not return from the FMLA leave and coverage ended sometime during the FMLA leave due to lack of payment, there is no COBRA election available. For COBRA to apply, the employee must have been covered on the day before the qualifying event. In this situation, the qualifying event would occur at the time the employee did not return from the leave.

ACTIVITIES PROHIBITED DURING FMLA
While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions of an employee's current position.

While on leave, an employee may not engage in any activity that conflicts with the best interests of the City. Such conduct may result in disciplinary action up to and including termination of employment.

FMLA – QUALIFIED EXIGENCY AND MILITARY CAREGIVER LEAVE

Qualified Exigency
Eligible employees (described above) whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (3) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Military Caregiver Leave
An employee eligible for FMLA leave (described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

DEFINITIONS

- A **"son or daughter of a covered servicemember**" means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

- A "**parent of a covered servicemember**" means a covered servicemember's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."

- The "**next of kin of a covered servicemember**" is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

- **"Covered active duty"** means:
    - "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
    - "Covered active duty" for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.

- **"Covered servicemember"** means:
    - An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness"; or
    - A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

- **"Serious injury or illness"** means:
    - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
    - In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

AMOUNT OF LEAVE – QUALIFIED EXIGENCY
An eligible employee can take up to 12 weeks of leave for a qualified exigency.

AMOUNT OF LEAVE – MILITARY CAREGIVER
An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a "single 12-month period." The "single 12-month period" begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

All leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered servicemember during this "single 12-month period," the remaining part of the 26 workweeks of leave entitlement to care for the covered servicemember is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE
The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

CERTIFICATION FOR SERIOUS INJURY OR ILLNESS OF COVERED SERVICEMEMBER FOR MILITARY FAMILY LEAVE
The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

RESOLUTION 2021-XXX

ACCEPTING PARKS, RECREATION AND CULTURE MANAGER JENNIFER GARVEY LETTER OF RESIGNATION

WHEREAS, Parks, Recreation, and Culture Manager, Jennifer Garvey has submitted a letter of resignation to the City of Isanti and presented this to Human Resources Katie Brooks; and,

WHEREAS, the effective date of this resignation is December 29, 2020 as a final day of employment; and,

WHEREAS, the time period between the letter of resignation and the effective resignation date is in compliance with the personnel policy; and,

WHEREAS, Jennifer Garvey 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 Parks, Recreation and Culture Manager Jennifer Garvey is hereby effective December 29, 2020 as the final day of work with the City of Isanti.

2. That the Human Resources Director and the City Administrator are hereby directed to fill the position immediately.

This Resolution is hereby approved by the Isanti City Council this 5th day of January, 2021.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Jaden Strand, Deputy City Clerk/ Human Resources
Date: January 5, 2021
Subject: Annual Administrator Review Summary

"The Council reviewed the performance of City Administrator Josi Wood at its December 1, 2020, meeting. The Council assessed Ms. Wood in the following areas and concluded that she met or exceeded expectations in all of them: commitment to service, communication, personnel management, oversight and planning, public relations and overall performance. The Council appreciates Ms. Wood's hard work and dedication."

-Statement prepared by City Attorney Joseph Langel

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Jaden Strand, Deputy City Clerk/ Human Resources
Date: January 5, 2021
Subject: Liquor Store Process Manual

Background:
The liquor store process book was in need of updating to be compliant with practice, statute requirements and to supersede previous policies by resolution that are no longer applicable.

Request:
Staff is requesting action on this item.

Attachment:
- Liquor Store Process Manual



CITY OF ISANTI

LIQUOR STORE PROCESSES

Approved January 5, 2021

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All sections of this process manual have been updated January 2021. Any Resolutions prior to the approval of this manual are superseded.

BREAKAGE AND ADJUSTMENTS

PROCESS

Breakage Adjustments:

When a product is broken, clean up all broken glass, mop remaining liquid, and place the broken package into the designated credit area. Inform the Manager or Manager on duty of the breakage.

Adjustments:

Adjustments to the inventory are to be recorded whenever one package size is split and disbursed into another package size (e.g. 4 pack of wine coolers is split to be sold as four individual wine coolers). The following steps must be completed by management or designated staff:

1. Adjust inventory by entering a receiving invoice showing the inventory adjustment.

2. Verify that the product scans correctly.

3. Print and file the invoice showing the inventory adjustment.

CASH DRAWER VARIANCES

PROCESS

1. Accurate handling of daily receipts, cash and/or deposits is a very important task. All employees are expected to pay close attention to detail when handling money, receipts and deposits.

2. Variances are recorded by the opening Manager or Clerk on a daily basis; accumulated overages or shortages of money exceeding five dollars ($5.00) over a period of three (3) months may result in discipline or termination subject to approval by the department head/ City Administrator, following guidelines within the current personnel policy.

3. In the event of an overage/shortage, the drawer will be re-counted by management or designee to ensure accuracy and to help identify any issue(s) that may have caused the over/short.

CHECK ACCEPTANCE

PROCESS

The Isanti Municipal Liquor Store does not accept checks.

CUSTOMER IDENTIFICATION

PROCESS

Isanti Liquor's primary objective is to sell alcohol and tobacco products legally and responsibly. Every individual who desires to purchase any item at Isanti Liquor must produce a valid photo identification (ID) when asked. Isanti Liquor will not sell any products to anyone who is not of the legal drinking age (21 years of age) and in possession of a valid ID. All individuals within a group of people must present identification when requested by an employee when one person is purchasing. Selling alcoholic beverages and/or tobacco to an underage individual is punishable by law under Minnesota State Statute 340A.503 and 609.685 sub 1.a. Disciplinary action for selling to a minor may include suspension and/or termination.

If staff observe or suspect a purchase is for an underage person(s) inside or outside of the store, staff can require the alleged recipient of the purchase to provide ID to verify that they are of legal age. If they refuse to provide a valid ID, staff can and will refuse to make the sale. This includes customers that are picking up kegs. Customers should be told ahead of time that if they have anyone under the drinking age with them when they come to pick up the keg, staff can and will refuse the sale.

Card everyone who looks under the age of 40

Forms of Identification Accepted:

Isanti Liquor staff will accept only the following forms of identification:

1. Minnesota Driver's License
   - Must be valid. To be valid, it cannot be expired and must include a picture of the licensee.
   - Paper license application must accompany all voided driver's licenses. Paper licenses have to include a picture of the licensee and cannot be expired.

2. State Identification Card
   - Must include date of birth and a picture of the licensee.

3. Driver's License from another state
   - Must be valid. To be valid, it cannot be expired and must include a picture of the licensee. If you are unsure about the validity of the license, ask a co-worker or manager.

4. Tribal Identification
   - To be valid, it cannot be expired and must include a picture of the licensee.

5. Military Identification
   - To be valid, it cannot be expired and must include a picture of the licensee.

6. Passport
   - Issued by the United States cannot be expired and must include a picture of the licensee.

7. In the case of a foreign national,
   - Issued valid passport that cannot be expired.

Notes Regarding Identification:

*If you are unsure, ask the person to sign a piece of paper and compare to the signature on the identification.

*Never ask another staff member to vouch for a customer's age. Once you have requested identification it must be provided.

*If you have any doubts, ask the store Manager or manager on duty for assistance before making the sale.

Identification Verification:

Once identification has been provided, all details of the document must be verified ensuring that identification matches the person in possession of it, and that the identification has not been altered in any manner. In the event that you discover what you believe is a false or altered identification, or if a minor is attempting to purchase complete the following process:

1. Withhold the identification from the customer.

2. Call and notify the police ***763-444-4761***, inform the dispatcher whether the person is waiting or has left the premise.

3. If the customer agrees, have them wait for police verification. Do not ever place yourself or others in jeopardy by attempting to detain the customer.

4. If the customer flees the building, document the following information to an Incident Report immediately:
   a. Vehicle make, model and description
   b. Vehicle license number
   c. Description of the suspect
   d. Direction the suspect headed

5. Provide identification to the responding officer.

6. Document all information on an Incident Report (see appendices).

Isanti Liquor staff will not sell any products-- including non-alcoholic products-- such as pop, tobacco, or ice, to anyone who is not of legal drinking age (21 years of age).

COMPLIANCE CHECKS

PROCESS

To ensure that all tobacco and alcoholic beverage license holders within the City of Isanti are adhering to all state regulations in regards to tobacco and alcohol beverage serving, the Isanti Police Department or Isanti County Sheriff's department will periodically conduct random alcohol and/or tobacco compliance checks. Once a compliance check has been conducted, you will be notified by a police officer as to whether you have passed or failed. Employees will be provided all necessary training required to pass a compliance check.

DO NOT hesitate to ask for an ID.
DO NOT be afraid to ask a co-worker for assistance if you are unsure about the validity of the ID.

If someone has a valid ID, they normally will not get upset about when providing proof.
However, if someone doesn't have a valid ID, they may get upset.

Management will always support your decision to refuse sale due to a potential invalid ID.

Employee Responsibilities:

1. Ensure that all individuals provide proper identification prior to making a sale. When an individual looks under the age of 40 or if you are unsure, ask for identification (ID).

2. Employee should validate identification by verifying that the individual's height, weight, eye color, hair color and date of birth listed on their valid ID accurately describe the individual presenting it as best as possible. Staff must also verify that the ID has not expired.

Employees must possess full knowledge of the City of Isanti's ID Verification process. During employee orientation, employees sign the training sheet, acknowledging that they have been thoroughly informed of all processes involving the City of Isanti's ID Verification process.

Management's Responsibilities:

1. Provide full orientation on age verification policies and procedures before employee is allowed to sell product in the point-of-sale system.

2. Once orientation is complete, discuss the topic again with the employee ensuring that any questions that they may have are clarified and that an acknowledgment of training statement is signed and placed into the employee's records.

3. All employees must receive BAT (Beverage Alcohol Training) on an annual basis. Training is to be conducted at a scheduled employee meeting outside of regular business hours. A copy of both the pre-test and post-test must be placed into the employee's file in Human Resources. All employees will sign a form at the training meeting to record their attendance. Any employees absent from the meeting must review the BAT server training with management staff, and complete a pre-test and post-test, which will be placed into their employee file.

4. Purchasing Alcohol on 21st Birthday
    a. In order to purchase or consume alcohol, a person is not considered 21-years-old until 8 a.m. on the day of that person's 21st birthday under Minnesota law.

Disciplinary Actions for Failing a Compliance Check:

Failing a compliance check will result in the following:

1. The Liquor Store Manager will notify the City Administrator/ Human Resources of the failed compliance check within 24 hours. Failed compliance checks may result in discipline or termination subject to approval by the City Administrator or City Council, following guidelines within the Personnel Policy in Section 12.

    a. In addition to termination, employee is subject to criminal penalties according to Minnesota State Statute 340A.503 and 340A.702.

CONTACTING THE POLICE DEPARTMENT

PROCESS

Isanti Liquor works directly with the Isanti Police Department in a number of different circumstances including, but not limited to incidents involving shoplifting, underage attempts to purchase, intoxicated individuals, and suspicious individuals or vehicles.

- Isanti Police non-emergency: 763-444-4761
- Isanti Police emergency: 911 (goes to County Dispatcher)

1. Document the incident on paper as soon as possible. All staff involved should record their version of the incident separately. Document accurate descriptions to help dispatch:

    a. Vehicle make, model and description
    b. Vehicle license number
    c. Description of the suspect
    d. Direction the suspect headed

2. The dispatcher will ask a lot of questions. Keep in mind that these questions are designed for the safety of the responding officer(s) and to help ensure a quick capture of the suspect(s).

3. It is best to stay on the phone with the dispatcher until they let you go. You may feel like there are other things you should be doing to help in the store, but it is essential that you remain on the phone.

4. Remain as calm as possible to accurately relay any information the dispatcher may ask for.

In the event of a robbery, or any other life-threatening event, press the silent alarm button (see below) when it is safe to do so, or call the police from a safe location.

Non-life-threatening emergencies should be reported by calling the police, not using the silent alarm.

SILENT ALARM

Isanti Liquor has 4 (four) silent alarms that each employee will be trained on at the beginning of employment.

ROBBERY OR THEFT

PROCESS

Good customer service skills, working the sales floor and greeting customers can often deter a robbery or theft. Ensuring the safety and well-being of our employees and customers is extremely important. Staff are expected to familiarize themselves with the best way to react to a worst-case scenario and to know where and how to activate the silent alarm.

Training is also provided by the Isanti Police Department annually to help mitigate potential risks.

In the event of a holdup, the following procedures are to be followed:

1. Press or trigger the silent alarm only if you can access it without alarming the perpetrator. Do not risk allowing the perpetrator to see you trip the alarm. If needed, wait until the perpetrator leaves.

2. Allow the perpetrator to direct your moves, answer the telephone only if instructed, move slowly and remain calm. Repeat the instructions back to the perpetrator and do exactly as you are told, no more or no less.

3. Assume that any weapon, displayed or not, is real.

4. Observe the perpetrator – look at him or her, but do not stare. Glance casually at one detail at a time:

    - Eyes, nose, teeth, hair color, height, weight, and other features
    - Clothing
    - Mannerisms and speech
    - Peculiarities and unusual features such as scars or tattoos
    - Weapon - - what kind and in what hand
    - Items carried - - briefcase, bag, etc.
    - Items worn - - eyeglasses, jewelry, hairpiece

- Look through disguises
- Vehicle, make, model, year, color, direction heading
- To help determine the height of the suspect, pick a point on the wall behind them that is even with the top of their head when you look at them.

5. Provide the perpetrator everything he or she requests. The goal is to have them leave the store with everyone safe. Once the suspect leaves, if you have not yet activated the silent alarm do so now.

6. Lock the doors, do not go outside.

7. Retain any evidence, demand notice, or articles of clothing.

8. Preserve the crime scene; don't touch anything.

9. Attempt to identify witnesses, isolate them and record names, addresses and telephone numbers. Provide them paper and writing tool to record their observations but do not let them converse or share records.

10. Record all of the details, suspect description, vehicle identification (if possible) and method and direction of escape. Complete an Incident Report and notify management.

Remember the most important countermeasure to the threat of a robbery is prevention.

If an accidental trip of the silent alarm occurs, notify the police department immediately (a police officer will still come to the location to verify the security of the personnel). Notify management so they may notify the alarm monitoring service and reset the alarm.

COUPONS, RECEIPTS, & DISCOUNTS

PROCESS

Coupons:

Isanti Liquor accepts coupons for cases of beer and wine that is at least $9.99. Coupons cannot be applied to items that are on sale and cannot be used in conjunction with any other discounts.

The following coupons are circulated on the back of receipts from a local grocery store:

- "$1.00 OFF CASE OF BEER"
- "$1.50 OFF A BOTTLE OF WINE"

Multiple coupons can be used when customers are purchasing multiple qualifying items.

To redeem a coupon:

1. Scan all items

2. If redeeming a "Beer Coupon", type "100" and press Enter
   a. The $1.00 off should be reflected on the purchase screen

3. If redeeming a "Wine Coupon", type, "150" and press Enter
   a. The $1.50 off should be reflected on the purchase screen

4. Print a detailed receipt and submit the used coupon and receipt with end of shift paperwork

Detailed Receipts:

Detailed receipts show more details than the receipt that prints automatically. Detailed receipts are required when customers are redeeming vendor rebates and/or participating in other vendor reward programs.

Detailed receipts are also required to show redeemed coupons, redeemed gift certificates, and keg sales.

To print a detailed receipt, complete the following:

1. After the purchase is completed, press the "RCPT COPY" button

Discounts:

Isanti Liquor offers case discount, senior citizen, and Veteran discounts on certain purchases. Senior citizen and Veterans only receive a discount on purchases made on Tuesdays. Veterans also receive a discount for purchases on Veteran's Day. Purchases must meet qualifications as listed below.

Case Discounts:

1. 5% off any ½ case of liquor or wine not currently on sale
2. 10% off a full case of liquor or wine not currently on sale
3. Ten cases of beer or more qualify for a 10% case discount
4. Case discounts cannot be applied in conjunction with senior citizen or Veteran discounts
5. Case discounts are valid any day of the week

Senior Citizen & Veterans Discounts:

1. 10% off all items, except tobacco products, that are not currently on sale.
2. Available Tuesdays for customers 62 years of age or older.
3. Available Tuesdays and on Veteran's Day for active duty or former military personnel with a valid military ID.

CUSTOMER PRODUCT REQUESTS

PROCESS

Isanti Liquor is committed to providing superior customer service and selection. All attempts will be made to satisfy customers' needs. When a customer requests a product that Isanti Liquor does not carry, the following steps should be taken:

1. Complete a Customer Product Request Form in its entirety and submit the form to management staff.
    - See Appendices on page 37 for sample
2. Management staff will acquire availability and cost, and notify customer of availability and price.

CUSTOMER SATISFACTION

PROCESS

In today's retail environment, the customer is more knowledgeable than ever before. They expect prompt, professional service with extensive follow through as to their needs and requests. As a member of the Isanti Liquor staff, it is our responsibility to ensure that all customers are shown the courtesy and service expected.

Isanti Liquor Staff are expected to maintain the highest possible level of professionalism and service to our customers. The following guidelines have been established to assist us in achieving this. Greet customers as they enter the store. This conveys attentiveness to customers while also deterring potential shoplifters.

1. The first priority should always be attending to customers and putting them first. This means that if someone walks in the store while you're stocking shelves, you immediately stop stocking so that you can ring the person up or answer any questions that they may have. If you are working with another employee, communicate with them to ensure that someone is always ready to cover the front register.

2. Use a pleasant tone of voice; how you sound can often be as important as what you say.

3. Listen; extremely important role in positive communication.

4. Address the customer by name (if known).

5. Inform customers of all the services Isanti Liquor has to offer (e.g. case discounts, tasting events, rebates, senior discount, veteran discount, current sales, etc._

6. Ensure that all customers are provided any applicable discounts.

7. Complete customer request forms as applicable. If Isanti Liquor does not have a product that a customer wants, go farther than saying "No, we don't have that." Use the Customer Product Request Form to get contact information and product information. (See Appendices)

8. Assist customers to the best of your ability. If you are unable to answer their questions, seek assistance from a more experienced employee, or look for the answer online.

9. Always thank customers for shopping at Isanti Liquor.

10. Offer prompt and courteous carry out service as applicable.

REFUSING THE SALE

PROCESS

When a customer attempts to purchase alcohol, but are visibly intoxicated to the point of impairment, Staff should refuse the sale. The following signs should be used to determine if someone is too impaired to make a purchase:

1. Speech
   - Slurred speech is often a sign of impairment.

2. Coordination
   - The inability to stand up straight without swaying, poor coordination, and slow movements are all signs of impairment.

3. Actions
   - Difficulty processing thoughts and responding to questions are a sign of impairment.

4. Behavior
   - Extremely rude behavior consisting of swearing, yelling, and disrespecting others is an often sign of impairment.

Intoxication is NOT the only reason that staff should refuse a sale. If a customer is sober, but demonstrating any of the above, or they do not have a valid ID, staff have the right to refuse the sale as well.

All incidents of refusing a sale must be documented on an Incident Report form.

DRESS CODE

Per Section 1 of the Personnel Policy, departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace.

The City places a high priority on appearance in the workplace and the image that staff project to our customers. The dress and appearance of Isanti Liquor employees is a direct reflection on the professionalism of our services. City employees meet with the public everyday as part of the regular workday. A neat, well-groomed employee will present a positive image of the City and demonstrate the pride of City employees.

Each employee receives a free Isanti Liquor logo'd shirt after successfully completing their first 90 days of employment. After that, shirts are orderable through store management. Staff are encouraged to wear the logo'd attire, but not required.

The City of Isanti reserves the right to ask employees to dress appropriately. If management has a concern regarding personal appearance, he/she will discuss the concern with the employee. The supervisor or Human Resources will address repeated violations, and could result in discipline action according to the current Personnel Policy. An employee may be asked to leave the workplace without pay until suitably attired.

Listed below is a general overview of acceptable and unacceptable dress attire. Neither group is intended to be all-inclusive and will be at the discretion of management.

All Staff:

Appropriate clothing includes:

Jeans, khakis or slacks in good condition and appropriate fit. Shorts and skirts (less than 3" above the knee). T-shirts, polo shirts, sweaters, and sweatshirts (no offensive logos, images, words). Tank tops must be thick strapped or cover most of the shoulder. Closed toe shoes and socks are mandatory.

Inappropriate clothing includes:

Overalls, jumpers, spandex or yoga pants, sweatpants, jogging/warm-up suits, thin strap tank or halter tops (straps must cover shoulders), and shirts with inappropriate slogans, dresses, or slippers, flip flops, sandals.

Employees are expected to present a professional appearance and are not permitted to wear clothing overly worn, faded, in disrepair or unkempt clothing, athletic wear, or similarly inappropriate clothing.

Personal Hygiene:

Be considerate of co-workers and customers. Good personal hygiene is required including washing, brushing and maintaining hair. Staff with facial hair must maintain a trimmed and clean presentation.

The use of perfume and cologne should be minimal and considerate of the potential sensitivity (allergies, illness) of others. Employees should be aware that poor hygiene could disrupt the work of other employees and be offensive to customers. Management will address these concerns in private with the employee if a problem occurs.

DROP SAFE

PROCESS

Drop bags are located at all counter locations to ensure the security of the money and the safety of the employees. The purpose of a drop bag is to eliminate large amounts of cash from the register drawers during business hours.

DROP PROCEDURE:

1. Always make a "drop" when there are few customers in the store.

2. Pull all large bills and ask management or key holder staff on duty to place in the safe.

3. ***Do not get sidetracked!*** Once the money has been pulled from the drawer you should follow through with no interruptions until the money has been secured into the locked safe.

EMPLOYEE BREAKS

Meal Breaks and Rest Periods:

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work.

An unpaid thirty (30) minute lunch break is provided when an employee works eight (8) or more consecutive hours.

Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks without prior approval by the Store Manager on a case-by-case basis, not to be abused.

Multiple short breaks are not permitted to be used to equal a 15- or 30- minute break.

EMPLOYEE COMMUNICATION

PROCESS

Verbal and written communication are an essential tool in any organization. Staff at Isanti Liquor have many options in which to communicate daily happenings, needs, requests and information to coworkers and management.

Logbooks:

1. Logbooks are maintained at the store location as follows:
    a. Staff Read & Sign Book
    b. Customer Incident Logbook
        i. Examples – Refusal to sell because of intoxication, refusal to sell because of invalid ID, suspected theft, actual theft, etc.

2. The Read & Sign Book will be continuously updated by management to ensure adequate communication with all staff members.

3. All "Refuse the Sale" incidents need to be documented in the Customer Incident Logbook as soon as possible following the event.

Employee Phone List and Scheduling Software:

1. Employee Phone List:
    a. Employees are given a list with everyone's preferred contact info that they may use to call or text other staff, including management, in the case of a situation where they are unable to work, or a situation arises that calls for management's advice.
    b. Employee Phone Lists are considered private information and should only be used to contact fellow employees regarding work. They should not ever be used to give a fellow employee's phone number to anyone.

2. OpenSimSim Scheduling Software:
    a. OpenSimSim allows employees to access and view their schedule at any time from their smartphone or PC. It also allows employees to communicate time off requests and shift change requests. When sending a shift change request, employees are expected to send the request to everyone, including management.

All communication, both verbally and in written form, should remain professional and factual.

TIME OFF REQUESTS

PROCESS

In order to adequately provide prompt, efficient customer service, Isanti Liquor must assure sufficient staffing at all times.

1. All employees shall communicate days and hours of availability for scheduling.

2. All requests for time off must be submitted before the next month's schedule is completed.

3. Submitting a request for time off does not guarantee that the time off will be granted.

4. Once the schedule has been posted for the month, it is the responsibility of all employees to work their scheduled hours. In the event an employee cannot work the scheduled hours, it shall be their responsibility to find a replacement or trade hours with another employee.

5. Management personnel retains the authority to post dates blocked from further requests for time off due to holidays, upcoming events, and staff availability.

REQUESTING TIME OFF

Time off requests should be submitted in writing, or by using the OpenSimSim scheduling software.

All time off requests need to be made by the 15th of the previous month. Schedules will be posted on OpenSimSim and a paper copy will be posted in the office.

EMPLOYEE MEETINGS

PROCESS

1. Employee meetings may be conducted for the purpose of increasing product and industry knowledge, reviewing policies and procedures, and to discuss promotions, suggestions and other ideas or topics.

2. Meeting attendance is mandatory, unless the employee's immediate supervisor has approved an excused absence. Failure to attend employee meetings may result in disciplinary action.

3. Employees are paid their regular hourly rate for the length of the meeting.

4. Scheduled meetings will be posted in advance as soon as possible.

5. If a meeting is missed, it is the employee's responsibility to discuss the meeting topics with the Store Manager.

EMPLOYEE PARKING

PROCESS

All employees are required to park in management's designated area of the parking lot. Other parking spaces should be solely used by customers.

EMPLOYEE PURCHASES

PROCESS

1. Purchases by Isanti Liquor Staff while on duty are limited to pop, juice, water and tobacco products.

2. Employees must make all purchase of alcoholic products when off duty. Employees working the evening shift are allowed to make their purchases at the end of their shift, but prior to closing.

3. All employee purchases must be completed by another staff member.

4. The selling clerk must initial and attach the receipt to the package.

5. There are no employee discounts.

Any deviation from this process may result in disciplinary actions and/or termination.

GIFT CERTIFICATES

PROCESS

Isanti Liquor offers gift certificates to customers that can be redeemed at a later date. Gift Certificates can be purchased in any amount. Gift Certificates can be used for purchases only. They cannot be redeemed for cash and there will be no cash back given if the full amount was not used.

When a customer wants to purchase a Gift Certificate, the following steps will be taken:

1. Fill out the Gift Certificate (which can be found in the Gift Certificate binder)
    a. Amount
    b. Issued to
    c. Date

2. Record the Gift Certificate in the Gift Certificate Log

3. To ring up the Gift Certificate:
    a. Type in the Gift Certificate number and select the GC Sale button
    b. Enter the dollar amount to be put on the Gift Certificate
    c. Print two receipts
        i. Attach one to the Gift Certificate duplicate
        ii. Give one to the customer

When a customer wants to redeem a Gift Certificate, the following steps will be taken:

1. Ring all items up

2. Press the "Tender" button

3. Enter the Gift Certificate number and press the "Gift Certificate Redeem" button
    a. The Gift Certificate will then be used towards the purchase.
    b. There should never be a situation where customers receive cash back when redeeming a gift certificate.

4. Print a detailed receipt for the customer.
    a. Any amount remaining on the Gift Certificate will be shown on the receipt.
    b. There should never be a situation where customers receive cash back when redeeming a gift certificate.

5. When a Gift Certificate is completely redeemed, staple a detailed receipt to the Certificate and submit with end of shift paperwork.

HOLIDAYS

Isanti Liquor is closed on the following holidays:

New Year's Day
Easter
Thanksgiving
Christmas Day

Isanti Liquor is open on the following holidays:

Martin Luther King Jr. Day	Presidents Day
Good Friday	Memorial Day
Independence Day	Labor Day
Columbus Day	Veterans Day
Day after Thanksgiving	Christmas Eve

Revised hours of business occur on the following days *hours, days are subject to change

- July 3rd (close at 8:00 p.m. if on a Monday – Thursday) and (close at 9:00 p.m. if on a Friday - Saturday)
- Wednesday prior to Thanksgiving (open until 9:00 p.m.)
- Christmas Eve (9:00 a.m. – 4:00 p.m.)
- New Year's Eve (Close at 8:00 p.m. if on a Monday – Thursday) and (close at 9:00 p.m. if on a Friday - Saturday)

*Holiday pay and shift differentials are per the current Policy passed by Resolution.

The days leading up to a major holiday are busier, thus requiring more staff on duty. Consideration will be given to employees based on employee availably and any previously worked holidays. Store management reserves the right to reject any requests for time off.

INCIDENT REPORTS

PROCESS

Incident reports are used to document any occurrences that may jeopardize the safety, security, or the integrity of the City of Isanti, Isanti Liquor, or its staff.

Incident reports must be completed immediately following any circumstances involving refusal of sale, shoplifting, theft, underage attempts to purchase, suspicious individuals or vehicles, and any circumstance in which the police department has been notified.

Incident reports should be written in a clear, professional manner and should include the following information:

1. Date
2. Time of occurrence
3. Full names of all employees on duty at the time of the incident
4. Responding police officer's name or badge identification (if applicable)
5. Vehicle description and license plate number
6. Suspect description
7. Brief but precise description of the incident
8. Signature of primary staff member involved

All incidents should be recorded in the Incident Logbook, which is located in the drawer next to Register 2 or at a location designated by management.

INCLEMENT WEATHER PROCEDURE

PROCESS

Minnesota is known for extreme changes in weather conditions. Our primary concern is for the safety of all employees and customers should the weather turn dangerous.

In the event of severe weather, the following steps should be taken:

TORNADO WARNING

1. All doors should be locked and all personnel and customers should be directed to safest location in the building that is designated and posted as a tornado safe location.

2. After the emergency or threat is over, assess the situation and notify management of any power outages, damage, or injuries.

3. Document the inclement weather event on an Incident Report.

BLIZZARD/EXTREME WINTER CONDITIONS

1. The following people are authorized to direct the closing of the store in the event of severe winter weather conditions.
   a. Mayor
   b. City Administrator

2. The Liquor Store Manager will notify the store directly and inform them of the procedures to be taken. In the event that the Store Manager is unavailable, it is then the responsibility of the immediate store Supervisor to provide directions for the store closure upon the City Administrator's request.

3. Document time and reason of closure on an Incident Report.

4. Follow through with regular closing procedures before exiting the building.

POWER OUTAGE PROCEDURE

PROCESS

In the event of a power outage, the primary concern is to ensure the safety of employees and customers, as well as maintaining security of the operation.

The liquor store is equipped with emergency lighting. In the event of a power outage the following steps should be taken:

1. No further sales are to be made once the power goes out.

2. Request that all customers come to the front of the store and escort them out of the building.

3. Lock all doors.

4. Post a sign that the store is closed (state reason).

5. Call management and notify them of the situation.

6. Management will advise employees of the procedures to be taken.

Document time and procedures taken during the power outage on an Incident Report form.

IN-STORE TASTINGS

PROCESS

In-store tastings are used as an effective marketing tool, allowing the customer the opportunity to sample new and unique products prior to purchasing.

1. Tasting events will be advertised in store and through social media.

2. Tasting events will be staffed through the vendor sponsoring the event.

3. Employees are not allowed to open or provide samples of products without management permission.

4. According to Minnesota State Statute 340A.510; samples of malt liquor, wine, liqueurs, cordials, and distilled spirits may be dispensed at no charge to the customers in a quantity of less than 100 milliliters of malt liquor per variety per customer, 50 milliliters of wine per variety per customer, 25 milliliters of liqueur or cordial and 15 milliliters of distilled spirits per variety per customer.

5. Customers who appear to be under the age of 40 must provide valid identification prior to sampling.

6. Samples will not be dispensed to any customer who appears to be intoxicated.

7. For educational purposes, employees are allowed to sample the products in accordance with Minnesota State Statute 340A.510. Employee abuse of this privilege may result in a written warning or termination.

8. At the completion of the tasting, any remaining product should be discarded and the bottles or containers should be marked "Sample" – with the date and employee's initials and placed in the credit department.

KEG SALES

PROCESS

As a service to our customers, Isanti Liquor continues to offer a wide variety of eight- and sixteen-gallon beer and root beer kegs.

KEG RESERVATION

1. When a customer requests to reserve a keg, please fill out the slip in the keg reservation book. Include the following:

    a. Customer Name and Phone Number

    b. Brand and Size of keg

    c. Tapper or No Tapper

    d. Date of keg pick up

    e. Make the customer aware that keg will not arrive until next beer delivery, so plan ahead.

    f. The keg does not need to be paid for during reservation

    g. Price may change slightly from what is in the POS system

2. When the keg is purchased and picked up, cross out the keg reservation.

KEG REGISTRATION & DEPOSITS

PROCESS

Keg registration serves as an effective means of control, and is utilized as a monitoring device to ensure that alcoholic beverages are being procured and accessed by only those individuals who are of legal drinking age. It is the responsibility of each staff member to ensure that all keg registration requirements are completed each time a keg is sold.

As kegs are sold, the following steps must be completed:

KEG REGISTRATION / IDENTIFICATION:

1. Record all information required on the keg registration form. Also record which deposits and fees were paid.
   a. Keg Deposits - **$30**
   b. Tap Deposits - **$50**
   c. Tapper Usage Fee - **$4**

2. Once all information has been recorded, have the customer read, sign, and date the keg registration form.

3. Registration form must then be placed in the keg reservation book.

4. Affix keg identification sticker to the keg.

Note: Once keg and tap have been returned and all applicable deposits refunded to the customer, keg registration forms are to be maintained for a minimum of 90 days.

A keg identification tag is not required on root beer kegs, but a keg registration form must be completed.

All information recorded on the keg registration forms must be completed by an Isanti Liquor staff member and not by the customer.

Upon return of the keg, the keg identification tag must be removed and stapled to the keg registration form.

KEGMEISTERS

PROCESS

"Kegmeisters" are customers that purchase a keg on a somewhat regular basis. Instead of paying a deposit every time that they purchase a keg, a deposit is kept on file at the store. Kegmeisters can return an empty keg and purchase a new keg without doing anything with their deposit on file. Kegmeister information and forms can be found in the Kegmeister binder. At the time that a customer becomes a Kegmeister, they are given a keg registration sticker that they are told to keep as proof of their deposit being on file.

To register a Kegmeister:

1. Fill out a Keg Registration Form (Appendices)

2. Customer is required to pay keg deposit. (Kegmeisters have their own tappers, so they won't need to pay a tapper deposit.)

3. Record Kegmeister ID number

4. Place completed Keg Registration Form in the Kegmeister binder.

When a Kegmeister purchases a keg, a detailed receipt of the transaction should be placed with their Kegmeister registration form.

Kegmeister kegs will not have the gold keg registration sticker put on them.

Kegmeisters must return an empty keg when purchasing a new one.

When a customer decides to leave the Kegmeister Program, they will receive their deposit back when returning the last keg they purchased.

KEG AND TAP DEPOSIT REFUNDS

PROCESS

To complete a keg or tap deposit refund the following steps must be completed.

1. Customer must return keg with identification tag attached in order to obtain refund of keg deposit.

2. Keg must be empty to receive a deposit refund.

3. If the customer is returning a tapper, verify the tapper is in working order.

4. Review keg registration form to verify deposit amounts.

5. On the register screen, press "Refund", and then "Keg Return". Enter the amount of the deposit to be returned, and press Enter.

6. Deposits will be returned in the same way that they were paid.
   a. Cash deposits will be returned as cash.
   b. Credit Card deposits will be returned to the original credit card they paid with.

7. Refund the customer the applicable amount owed, and print two detailed receipts. Have the customer sign the keg registration form.

8. Give one receipt to the customer and staple the other to the keg registration form.

9. Remove the keg identification sticker and attach it to the keg registration form. Turn the completed Keg Registration form in with daily paperwork.

There are no refunds on unused kegs or kegs that are not empty.

Any prepaid kegs that have not left the store can receive a full refund.
- Refund the amount of the keg, as well as any deposits paid.

All taps, upon return, should be cleaned with **cold** water prior to putting them away. Do not use hot water, as that will cause O-rings to weather and crack prematurely.

KEG SALE PROCESS

-Step by Step-

PROCESS

1. Verify the correct keg is in stock and that it is not reserved.

2. On the register screen, press "Keg Lookup" and select the correct keg.

3. Press "Keg Deposit" and enter dollar amount of deposit:
   - Keg only - $30
   - Keg and Tapper - $80
   - If customer is a Kegmeister, no deposit is required. (See Kegmeister section for more information)

4. Select "Tapper Usage Fee" if a tapper is going out with the keg.

5. Complete the Keg Registration Form.

6. After sale is made, print a detailed receipt for the customer. Inform the customer that the keg registration tag must remain intact with no defacement in order to obtain keg deposit refund.

7. Print one more receipt. Staple it to the keg registration form and place the form in the Keg Form binder.

Note:

See "Kegmeisters" section for customers that purchase a keg on a somewhat regular basis and have a deposit on file.

Liquor store employees are not allowed to load kegs. Customers are to be notified at the time of ordering that they must provide their own carry out service for kegs.

Verify with the customer that all taps are in good working order before they are issued to the customer, and that the tap is compatible with the keg sold.

When selling a keg, as with all other products, use suggestive selling techniques (ice, beer cups, etc.).

LIFTING PROCEDURES

PROCESS

1. All employees are encouraged to use two-wheeled dolly's when moving or transferring merchandise.

2. Employees are to use safe lifting practices when lifting or stacking product.

MERCHANDISE RECEIVING

PROCESS

The proper receiving of merchandise is extremely important in maintaining the accuracy and integrity of our physical inventory. To receive product merchandise, the following procedures must be followed:

1. All product is to be received through the back-delivery entrance. No deliveries are to be accepted through the front door, with the exception of some small vendors.

2. All beer merchandise is checked in as it is unloaded from the truck, prior to the product being brought into the building. All liquor and wine merchandise are brought into the building and is then checked in. Once all product is in the building, the back doors should be shut and secured.

3. Verify that the product received matches the product listed on the invoice. Pay particular attention to quantity, size and description.

4. As product is checked in, place a small check mark near the product quantity to note that it has been verified and received (invoice must remain legible).

5. If a correction in the quantity received is necessary, record and circle the actual amount received, management will make the necessary changes.

6. Once the product has been received, sign the invoice and be sure to have the vendor print two copies.

MERCHANDISE RETURNS

PROCESS

1. No merchandise returns without receipt, unless directed by the Store Manager.

2. All returns must be approved by manager "on-duty".

3. No EXCEPTIONS.

**** Follow keg deposit/return procedure for keg deposit returns.**

PHONE ETIQUETTE

PROCESS

Phone etiquette is extremely important for current and potential customers. The person at the other end of the call forms their opinion of Isanti Liquor according to their customer service experience.

When answering the phone:

1. Always put a smile in your voice, sound happy.

2. Your greeting should state "Thank you for calling Isanti Liquor. How may I help you?"

3. When taking messages, always write down all information clearly and concisely.

4. If the customer is calling to communicate a complaint; forward his/her telephone call immediately to store management, or the Liquor Store Manager. If there is no management available, write down all pertinent information and assure the customer that someone will be contacting them as quickly as possible.

5. Do not make people wait on the phone any longer than absolutely necessary.

SMART PHONES AND COMPANY PHONES

All employees are asked to make personal calls and texts only during breaks and meal periods unless it is urgent or an emergency.

Isanti Liquor will not be liable for the loss of personal cell phones brought into the workplace.

Personal calls or texts during the work hours, regardless of the phone used can interfere with employee productivity and be distracting to others. Personal calls on liquor store telephones are not permitted unless it is an emergency.

*You may use your personal phone to look up drink recipes or to research specific questions regarding alcohol to help a customer.

MANAGEMENT ONLY PROCESSES

PROCESS

The following activities are to be performed by management staff only:

1. Review store cameras if there is cause for suspicion or concern
2. Set staff schedule
3. Isanti Municipal Liquor online presence activities
    a. Web Page
    b. Social Media Information

VIOLATIONS OF ANY PROCESSES IN THIS MANUAL CAN AND WILL BE CONSIDERED GROUNDS FOR DISCIPLINE OR TERMINATION ACCORDING TO CURRENT PERSONNEL POLICY. ASK MANAGEMENT OR HUMAN RESOURCES IF YOU WOULD LIKE TO REQUEST A COPY.

APPENDICES

CUSTOMER PRODUCT REQUEST FORM

Today's Date: _____ Filled Out By: _____

Customer Name: _____ Phone Number: _____

Item Requested: _____ Monthly Purchase Estimate: _____

Where Do They Usually Buy It At?

_____

Notes:

_____

_____

_____

_ _ _ _

INCIDENT REPORT FORM

DATE: _____ **TIME:** _____

STAFF ON DUTY:

_____

_____

VEHICLE DESCRIPTION AND LICENSE # _____

_____

SUSPECT(S) DESCRIPTION: _____

_____

_____

WERE POLICE NOTIFIED: _____ **TIME:** _____

RESPONDING OFFICER: _____ **TIME:** _____

MANAGER CONTACTED: _____ **TIME:** _____

BRIEF DESCRIPTION OF INCIDENT:

_____

_____

_____

_____

_____

_____

STAFF SIGNATURE: _____

STAFF PRINT _____

KEG REGISTRATION FORM

Customer Name: _____ Date: _____

Customer License #: _____ Date of Birth: _____

Customer Address: _____ Phone #: _____

STICKER ID AND DEPOSIT

KEG ID#: _____ DEPOSIT AMT: $30 **STAPLE**

TAPPER ID#: _____ DEPOSIT AMT: $50 **RECEIPT(S)**

TAPPER USAGE FEE CHARGED? NO YES $4 **HERE**
(circle)

****All keg sales are final.*

****Tappers must be returned in 5 business days and working properly to receive deposit refund.*

****Deposits will not be refunded or exchanged on full or partial kegs. Kegs **MUST** be empty.*

****Store clerks are not allowed to assist outside of the store with the carryout/loading of kegs.*

*****State Statute 340A.503 Subd. 2 Purchasing:***

> ***It is unlawful for any person to sell, barter, furnish or give alcoholic beverages to anyone who is under 21 years of age.***

*****State Statute 340A.701 Subd. 1 Felonies:***

> ***It is a felony offense to violate provisions of section 340A.503, Subd. 2, if the person becomes intoxicated and causes or suffers death or great bodily harm as a result of the intoxication**.*

By signing below, I understand that the keg identification tag must remain intact and attached to the keg. Removal or defacement of this tag may be cause for deposit funds to be withheld.
I have been shown that the tapper is functioning properly.

Signature: _____ Date: _____ Clerk Initials : _____

CUSTOMER MUST HAVE RECEIPT TO GET DEPOSITS REFUNDED

Signature: _____ Date: _____ Clerk Initials: _____
(person returning keg/receiving deposit refunds)

MN License #: _____
(only required when original customer is not the person receiving deposit refunds)

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of the City Council**

From: Matt Sylvester- Public Services Director

Date: January 5, 2021

Subject: Resolution to Extend Site Use Agreement Between the City of Isanti and Catholic Charities

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Background:

Catholic Charities wishes to continue operating Senior Dining out of the Isanti Community Center in 2021. Per Resolution 2018-285, there is to be a 3% annual increase to the monthly fee for this use. Therefore, the 2021 rate will be $118.17 per month.

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 2021- XXX
    - Catholic Charities Senior Dining Program Site Use Agreement

RESOLUTION 2021- XXX

TO EXTEND SITE USE AGREEMENT BETWEEN THE CITY OF ISANTI AND CATHOLIC CHARITIES

WHEREAS, Catholic Charities requests the City enter into a 2021 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 Monday – Friday 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 2021 monthly rate will be $118.17;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve entering into the 2021 Site Use Agreement with Catholic Charities, attached to this resolution as 'Exhibit A.'

This Resolution is hereby approved by the Isanti City Council this 5th day of January, 2021.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

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, 2021 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, 2021 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 **$118.17** 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 18th, Blood Drive, April 15th Blood Drive, May 1-31st for ICC maintenance, June 16th Mayor's Employers Celebration Day, June 10th Blood Drive, August 19th Blood Drive, October 21st Blood Drive, December 23th Blood Drive and December 11-19th 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 OWNER/OPERATOR

_____ _____

Program Director

Date _____ Date _____

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 19, 2021 – 7:00 P.M.
CITY HALL

Seating may be limited. If you would like to send in a comment for Public Comment or a Public Hearing to be read on your behalf, please submit to the City Clerk jstrand@cityofisanti.us or (763) 762-5759

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. January 5, 2021- Regular Meeting of the City Council
2. December 1, 2020 Economic Development Authority Meeting

H. Announcements

1. Park, Recreation, & Culture Board Meeting	**CANCELLED**
2. City Council Meeting	Tuesday, February 2, 2021 at 7:00 p.m.
3. EDA Meeting	Tuesday, February 2, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood
1. Resolution 2021-XXX A Policy on Metal Detecting on City Property
2. Resolution 2021-XXX Approving the Special Event Application for the 2021 Downtown Street Dance

Public Services Director
3. Resolution 2021-XXX Approving Operation of the Compost Site

L. Approve Consent Agenda
1. Payroll in the Amount of $116,649.26 and Accounts Payable in the Amount of $776,808.73
2. Resolution 2021-XXX Designating a Polling Place
3. Resolution 2021-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 2021-XXX Approving Staff to Submit Applications for Grants Pertaining to Activities and Programs in Police Department for 2021
5. Resolution 2021-XXX Authorizing Purchase of 2021 AWD Dodge Charger and Associated Equipment

6. Resolution 2021-XXX Authorizing Engineering Services for the Liquor Store Site Improvements

M. Other Communications

1. December and Annual Police Department Reports
2. December Code Enforcement Officer Report
3. December Building Inspector Report
4. January Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 5, 2021 – 7:00 P.M.
CITY HALL

This meeting was held virtually via Zoom

Mayor Johnson called the meeting to order at 7:01 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors Jimmy Gordon, Paul Bergley (arrived via Zoom at 7:12 p.m.), Steve Lundeen and Dan Collison (Via Zoom)

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources Director Katie Brooks, City Clerk Jaden Strand, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Finance Director Mike Betker, City Engineer Jason Cook and Liquor Store Manager John Jacobi

Human Resources Director Katie Brooks administered the Oath of Office to the following elected officials:
Council Member – Steve Lundeen
Council Member – Jimmy Gordon

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Gordon to approve agenda as presented. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. December 28, 2020- Special City Council Meeting
2. December 15, 2020- Regular Meeting of the City Council
3. December 15, 2020- Committee of the Whole Meeting
4. November 17, 2020- Planning Commission Meeting

Motion by Lundeen, second by Gordon to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1.	**CITY OFFICES CLOSED**	Monday, January 18, 2021 *(In Observance of Martin Luther King Jr Day)*
2.	Committee of the Whole	Tuesday, January 19, 2021 at 5:00 p.m.
3.	Goal Setting	Tuesday, January 19, 2021 at 5:30 p.m.
4.	City Council Meeting	Tuesday, January 19, 2021 at 7:00 p.m.
5.	Planning Commission Meeting	Tuesday, January 19, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
Councilor Dan Collison shared that Rum River BMX began holding practices again the night before.

J. Public Hearings
None

K. Business Items

1. Interview Applicant for Vacant Economic Development Authority Seat
Two applications were received for the vacant Economic Development Authority seat. The applicants were Luke Merrill and John Farris. They were both asked questions specific to the Board.

A motion was made by Lundeen, seconded by Collison to appoint Luke Merrill to the open EDA seat. Motion passed 5-0. Motion carried.

   a. **Resolution 2021-001** Designating Committees and Representatives for City Commissions and Advisory Boards for 2021

A motion was made by Lundeen for representatives of City Commissions, Advisory Boards and Mayor Pro-Tem to remain the same as the previous year, seconded by Gordon. Motion passed 5-0. Motion carried.

2. **Resolution 2021-002** Designating an Official Newspaper, Appointing Depositories and Professional Services
City Administrator Josi Wood shared that the current newspaper for the City of Isanti is Isanti-Chisago County Star. Bids were received from Isanti-Chisago County Star and County News Review. County News Review had previously gone to a subscription-based newspaper and they do not meet statute requirements to be an official newspaper for the City due to low distribution in the corporal limits. Staff is recommending the City remain with Isanti-Chisago County Star for its official newspaper.

A motion was made by Lundeen for Isanti-Chisago County Star to be the City's official newspaper, the motion was seconded by Collison. Motion passed 5-0. Motion carried.

<u>City Administrator Josi Wood</u>

3. **Resolution 2021-003** Waiving Renewal Fee for Annual Liquor and Pawnshop Licenses for 2021
City Administrator Josi Wood shared that discussion regarding waiving liquor and pawnshop fees for 2021 occurred at the December Committee of the Whole meeting. This has been done in other cities and Council also wanted to do what they could as well.

A motion was made by Lundeen, seconded by Gordon to approve resolution as presented. Motion passed 5-0. Motion carried.

4. Liquor Store Architect Proposal Review and **Resolution 2021-004 Accepting Proposal**
   a. Widseth Proposal
   b. Brunton Proposals

Discussion was held on both proposals.

Councilor Bergley left the meeting prior to vote.

A motion was made by Lundeen to accept Widseth's proposal, seconded by Gordon. Motion passed 4-0. Motion carried.

5. **Ordinance-749** An Ordinance Amending Chapter 227; Parking and Storage
City Administrator Josi Wood shared this was discussed at Committee of the Whole to repeal and replace Chapter 227 due to significant amount of modifications and revisions to definitions meeting state statute. The table was also removed that was an exhibit at the end and put into text format. Also, modifications included adding the language, "Non-motorized trailers used to haul snowmobiles, ATV's or other recreational units,

including the units, or fish houses are permitted on all surfaces if placed a maximum of 10' from the driveway during the time frame of November 1- March 31 only. The total GVWR is not to exceed 10,000 pounds."

A motion was made by Lundeen, seconded by Gordon to approve the Ordinance as presented. Motion passed 4-0. Motion carried.

6. Heritage/East Dual Intersection Control Update and Discussion
City Administrator Josi Wood shared that this had been previously discussed with Council as well as at the County Board level. The update at the last meeting included recommendation from the County Board to reach back out to Minnco Credit Union to see if there is any interest in selling the land. Wood updated the Council that she had reached out to Minnco Credit Union's President Doug Hallstrom. Peggy from Minnco Credit Union responded that Minnco would be seeking $8 a square foot for the right-of-way which would be needed to make a 4-way intersection. Wood further shared that she had inquired to see if Minnco wanted the City to purchase the entire parcel or just the section needed for the right-of-way. Wood stated she has not received a response yet. Direction was given for staff to look into this further regarding total cost.

Chief of Police Travis Muyres

7. **Ordinance-750** An Ordinance Amending Ordinance No.199, Adopted on February 4th 1997 and Titled Regulating the Operation of Snowmobiles Within the City
Chief of Police Travis Muyres shared that this was discussed November 17th. Current Ordinance did not allow for snowmobiles to be operated within the City. Revision allows snowmobiles to be operated on direct route to and from Grant Aid State Trails on road surface.

Councilor Collison stated that he did not agree with the operation restrictions between 11:00 p.m. and 6:00 a.m. as snowmobiles are quieter than a motorcycle and there is no curfew for them.

A motion was made by Lundeen to approve Ordinance as presented with the removal of operation restrictions of 11:00 p.m. to 6:00 a.m., seconded by Gordon. Motion passed 3-1 with Mayor Johnson voting nay.

Community Development Director Sheila Sellman

8. **Ordinance-751** An Ordinance Amending the City Zoning Code, Ordinance 445, Section 16 Signs
Community Development Director Sheila Sellman shared that this is to amend the sign code setting perimeters for freestanding signs in the Highway 65 Overlay District. This amendment only applies to the Overlay District on Highway 65. The Planning Commission held a public hearing at the December 15, 2020 meeting, no one from the public spoke on this item. Planning Commission recommends approval on a 3-2 vote.
A motion was made by Lundeen, seconded by Collison to approve Ordinance as presented. Motion passed 3-1 with Gordon voting nay. Motion carried.

9. **Ordinance-752** An Ordinance Amending the City Zoning Code, Ordinance 445, Section 6 Residential Districts
Community Development Director Sheila Sellman shared that the current R-3A district allows Public buildings as a conditional use, according to the definition fire stations are a public building or use. Per the sale of the fire station, it was agreed the Ordinance would be amended to include fire station as a permitted use. Having Public building or use, as a conditional use will remain in the Ordinance but it will specifically list Fire Station as a permitted use. Sellman further shared that the Planning Commission held a public hearing at their December 15, 2020 meeting, no one from the public spoke on this item. The Planning Commission recommends approval.

A motion was made by Lundeen, seconded by Gordon to approve Ordinance as presented. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. Fourth Quarter Payroll for Council/ Boards/ Commissions in the Amount of $9,224.82, Payroll in the Amount of $119,582.83 and Accounts Payable in the Amount of $1,391,356.69
2. **Resolution 2021-005** Designating Fire Code Official
3. **Resolution 2021-006** Designating Official City Clerk and Deputy City Clerk
4. **Resolution 2021-007** Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures
5. **Resolution 2021-008** Designating the Data Practices Responsible Authority and Designee for the City of Isanti
6. **Resolution 2021-009** Accepting Resignation for Liquor Store Clerk Cory Hed
7. Personnel Policy Updates
8. **Resolution 2021-010** Accepting Parks, Recreation and Culture Manager Letter of Resignation
9. Annual City Administrator Review Summary
10. Liquor Store Process Manual
11. **Resolution 2021-011** To Extend Site Use Agreement Between the City of Isanti and Catholic Charities

A motion was made by Lundeen, seconded by Gordon to approve the Consent Agenda as presented. Motion passed 4-0. Motion carried.

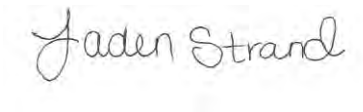
M. Other Communications

None

Adjournment

A motion was made by Lundeen, seconded by Gordon to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 9:07 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

Economic Development Authority
December 1, 2020
Meeting Minutes
VIA Zoom

1. **Call to Order**: The meeting was called to order at 9:57pm
    a. **Pledge of Allegiance**
    b. **Roll Call:** Members present: Jeff Johnson, Jimmy Gordon, Paul Bergley, Dan Collison, Steve Lundeen, Justin Nielson, Luke Merrill. Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
    c. **Agenda Modifications:** None

2. **Approval of the Agenda:** Motion by Lundeen, second by Merrill, motion passed 7-0.
3. **Approve minutes of November 4, 2020 regular meeting**: Motion by Lundeen, second by Bergley to approve, motion passed 7-0.

4. **Public Hearing**
    a. Sale and Subdivision of Shovel Ready site PID 16.124.0020: No one from the public was present for this item. Motion by Lundeen, second by Bergley to approve, motion passed 6-0 with Nielson abstaining.

5. **Business Items**

    a. Commercial land discussion: The EDA continued the discussion on buying commercial land for redevelopment/developments. Gordon reiterated he is against the city owning more land. Sellman explained there is no cash available to purchase. At the last meeting the EDA asked staff to provide an estimate on the cost to make a site shovel ready. Sellman reported with the survey work and application process it would cost around $15,000. No action was taken.

6. **Other Business/Updates/ Communications:** Sellman asked if one of the EDA members wanted to attend the Retail Academy as there is an open spot. The member will need to do this on their own time. Merrill expressed interest. Motion by Bergley to approve Merrill to attend the academy, second by Gordon, motion passed 7-0.
Sellman mentioned the annual Chamber of Commerce membership is due, the membership fee for 2021 is $503. The EDA discussed the Chamber before it merged with Cambridge and that they liked it better when the City had their own. It seems like Isanti has lost their identity in this group. Merrill mentioned being a member is good marketing for the city. The EDA would like Sellman to continue to attend the meetings and get more involved, the board will reevaluate the membership next year. Motion by Merrill to renew the membership, second by Bergley, motion passed 5-2. No: Johnson and Gordon.

7. **Adjournment:** Motion by Bergley, second by Lundeen to adjourn, motion passed 7-0 meeting adjourned at 10:14pm.

Respectfully Submitted – Sheila Sellman Community Development Director/EDA Secretary

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 19, 2021
Subject: Resolution 2021-XXX Metal Detecting Policy and Waiver

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Council requested Staff to draft a policy on metal detecting on City Property. Staff has drafted a policy that outlines rules and also a liability waiver.

Staff requests direction on who will review and approve the requests and also if there are specific areas that it will not be permitted.

Request:
Staff is requesting discussion and possible action on this item.

Attachments:
- Res 2021-XXX
- Metal Detecting Policy

RESOLUTION 2021-XXX

A POLICY ON METAL DETECTING ON CITY PROPERTY

WHEREAS, the Council permits the public to metal detect on city property under certain rules and regulations; and,

WHEREAS, the policy is attached as 'Exhibit A'; and,

WHEREAS, the form will be reviewed and approved by the _____;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that metal detecting be permitted on city property in accordance with the attached policy and waiver liability form.

This Resolution is hereby approved by the Isanti City Council this 19th day of January 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

City of Isanti, Minnesota
Metal Detecting Policy and
Waiver and Release

Please read carefully before signing.

1. I seek permission from the City of Isanti, Minnesota (the "City") to metal detect on the property at _____ (the "Activity") on _____(date(s)).

2. My participation in the Activity is voluntary. I know and am aware of all the dangers associated with my participation in this Activity. Said risks may include injury or accident to person (including death) or property or other loss, and I freely, voluntarily, and with such knowledge assume any and all such risks while performing the Activity.

3. I agree to remove any and all trash found in connection with metal detecting this property and to not leave any areas disturbed due to this Activity.

4. I agree to follow all State and Federals laws including but not limited to not detecting on or near any sacred area or area having archaeological importance.

5. Items of historical or monetary significance will be given to the City.

6. I understand and agree that neither the City nor any person acting on behalf of the City, may be held liable in any way for any event which occurs in connection with this Activity which may result in harm, death, injury or other damage to me. This waiver of liability does not waive liability for any injuries that I obtain as the result of willful, wanton or intentional misconduct by the City or any person acting on behalf of the City.

7. I agree to defend, indemnify and hold harmless the City for any expense or liability the City may incur as a result of my conduct, actions or omissions while performing the Activity.

8. I have read the above and understand the legal significance of signing this document.

_____	_____
Name (Please Print)	Business Name, if applicable
_____	_____
Street Address	City, State, Zip
_____	_____
Signature	Date

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester- Public Services Director
Date: January 19, 2021
Subject: Resolution 2021-XXX Approving a Special Event Request for the 2021 Downtown Street Dances

Background

City staff has submitted a special event permit application to host four downtown street dances. The first street dance will be held Saturday, June 19 from featuring ***Bad Jack***. The second is on Saturday, July 17 featuring ***The Farmer's Daughters.*** The third dance is on Saturday, August 7 featuring ***Skitzo Fonic***. A fourth dance is being added to the 2021 line up for Saturday, September 11 from featuring ***Good for Gary***. All four street dances will be from 7:00 to 11:00 pm.

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 on the north intersection of 1st Avenue and Main Street. Parking for the event will be located at City Hall, the public parking lot along Short Street, Eagle Park, and some street parking.

Given that the events are street dances, some roadways will be closed for the event. Main Street from the Railroad tracks to 2nd Ave NW as well as 1st Ave NW from the alley south of City Hall to the alley south of the Qwest building will be closed for the event. The city contracted portable restrooms company 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 Isanti 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 City of Isanti 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. 2021-XXX
- Special Event Application – Downtown Street Dances
    - Application Form
    - Site Plan – Isanti Street Dance / Downtown
    - Draft Vendor Applications
    - Sample Letter to Business Owners
    - Sample Letter to Residents

RESOLUTION 2021-XXX

APPROVING THE SPECIAL EVENT APPLICATION FOR THE 2021 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 June 19, July 17, August 7, and September 11, 2021; and,

WHEREAS, the street dances be will be held from 7:00-11:00 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 the Public Works Department for the events; and,

WHEREAS, City staff are requesting that the $100.00 clean up deposit fee and the $50.00 temporary sign permit fee be waived for this event;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby waive the $100.00 clean up deposit and $50.00 temporary sign permit fee and approve assistance and authority in the areas as provided below for the Street Dances to be held on Saturday, June 19, Saturday, July 17, Saturday, August 7, and September 11, 2021:

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 as well as the 1st Ave from the Alley south of City Hall to the alley south of the Qwest building.
3. Placement of a stage within City Right-of-Way located between Isanti Retail Meats and the old Creamery building.
4. Parking to be provided at City Hall, public parking lot off of Short Street, Eagle Park, and on City streets.
5. Ability to serve alcohol from a beer wagon and have designated food and non-food vendors present and located as shown on the site plan.
6. Allow a public address system and sound amplification for the bands.
7. No back up locations will be booked.
8. Placement of temporary directional signs on City property and private property (with property owner permission) to direct individuals to the event and parking areas.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the 'Permit' for the above stated Special Events.

This Resolution hereby approved by the Isanti City Council this 19th day of January 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

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.

Proposed Location of the Event (be specific, site map also required):

Downtown Isanti: the stage will be located on 1st Ave, on the north side of Main St (at the corner)

Estimated Number of People in Attendance (includes staff, participants, and spectators):

500-1000 per event

Parking Impact – Describe in detail:

Parking is available at City Hall, the public parking lot off of Short St, Eagle Park and street parking.

Tents, equipment, amusement rides, etc.

Type: Stage and pop up tent

Size: Stage (15'x35') and pop up tent (10'x10')

Location: Intersection of 1st Ave and Main St

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:

NA

Are you requesting any street closures? If yes, list streets:

1st Ave from the alley south of city hall to alley south of Qwest building; Main St from public parking lot entrance just west of railroad tracks to 2nd Ave N.

These sections of closure will begin between 1:00 and 2:00pm the day of the event for June 19, July 17, August 7 and Sept 11 events.

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 contracted portable restrooms will be available and staff will assess 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 wrist bands and law enforcement presence.

Clean-up Plans – Describe in detail:

Public works and city staff will clean up after each event - collect trash, move picnic tables out of the way, remove stage and re-open streets.

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: E-mail

Police Chief
_____ Approved _____ Denied _____ N/A Signature: E-mail

Public Services Director
_____ Approved _____Denied _____N/A Signature: [signature]

Parks, Recreation and Culture Manager
_____ Approved _____Denied _____N/A Signature: NA

Community Development Director
_____ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
_____ Approved _____ Denied _____ N/A Signature: Jori Wood

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



- - — - vendors X street closure ● restrooms

A Community For Generations.

Isanti

January 6, 2021

Dear Isanti Resident:

The City of Isanti will be hosting street dances throughout Summer 2021 on Saturday **June 19**, (*Bad Jack*), Saturday **July 17** (*The Farmers Daughters*), Saturday **August 7** (*Skitzo Fonik*) and Saturday September 11 *(Good For Gary)*, 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 old Creamery Crossing building.

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 on 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 until 12:00 am the next day.** 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 Matt Sylvester at 763-444-5512 or isantiparks@cityofisanti.us.

Sincerely,

Matt Sylvester
Public Services Director

110-1st Avenue NW ◆ P.O. Box 428 ◆ Isanti, MN 55040-0428
Phone: (763) 444-5512 ◆ Website: www.cityofisanti.us ◆ Fax: (763) 444-5560

January 6, 2021

Dear Isanti Business Owner:

The City of Isanti will be hosting street dances throughout Summer 2021 on Saturday **June 19**, (*Bad Jack*), Saturday **July 17** (*The Farmers Daughters*), Saturday **August 7** (*Skitzo Fonik*), and Saturday September11. (*Good For Gary).* 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 old Creamery Crossing building.

These events 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.
- The road closures will begin as early as 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,

Matt Sylvester
Public Services Director

Matt Sylvester

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, January 07, 2021 8:23 AM
To: Matt Sylvester
Subject: RE: 2021 Street Dances

Isanti Fire approves the June 19, July 17, August 7, and September 11, 2021 street dance special event permit applications as presented. The street closure times have been entered.

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: Matt Sylvester <MSylvester@cityofisanti.us>
Sent: Wednesday, January 6, 2021 4:33 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: 2021 Street Dances

Good Afternoon-

I have attached the 2021 Special Event Permit for your review. Events will be on June 19, July 17, August 7, and September 11. Not much has changed from last years' events. We will again need Police assistance this year.

Please respond with comments and/or approval.

Thanks!

Matt Sylvester
City of Isanti
Public Services Director
Office (763)762-5757
Work (763)444-0459
Mobile (763)772-5850

Matt Sylvester

From: Travis Muyres
Sent: Tuesday, January 12, 2021 2:29 PM
To: Matt Sylvester
Subject: street dance permits

approved on both

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

CITY COUNCIL MEMO

To: **Mayor Johnson and Members of City Council**
From: Matt Sylvester, Public Services Director
Date: January 19, 2021
Subject: Resolution 2021-XXX Approving Compost Facility Operation

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Background:
The City Council has reviewed the compost facility hours of operation and the hiring of seasonal public works staff on an annual basis. Below are the proposed days/hours of operation for the 2021 season. The recommended season open date would be Tuesday, April 20th and season close date would be Sunday, November 7th with hours the same as the 2020 season.

2021 Proposed Compost Hours of Operation:
April 20th – November 7th
Saturday – Noon – 5:00pm
Monday – Closed
Tuesday – 1:00pm – 7:00pm *or sunset
Wednesday – Closed
Thursday – 1:00pm – 7:00pm *or sunset
Friday – Closed
Sunday – Open Noon -5:00pm -April 25th, May 2nd, May9th, Oct 24th, Oct 31st, and Nov 7th.

Closed in Observance of Holiday
- Saturday, July 3 – 4th of July

Seasonal Staff:
The 2021 budget has funds for three public works seasonal employees.

Requests:
Staff is seeking action on this item to post compost facility hours and approval to post for seasonal public works employees.

Attachments:
- Resolution 2021 – XXX

RESOLUTION 2021-XXX

APPROVING OPERATION OF THE COMPOST SITE

WHEREAS, the compost facility will be staffed by an attendant to monitor that only grass and leaves be accepted per our permit; and,

WHEREAS, the compost site will also be open the first 3 Sundays of the season from noon to 5:00 beginning on April 25th and the last 3 Sundays of the season beginning on October 24th; and

WHEREAS, the compost site will be open to the public for residential yard waste including grass clippings and leaves when the site is staffed Tuesdays and Thursdays 1:00 p.m. to 7:00 p.m. or sunset and Saturdays noon to 5:00 p.m. beginning April 20 and closing November 7;

WHEREAS, the compost site will be closed for the following day in observance of the Holiday: July 3rd;

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

1. Staff may post the hours the compost site will be open when it is staffed Tuesdays and Thursdays 1:00 p.m. to 7:00 p.m. or sunset, Saturdays' noon to 5:00 p.m., and the first and last 3 Sundays of the season noon to 5:00p.m.
2. Staff may post the dates the site is open for the season; April 20th - November 7th.

This resolution was duly adopted by the Isanti City Council this 19th day of January, 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

City of Isanti

Gross Payroll	101,087.22
Social Security & Medicare	5,709.42
Public Employees Retirement	9,852.62
Total City Expense	116,649.26

Pay Date 1/8/2021

Pay Period 1 (12/20-1/2/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/21	01/08/2021	55081	953	ALL AMERICAN TITLE CO,INC.	601-20200	70.48
01/21	01/08/2021	55082	2785	ANDERSON, THOMAS & DAWN	101-20200	138.03
01/21	01/08/2021	55083	2773	BALK, DANIEL & BECKY	101-20200	248.67
01/21	01/08/2021	55084	9	BERNICKS PEPSI-COLA	609-20200	1,134.11
01/21	01/08/2021	55085	1500	BOLTON & MENK INC	101-20200	17,669.65
01/21	01/08/2021	55086	2783	BOSCH, RONALD	101-20200	169.75
01/21	01/08/2021	55087	1784	CAMPANARO, THOMAS	601-20200	47.50
01/21	01/08/2021	55088	1792	CARLOS CREEK WINERY	609-20200	603.00
01/21	01/08/2021	55089	851	CASH	601-20200	93.73
01/21	01/08/2021	55090	1937	CHILSON JEWELERS	101-20200	51.25
01/21	01/08/2021	55091	1629	CITY OF ISANTI	226-20200	13,970.52
01/21	01/08/2021	55092	1736	COMM OF MMB, TREAS DIV	101-20200	440.00
01/21	01/08/2021	55093	3012	COOK, SAMUEL	601-20200	15.61
01/21	01/08/2021	55094	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,058.81
01/21	01/08/2021	55095	2789	DAUGS, MATTHEW	101-20200	196.60
01/21	01/08/2021	55096	2933	FALCON NATIONAL BANK	101-20200	5,481.17
01/21	01/08/2021	55097	912	FASTENAL COMPANY	101-20200	696.08
01/21	01/08/2021	55098	2777	FERDELMAN, JAMES & CRISTINE	101-20200	116.68
01/21	01/08/2021	55099	2830	GDO LAW	101-20200	4,083.33
01/21	01/08/2021	55100	2771	HAMMIL, HEATHER & TROY	101-20200	517.15
01/21	01/08/2021	55101	2209	INNOVATIVE OFFICE SOLUTIONS, INC	601-20200	150.56
01/21	01/08/2021	55102	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,208.56
01/21	01/08/2021	55103	5	KAWALEK TRUCKING	609-20200	279.00
01/21	01/08/2021	55104	2787	LAMOTTE, ANTHONY	101-20200	147.86
01/21	01/08/2021	55105	203	LANO EQUIPMENT INC	101-20200	830.80
01/21	01/08/2021	55106	2387	LENDSERV	601-20200	26.09
01/21	01/08/2021	55107	2846	LENLING, RACHEL	101-20200	120.93
01/21	01/08/2021	55108	17	MCDONALD DISTRIBUTING CO	609-20200	13,761.00
01/21	01/08/2021	55109	2978	MILBANK WINWATER WORKS	601-20200	1,644.09
01/21	01/08/2021	55110	2208	MINNESOTA EQUIPMENT INC	101-20200	143.35
01/21	01/08/2021	55111	2728	MINNESOTA TITLE	601-20200	87.59
01/21	01/08/2021	55112	1180	MLB PRINTING INC	101-20200	70.00
01/21	01/08/2021	55113	194	MN DEPT OF HEALTH	601-20200	5,440.00
01/21	01/08/2021	55114	1945	MN DEPT OF LABOR	101-20200	2,685.63
01/21	01/08/2021	55115	2080	MVTL LABORATORIES INC	602-20200	159.58
01/21	01/08/2021	55116	2788	NELSON, CRAIG & BARBARA	101-20200	229.48
01/21	01/08/2021	55117	2786	NELSON, JUSTIN	101-20200	322.02
01/21	01/08/2021	55118	1165	NORTHLAND TRUST	602-20200	435,248.75
01/21	01/08/2021	55119	2784	OLSON, GRANT	101-20200	243.10
01/21	01/08/2021	55120	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,148.65
01/21	01/08/2021	55121	2844	R G & E GABRIELSON	101-20200	209.52
01/21	01/08/2021	55122	2781	RASK, MICHAEL	101-20200	252.38
01/21	01/08/2021	55123	2827	RATWIK, ROSZAK & MALONEY, P.A.	108-20200	3,253.00
01/21	01/08/2021	55124	2625	RESULTS TITLE	601-20200	28.07
01/21	01/08/2021	55125	2396	SOUTHERN GLAZERS OF MN	609-20200	7,975.85
01/21	01/08/2021	55126	1361	STAPLES ADVANTAGE	609-20200	97.93
01/21	01/08/2021	55127	73	STAR	101-20200	580.90
01/21	01/08/2021	55128	2774	SUNRISE HOMES INC	101-20200	30.17
01/21	01/08/2021	55129	2776	SVOBODA, DUSTIN	101-20200	146.77
01/21	01/08/2021	55130	3013	TAYLOR, STACY	601-20200	80.00
01/21	01/08/2021	55131	1290	THE AMBLE GROUP	101-20200	57.96
01/21	01/08/2021	55132	1762	THE TITLE GROUP	601-20200	27.62
01/21	01/08/2021	55133	626	THE WINE COMPANY	609-20200	457.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/21	01/08/2021	55134	2944	UNIFIRST CORPORATION	101-20200	365.98
01/21	01/08/2021	55135	2778	VANGSTAD, DWIGHT	101-20200	263.22
01/21	01/08/2021	55136	686	VERIZON WIRELESS	101-20200	1,285.78
01/21	01/08/2021	55137	42	VIKING COCA-COLA BOTTLING CO	609-20200	246.35
01/21	01/08/2021	55138	2780	WALD, ELIZABETH & RICHARD	101-20200	123.64
01/21	01/08/2021	55139	4	WATSON CO INC	609-20200	1,457.68
01/21	01/08/2021	55140	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,902.00
01/21	01/08/2021	55141	780	WINE MERCHANTS	609-20200	1,020.00
Grand Totals:						561,610.98

Dated: _____

Mayor: _____

City Council: _____

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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
01/21	01/04/2021	55075	114	ISANTI COUNTY RECORDER	101-20200	46.00
Grand Totals:						46.00

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

M = Manual Check, V = Void Check

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/21	01/13/2021	55142	2688	24 SEVEN EVENTS & MARKETING INC	101-20200	2,000.00
01/21	01/13/2021	55143	127	ABDO, EICK & MEYERS, LLP	609-20200	7,500.00
01/21	01/13/2021	55144	1231	ACE SOLID WASTE INC	101-20200	663.49
01/21	01/13/2021	55145	2980	AEM WORKFORCE SOLUTIONS LLC	101-20200	791.25
01/21	01/13/2021	55146	692	ARC IRRIGATION LLP	104-20200	508.00
01/21	01/13/2021	55147	2577	ASCAP	609-20200	367.00
01/21	01/13/2021	55148	2521	AXON ENTERPRISE INC.	101-20200	624.50
01/21	01/13/2021	55149	2853	BENEFIT EXTRAS, INC	101-20200	341.00
01/21	01/13/2021	55150	9	BERNICKS PEPSI-COLA	609-20200	1,189.85
01/21	01/13/2021	55151	368	BILLS QUALITY CLEANING	101-20200	546.00
01/21	01/13/2021	55152	2319	BREAKTHRU BEVERAGE	609-20200	9,031.17
01/21	01/13/2021	55153	2221	C & L DISTRIBUTING	609-20200	195.50
01/21	01/13/2021	55154	1198	CENTER POINT ENERGY	601-20200	4,093.72
01/21	01/13/2021	55155	1822	CENTURYLINK BUSINESS SERVICES	101-20200	23.20
01/21	01/13/2021	55156	1472	CRAWFORDS EQUIPMENT INC	101-20200	32.54
01/21	01/13/2021	55157	918	CRYSTAL SPRINGS ICE	609-20200	113.40
01/21	01/13/2021	55158	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,569.52
01/21	01/13/2021	55159	1708	DAVE LILLEBOE	101-20200	535.00
01/21	01/13/2021	55160	966	EAST CENTRAL SOLID	603-20200	180.73
01/21	01/13/2021	55161	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	142.48
01/21	01/13/2021	55162	2935	FIRST AMERICAN TITLE INSURANCE CO	601-20200	78.35
01/21	01/13/2021	55163	3014	FONIK, SKITZO	101-20200	2,000.00
01/21	01/13/2021	55164	2028	FURTHER	861-20200	82,806.27
01/21	01/13/2021	55165	1009	GAMETIME	101-20200	560.00
01/21	01/13/2021	55166	2717	GOOD FOR GARY	101-20200	4,000.00
01/21	01/13/2021	55167	134	GOPHER STATE ONE-CALL INC	601-20200	63.45
01/21	01/13/2021	55168	2761	GRATITUDE FARMS	101-20200	250.00
01/21	01/13/2021	55169	160	HAWKINS INC	601-20200	442.99
01/21	01/13/2021	55170	188	ISANTI COUNTY SHERIFF	101-20200	1,311.25
01/21	01/13/2021	55171	162	ISANTI RENTAL INC	101-20200	34.99
01/21	01/13/2021	55172	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,821.85
01/21	01/13/2021	55173	5	KAWALEK TRUCKING	609-20200	253.20
01/21	01/13/2021	55174	203	LANO EQUIPMENT INC	101-20200	293.88
01/21	01/13/2021	55175	2727	LEGACY TITLE	601-20200	52.33
01/21	01/13/2021	55176	394	LMCIT	101-20200	4,032.00
01/21	01/13/2021	55177	1479	LOFFLER	108-20200	82.61
01/21	01/13/2021	55178	17	MCDONALD DISTRIBUTING CO	609-20200	12,089.70
01/21	01/13/2021	55179	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
01/21	01/13/2021	55180	2978	MILBANK WINWATER WORKS	601-20200	5,043.91
01/21	01/13/2021	55181	1204	MN DNR ECOLOGICAL	601-20200	2,808.09
01/21	01/13/2021	55182	2842	MN PEIP	861-20200	29,592.48
01/21	01/13/2021	55183	2055	MRPA	101-20200	125.00
01/21	01/13/2021	55184	2921	NOREN, DAVE	101-20200	750.00
01/21	01/13/2021	55185	2921	NOREN, DAVE	101-20200	750.00
01/21	01/13/2021	55186	838	NORTHLAND SECURITIES	602-20200	2,675.00
01/21	01/13/2021	55187	44	PHILLIPS WINE & SPIRITS INC	609-20200	7,667.47
01/21	01/13/2021	55188	1113	RJM DISTRIBUTING INC	609-20200	129.90
01/21	01/13/2021	55189	1401	ROAD MACHINERY &	101-20200	497.79
01/21	01/13/2021	55190	2518	SEMLER CONSTRUCTION	601-20200	264.46
01/21	01/13/2021	55191	2001	SHRED-N-GO INC	101-20200	90.29
01/21	01/13/2021	55192	3015	SIMMONS, CAMILLE	101-20200	53.69
01/21	01/13/2021	55193	315	ST.PAUL STAMP WORKS	603-20200	71.45
01/21	01/13/2021	55194	1361	STAPLES ADVANTAGE	609-20200	151.25

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/21	01/13/2021	55195	73	STAR	101-20200	289.20
01/21	01/13/2021	55196	1290	THE AMBLE GROUP	101-20200	584.21
01/21	01/13/2021	55197	2870	THE FARMER'S DAUGHTERS	101-20200	1,525.00
01/21	01/13/2021	55198	1740	TOSHIBA FINANCIAL SERVICES	108-20200	227.61
01/21	01/13/2021	55199	1820	URBANS HARDWARE INC	101-20200	90.42
01/21	01/13/2021	55200	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
01/21	01/13/2021	55201	2027	US INTERNET	603-20200	57.80
01/21	01/13/2021	55202	42	VIKING COCA-COLA BOTTLING CO	609-20200	169.00
01/21	01/13/2021	55231	4	WATSON CO INC	609-20200	1,436.42
01/21	01/13/2021	55232	1286	VINOCOPIA INC	609-20200	1,298.50
Grand Totals:						215,151.75

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

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

M = Manual Check, V = Void Check

RESOLUTION 2021-XXX

DESIGNATING POLLING PLACES IN CITY OF ISANTI

WHEREAS, Minnesota Statutes § 204B.16 requires the governing body of each municipality to designate, by ordinance or resolution, a polling place for each election precinct; and,

WHEREAS, the City Council of the City of Isanti has created Precinct 1 (City Hall) and Precinct 2 (Isanti Community Center) with Official Polling Places, as adopted and designated in Resolution 2015-288; and,

WHEREAS, the City of Isanti Council re-designates a polling place location for each precinct in accordance with all state statutes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, hereby designates the polling places for each precinct as follows:

1. The official Polling Place location for Election Precinct 1 is Isanti City Hall, 110 First Avenue NW, Isanti, Minnesota 55040.

2. The official Polling Place location for Election Precinct 2 is Isanti Community Center, 208.5 First Avenue NW, Isanti, Minnesota 55040.

This Resolution is hereby approved by the Isanti City Council this 19th day of January 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021- XXX

AUTHORIZING THE APPLICATION TO ENTER INTO AN AGREEMENT WITH THE MINNESOTA OFFICE OF TRAFFIC SAFETY GRANT FOR SAFE AND SOBER HIGH VISIBILTY ENFORCEMENT

WHEREAS, the Minnesota Office of Traffic Safety offers an enhanced traffic enforcement grant to promote roadway and driver safety awareness and education, and;

WHEREAS, the Isanti Police Department has participated in this grant for ten plus years and is partnering with Cambridge PD, Braham PD and Isanti County Sheriff's Office to provide high visibility enforcement, and;

WHEREAS, receives compensation for the officer's wages and benefits for hours worked;

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, 2020 through September 30, 2021.

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 19th day of January 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021 -XXX

APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO ACTIVITIES AND PROGRAMS IN POLICE DEPARTMENT FOR 2021

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

WHEREAS, the City of Isanti has been awarded grants for public safety projects in the past; and,

WHEREAS, each year, there are grants available specific to the types of activities conducted by the Police department through organizations like Toward Zero Deaths, the Department of Justice; and,

WHEREAS, City staff has approval for submission of applications to grants listed above and to future grant opportunities that pertain to public safety and the Police 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 appropriate Police Department fund;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve City staff to apply for grant opportunities that pertain to Public Safety and the Police department for 2021.

This Resolution hereby approved by the Isanti City Council this 19th day of January 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Chief of Police
Date: January 19, 2021
Subject: Resolution 2021- XXX Authorizing Purchase of 2021 AWD Dodge Charger and Associated Equipment

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Background:
The Isanti Police Department has a fleet plan to purchase patrol vehicle in 2021 in accordance to Capital Improvement Plan. The 2021 budget for Fund 920 has allocated $49,670 for this purchase.

Dodge Charger AWD	27055.00
Emergency Equip And setup	10176.14
Printer	499.00
Radar	2966.00
Graphics	740.00
Watchgaurd camera system	7850.00
Radio	3930.65
Toughbook computer	2158.00
TOTAL	55,374.79

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Approve purchase of 2021 Dodge Charger AWD and associated equipment and authorize the Finance Director to amend the budget accordingly.

Attachments:

- Res 2021-XXX
- Vehicle and Equipment Quotes

RESOLUTION 2021-XXX

AUTHORIZING PURCHASE OF 2021 DODGE CHARGER AWD AND EQUIPMENT

WHEREAS, the police department capital improvement plan approves purchase of police vehicle and equipment for 2021; and,

WHEREAS, the purchase quote for vehicle, radar, radio and camera system were utilized under state bid and/or HGA quotes to equip vehicle as follows:

Dodge Charger AWD	27055.00
Emergency Equip And setup	10176.14
Printer	499.00
Radar	2966.00
Graphics	740.00
Watchgaurd camera system	7850.00
Radio	3930.65
Toughbook computer	2158.00
TOTAL	**55,374.79**

WHEREAS, the total purchase amount of vehicle and equipment is $55,374.79; and,

WHEREAS, funding for purchase would be Capital Outlay 920-42110-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby authorizes the following:

1. The purchase of a 2021 Dodge Charger AWD pursuit vehicle.
2. To purchase necessary emergency equipment and outfit said vehicle.
3. Authorize the Finance Director to make necessary budget adjustments based on actual final cost.
4. Authorize staff to sign required documentation for the purchase of vehicle and equipment.
5. Authorize payment, if needed at the time of delivery prior to inclusion on Accounts Payable listing.

This resolution was duly adopted by the Isanti City Council the 19th day of January 2021

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Emergency Equipment Connections, Inc
PO Box 56
Lindstrom, MN 55045

Phone # 651-347-0303 emergencyequipmentinc@gmail.com

Estimate

Date	Estimate #
1/8/2021	1548

Name / Address
Isanti Police Department Chief Travis Muyres 401 1st Ave NW/ PO Box 428 Isanti, MN 55040-0428

Project

Part #	Description	Qty	Rate	Total
	mpower® 4" Fascia Light w/ Quick Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 8 LED, Single Color - Blue	1	99.86	99.86T
	mpower® 4" Fascia Light w/ Quick Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 8 LED, Single Color - Red	1	99.86	99.86T
	Sho-Me Microthin Linear Strobe-clear	1	139.00	139.00T
	Tomar Mini Pre-emption power supply	1	279.00	279.00T
	20 Inch LED Cree Light Bar	1	159.00	159.00T
	Next items near license plate		0.00	0.00
	Sound Off M Power 4" 12 LED lighthead R/W (list 196.00)	1	109.92	109.92T
	Sound Off M Power 12 LED lighthead B/W	1	109.92	109.92T
	Next Items on Mirrors		0.00	0.00
	Sound Off intersector Dual color under mirror lights Red/White	1	169.90	169.90T
	Sound Off Intersector Dual Color under mirror light Blue/White	1	169.90	169.90T
	Next Items Console area		0.00	0.00
	2011-2020 Dodge Charger Police Package Console Box, Cup Holder and Printer Armrest Kit		594.60	594.60T
	6" Locking Slide Arm: VESA 75mm & Gamber-Johnson Hole Pattern	1	199.59	199.59T

	Subtotal
	Sales Tax (0.0%)
	Total

Emergency Equipment Connections, Inc
PO Box 56
Lindstrom, MN 55045

Phone # 651-347-0303 emergencyequipmentinc@gmail.com

Estimate

Date	Estimate #
1/8/2021	1548

Name / Address
Isanti Police Department Chief Travis Muyres 401 1st Ave NW/ PO Box 428 Isanti, MN 55040-0428

Project

Part #	Description	Qty	Rate	Total
	FP for Whelen Sapphire and Motorola XTL2500 remote head		0.00	0.00
	USB x2 and 12V power outlet Faceplate	1	75.95	75.95T
	Gamber Johnson Toughbook 54/55 Docking station with power supply - NO RF pass through	1	859.40	859.40T
			0.00	0.00
	Trunk Side Mount - Fold Down Equipment mount passenger side	1	189.95	189.95T
	Havis Trunk Side mount - Fold Down Equipment Tray - Drivers side	1	189.95	189.95T
	Magnetic Microphone holder kit	1	34.95	34.95T
	806-960MHZ low profile antenna (list $43.53) Black in color	1	38.95	38.95T
	Charge Guard Battery Protector/Timer	1	74.50	74.50T
	75 Amp relays	1	38.95	38.95T
	Ties, Connectors, Wire, Wire Loom, Chemicals, Sealants, Screws, thread locker etc		150.00	150.00T
	Labor	34	44.95	1,528.30T
	Reimbursed shipping costs- estimated		175.00	175.00

Subtotal	$10,176.14
Sales Tax (0.0%)	$0.00
Total	$10,176.14

State Contract Quote From Dodge of Burnsville

Allow 10-16 weeks for delivery from order date

2021 Charger Police AWD V6
LDEE48 28A Package

Note: Please select options

			Options
		Base Vehicle Contract Price	$ 26,515.00
Extra OEM Key From Dealer	EDK	$215	$ 215 -
Funcional Packages:		**Copy and Paste Price to add options**	
Street Appearance Group	AEB	$ 338.00	
Convenience Group I	AHM	$ 432.00	
Integrated Display Package	AV2	$ 2,015.00	
Fleet Safety Group	AWC	$ 316.00	
Max Flow Package	AYJ	$ 136.00	
Additional Equipment Groups			
Power Heated Mirrors w/Man F/Away	GUK	$ 55.00	
245/55R18 BSW Performance Tires	TYL	$ 162.00	
18" Wheel Covers	W8A	$ 35.00	
Additional Police Equipment			
Patrol Package Base Prep	AYE	$ 1,800.00	
Patrol Package Wiring Prep Package	AYW	$ 1,036.00	
Additional Features			
Steel Seat Back Panel Inserts	CBT	$ 121.00	
Floor Carpet	CKD	$ 113.00	
Delete Carpet	CK9	$ -	
Full Length Floor Console	CUF	$ 266.00	
Police Floor Console	CUG	$ 676.00	
Deactivate Rear Doors/Windows	CW6	$ 68.00	
Door/Window Activation Kit	CW7	$ 90.00	
Entire Fleet Alike Key (FREQ 2)	GXA	$ 125.00	
Entire Fleet Alike Key (FREQ 3)	GXE	$ 125.00	
Entire Fleet Alike Key (FREQ 1)	GXF	$ 125.00	
Entire Fleet Alike Key (FREQ 4)	GXG	$ 125.00	
Additional Non-Key Alike Fobs	GXQ	$ 136.00	
Rear Shelf Silencer Insulation	HGC	$ 35.00	
130 MPH Maximum Speed Calibration	JJ5	$ -	
Front Reading/Map Lamps	LBG	$ 68.00	
Matching Right Spot Lamp	LNA	$ 189.00	
Black Left Spot Lamp	LNF	$ 189.00	189.00
Add LED to Spots(Each)	LNX	$ 136.00	136.00
Security Alarm	LSA	$ 136.00	

Front Licence Plate Bracket	MDA	$ -	
Delete Badge	MSY	$ -	
Engine Block Heater	NHK	$ 86.00	
Delete Spare Tire	TBF	$ (90.00)	
Full Spare Tire Relocation Bracket	TBH	$ 130.00	
Passenger Side Ballistic Door Panel	XDG	$ 2,116.00	
Drive Side Ballistic Door Panel	XDV	$ 2,116.00	
Equipment Mounting Bracket	XFX	$ 90.00	
Seat Options			
HD Cloth Bucket & Rear Bench Seats/Black	C8X9	$ -	
HD Cloth Bucket Seats w/Vinyl Rear/Black	X5X9	$ 108.00	
Color Options			
Bright Silver Metallic Clear Coat	PS2	$ -	
Electric Blue Pearl Coat	PB5	$ 450.00	
F8 Green	PFQ		
Frostbite	PCA	$ -	
Go Mango	PVP	$ -	
Granite Crystal Met. Clear Coat	PAU	$ -	
Hellraisin	PCD	$ -	
Indigo Blue	PBM	$ -	
Michigan State Police Blue	P79	$ 450.00	
Midnight Blue Pearl Coat	PB8	$ 450.00	
Octane Red Pearl Coat	PRV	$ -	
Pitch Black	PX8	$ -	
Ranger Clear Coat	P82	$ 450.00	
Sheriff's Tan	P76	$ 450.00	
Sinamon Stick	PEC	$ -	
Smoke Show	PAE	$ -	
TorRed Clear Coat	PR3		
Triple Nickel Clear Coat	PSE	$ -	
White Gold Clear Coat	PWL	$ 450.00	
White Knuckle Clear Coat	PW7	$ -	
Total Delivered Price with options Per Contract			$ 26,515.00

27,055

Dodge Of Burnsville
12101 Hwy 35W South
Burnsville MN 55337
Todd Prissel
tprissel2dodgeofburnsville.co
952-767-2702

Standard Features - LDEE48-CHARGER POLICE AWD	
Code	**Description**
JKW	12V Center Console Power Outlet
JCC	160 MPH Primary Speedometer
DJL	175MM Front Axle
NLQ	18.5 Gallon Fuel Tank
WEG	18X7.5 Steel Wheels
BAJ	220 Amp Alternator
DR4	230MM Rear Axle
DMM	3.07 Rear Axle Ratio
ERB	3.6L V6 24V VVT Engine
NZG	300 HP Power Rating
NAS	50 State Emissions
RCG	6 Speakers
RFJ	7.0" Touch Screen Display
DFT	8-Spd Auto 850RE Trans (Make)
BCF	800 Amp Maintenance Free Battery
GAP	Acoustic Front Door Glass
GAK	Acoustic Windshield
CBD	Active Head Restraints
DKB	Active T/Case w/Frt Axle Disconnect
CG3	Advanced Multistage Front Air Bags
HAD	Air Cond'ing w/Dual Zone Temp Cntrl
JMA	Air Filtering
BNP	All Speed Traction Control
MSX	All Wheel Drive Badge
RFP	Apple CarPlay
LMG	Automatic Headlamps
DHD	AutoStick (R) Automatic Transmission
CHK	Base Headliner Module
LMC	Bi-Function Halogen Projector H/Lamp
MFA	Black Headlamp Bezels
XSB	Black Interior Accents
CKJ	Black Vinyl Floor Covering
MNK	Body Color Door Handles
LEP	Body Color Exterior Mirrors
MRC	Bodycolor Lower Bodyside Cladding
X8X	Brake & Knuckle Parts Module
BGE	Brake Assist
XSL	Brake/Park Interlock
MT1	Bright Charger Badge
WMH	Bright Hub Caps
XJM	Capless Fuel Fill w/o Discriminator
CKM	Cargo Compartment Dress-Up
CG6	Center Rear 3-Point Seat Belt

Standard Features - LDEE48-CHARGER POLICE AWD	
Code	**Description**
CF4	Child Seat Upper Tether Anchorages
LPA	CHMSL Lamp
CV8	Column Mount Automatic Shift Lever
JFA	Compass Gauge
DS8	Conventional Differential Rear Axle
LAT	Custom Defined Color Display Monitor
X82	Door Parts Module
JJB	Dual Note Electric Horns
NER	Dual Rear Exhaust
SBL	Electric Power Steering
BNS	Electronic Roll Mitigation
BNB	Electronic Stability Control
XAX	Engine Hour Meter
XXW	Engine Mount Heat Shield
NHA	Engine Oil Cooler
CFW	Fixed Rear Seat
GBC	Front & Rear Solar Control Glass
LCK	Front Dome Lamp
X8W	Front Fascias Parts Module
CGD	Front Height Adjust Shoulder Belts
LAX	Front Passenger Seat Belt Alert
X89	Front Suspension Damper Parts Module
X84	Front Suspension Parts Module
TBW	Full Size Spare Tire
MCH	Gloss Black Fascia Applique
MAE	Gloss BlK Grille-Gloss Blk Xhairs
LBC	Glove Box Lamp
TZA	Goodyear Brand Tires
RF5	Google Android Auto
JLP	GPS Antenna Input
Z1F	GVW Rating - 5500#
*C8	HD Cloth Bucket & Rear Bench Seats
SDB	Heavy Duty Suspension
BNG	Hill Start Assist
BPT	Hydraulic Assist Brake Booster
JKK	Inside Emergency Trunk Lid Release
JAA	Instrument Panel
X81	Instrument Panel Parts Module
RTF	Integrated Center Stack Radio
XRB	Integrated Voice Command w/Bluetooth
RDL	Integrated Window Antenna
SCV	Leather Wrapped Steering Wheel
LM5	LED Daytime Running Lamps

Standard Features - LDEE48-CHARGER POLICE AWD	
Code	**Description**
SER	Load Leveling and Height Control
RS6	Media Hub (2 USB, Aux)
CUM	Mini Floor Console
APA	Monotone Paint
RG8	No Radio Amplifier
XA8	Non Adjustable Pedals
LAH	Outside Temp Display
TWW	P225/60R18 BSW Performance Tires
XAA	ParkSense Rear Park Assist System
XAC	ParkView Rear Back-up Camera
CSR	Passenger Assist Handles
BR9	Police ABS 4-Wheel Hd Disc Brakes
AHB	Police Group
JPS	Power 6-Way Driver Seat
JKY	Power Accessory Delay
GTF	Power Mirrors w/Manual Foldaway
X87	Power Train Parts Module
JPC	Power Trunklid Release
GX4	Pushbutton Start
JP3	Pwr Front Windows, 1-Touch,Up & Down
XSK	R134A A/C Refrigerant
BHC	Rain Brake Support
BHD	Ready Alert Braking
GXT	Rear Door Child Protection Locks
X8U	Rear Fascias Parts Module
X91	Rear Suspension Damper Parts Module
X85	Rear Suspension Parts Module
GNA	Rear View Day/Night Mirror
GFA	Rear Window Defroster
LHL	Remappable Steering Wheel Buttons
GXD	Remote Proximity Keyless Entry
AXR	Secure Park
GXX	Sentry Key Theft Deterrent System
XDK	Severe Duty Engine Cooling
GAM	Solar Control Glass
AHV	Special Service Group
NHM	Speed Control
JPH	Speed Sensitive Power Locks
LNQ	Spot Lamp Wiring Prep.
RDZ	Steering Wheel Mounted Audio Ctrls
GNC	Sun Visors w/Illum Vanity Mirrors
CJ2	Supp. Side Curtain Frt/Rr Air Bags
CJ1	Supplemental Frt Seat Side Air Bags

Standard Features - LDEE48-CHARGER POLICE AWD	
Code	**Description**
SUE	Tilt/Limited Telescope Steering Col
XBN	Tip Start
X88	Tire & Wheel Parts Module
XGM	Tire Pressure Monitoring Display
LDC	Trunk Lamp
UAG	Uconnect 4 with 7" Display
RF7	USB Host Flip
JHA	Var Intermittent Windshield Wipers
CKL	Vinyl Trunk Liner & Cover

Guardian Fleet Safety
PO Box 70
Clear Lake, MN 55319
(320) 245-4000
luke@guardianfleetsafety.com

ADDRESS
John McCarty
Isanti Police Department
PO Box 428
Isanti, MN 55040-0428

Quote 21-0022

DATE 01/12/2021

INFO
2021 Charger

SALES REP
Luke

ACTIVITY	QTY	RATE	AMOUNT
Equipment and Labor to outfit 2021 Dodge Charger Pursuit			
Whelen HHS4200 21 Button Siren Controller (Note: Not enough info on provided parts list to determine exact model of siren)	1	610.25	610.25
Whelen SA315P Siren Speaker. 2 Year warranty.	1	184.11	184.11
Whelen Front Interior Windshield Lightbar. Dual Color. R/W Driver, B/W Passenger. White to override to Takedown.	1	848.12	848.12
Feniex rear Dodge Charger R/B	1	519.00	519.00
SoundOff Signal mPOWER Full Silicon Encapsulated Lighthead - Blue 4" 8LED	1	91.50	91.50
SETINA Single Cage with Stock Seat	1	768.75	768.75
SETINA Single Gun Rack for Cage Mount with XL Universal Handcuff Style Lock	1	262.85	262.85
SETINA Poly Window Bars for Rear Window (Set of two) (Additional shipping added due to heavy item)	1	219.20	219.20
Setina PB400 Aluminum Push Bumper	1	304.22	304.22
Feniex 600 Lightstick Red/Blue/White	1	289.22	289.22
Feniex L Bracket	2	6.50	13.00
SoundOff Signal mPOWER Full Silicon Encapsulated Lighthead - Red 4" 8LED	1	91.50	91.50
20.1850 Waterproof External Strobe head only (Requires power supply)	1	140.48	140.48
TOMAR Pre-Empt Power Supply Only (requires strobe tube)	1	274.78	274.78
Light Bar Low Profile Single Row 20 inch Flex w/5W Cree. Limited Lifetime Warranty. 09-12270-20S. Fits Sedans and Utility with Westin Push Bumper.	1	145.88	145.88
SoundOff Signal mPOWER Dual Colored Silicone Light B/W	1	109.20	109.20
SoundOff Signal mPOWER Dual Colored Silicone Light R/W	1	109.20	109.20
SoundOff Signal Dual Color Under Mirror Intersector 18 LED warning light. White to override and act as alley light B/W	1	134.10	134.10

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.

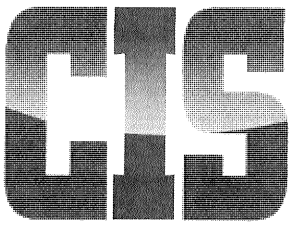
ACTIVITY	QTY	RATE	AMOUNT
SoundOff Signal Dual Color Under Mirror Intersector 18 LED warning light. White to override and act as alley light B/W	1	134.10	134.10
2011-2020 Dodge Charger Police Package 10.5" Console Box, Cup Holder and Printer Armrest Kit Item #7170-0564-02 Includes all face plates for equipment	1	522.50	522.50
Gamber Johnson Mongoose 6" Extension Arm	1	134.50	134.50
Panasonic Toughbook 54/55 Docking Station with LIND 120W Auto Bare Wire Leads Power Supply, No RF Item #7170-0250	1	833.50	833.50
Havis Side Fold Trunk Tray. Driver or Pass	2	153.20	306.40
Magnetic Mic Clip	1	28.00	28.00
Black low profile 800Mhz antenna	1	39.16	39.16
NMO Coax Cable Kit	1	21.63	21.63
HAVIS Charge Guard	1	61.11	61.11
Guardian Fleet Safety Wiring Harness, Power Distribution Block and Battery Management System	1	335.46	335.46
MN State Government Labor Rate for Upfitting Law Enforcement Vehicle	1	2,450.00	2,450.00
Freight/Shipping for Parts TBD	1	0.00	0.00

TOTAL	$9,981.72

Accepted By

Accepted Date

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.



COMPLETE INTEGRATED SOLUTIONS

14090 FM 2920, Ste. G-303
Tomball, TX 77377

Tel: 480-568-8692
Ofc:
kent.hjerpe@cis-sales.com

Sales Quotation

Quotation No.:1316

Order Date: 01/11/2021
Valid Until: 02/11/2021
Customer Number: C1251
Rep: Kent Hjerpe
Terms: CIS Net 30
Customer Ref:

Bill To:
Isanti Police Department
Chief Travis Muyres
PO Box 428

Isanti MN 55040
USA
763-444-4761 ex 101

Ship To:
Isanti Police Department
Chief Travis Muyres
401 First Avenue NW

Isanti MN 55040
USA
763-444-4761 ex 101

Shipping Method: Best Way (cheapest available)

Item Code	Description	Condition	Quantity	Price	Total
FZ-55C0601VM	Win10 Pro, Intel Core i5-8365U 1.6GHz, vPro, 14.0" FHD 1000 nit Gloved Multi Touch, 512GB SSD, 8GB, Intel Wi-Fi, Bluetooth, TPM 2.0, Infrared Webcam, Emissive Backlit Keyboard, Flat	NEW	1	2,129.00	2,129.00

Freight	$29.00
Tax	$0.00
Total	$2,158.00

This document is not an Order unless signed. Please read this sales quote thoroughly and verify that it fits your specifications. If this sales quote fulfills your requirements, please submit a signed copy of this sales quote. No sales order can be generated without a written, detailed purchase order or a signed copy of this sales quote in place of a purchase order. This document, when signed, is an official Purchase Order.

Signature: _____ **Date:** _____

Printed Name: _____

PO # (if different than SQ #): _____ **Payment Terms:** _____

Billing Contact (Name, Email, Phone Number):

_____

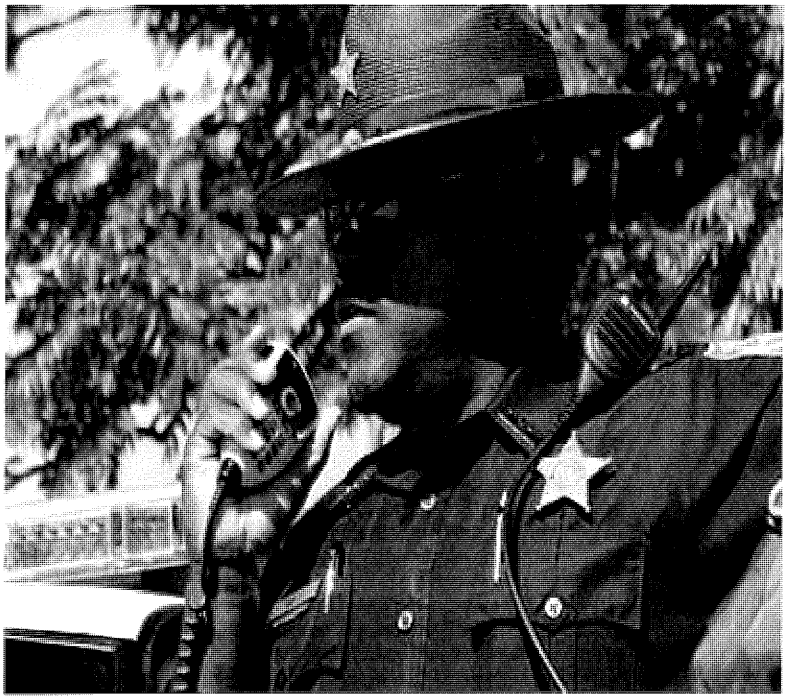
Terms and Conditions

* Any refunds, for any reason (including cancellations), if payment was made with American Express, refund will be less 4% American Express merchant processing charge.
* All shipments are FOB Destination, Freight Prepaid & Add, unless using customer shipping account, if freight not shown on quote, it will be added to Invoice.
* Payment must be made in U.S. dollars.
* Pricing and quantities are subject to change.
* THIG, LLC reserves the right to substitute products of equal or greater specifications.
* Invoices are subject to late payment charges of 18% per year computed monthly after due date.
* All products are sold "AS IS"
* No credit allowed for goods returned without prior approval.
* ALL RETURNS MUST BE ACCOMPANIED BY A RETURN MATERIAL AUTHORIZATION NUMBER AND ARE SUBJECT TO A 20% RESTOCKING/HANDLING FEE; IF A SPECIAL ORDER PART, ADDITIONAL VENDOR RESTOCKING/HANDLING FEES MAY APPLY.
* Claims for loss or damage in shipment must be made to the carrier by the Customer. All others must be made to THIG, LLC within 2 days of receipt of Goods. All goods shipped at the buyer's risk.
* Customer also agrees to pay such attorney's fees and costs as are actually incurred for the collection of this amount whether or not suit is instituted.
* All product and services on this invoice will remain the property of THIG, LLC and will be fully encumbered until full payment has been remitted.

THIG, LLC strives to bring our customers the best possible price everyday.

MOTOROLA SOLUTIONS







ISANTI, CITY OF

01/11/2021

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MOTOROLA SOLUTIONS

QUOTE-1397485

Billing Address:
ISANTI, CITY OF
PO BOX 428
ISANTI, MN 55040
US

Shipping Address:
Michael Kahl
535 N 31st Ave
St Cloud, Minnesota 56303
United States

Quote Date:01/11/2021
Expiration Date:04/11/2021
Quote Created By:
Michael Kahl
MikeK@GraniteElectronics.com

End Customer:
ISANTI, CITY OF
Travis Muyres
TMuyres@Cityofisanti.us
7630444-4761

Contract: 20927 - MN DOT 119587

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series	ENHANCEDAPX6500				
1	LSV00Q00202A	DEVICE PROGRAMMING	1	$52.00	$52.00	$52.00
2	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE	1	$5,973.40	$3,878.65	$3,878.65
2a	G628AD	INT: REMOTE MOUNT CABLE 17 FT APX	1			
2b	G51AU	ENH: SMARTZONE OPERATION APX6500	1			
2c	G67DT	ADD: REMOTE MOUNT E5 APXM	1			
2d	G78AT	ENH: 3 YEAR ESSENTIAL SVC	1			
2e	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1			
2f	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1			
2g	G806BL	ENH: ASTRO DIGITAL CAI OP APX	1			
2h	GA01670AA	ADD: APX E5 CONTROL HEAD	1			
2i	W22BA	ADD: STD PALM MICROPHONE APX	1			

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
2j	G193AK	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	1			
2k	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870	1			
2l	G361AH	ENH: P25 TRUNKING SOFTWARE APX	1			
2m	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	1			

Grand Total

$3,930.65(USD)

Notes:

- **PLEASE BE ADVISED:** Motorola Solutions is moving towards being more environmentally green and emailing invoices. You may receive an email invoice instead of a mailed invoice, depending on the purchase. In addition, the invoice may have a new address for submitting payments. If you have any questions or would like to change where your electronic invoices will be delivered, please contact your credit analyst or dial 800-422-4210.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

COMPLETE INTEGRATED SOLUTIONS

14090 FM 2920, Ste. G-303
Tomball, TX 77377

Tel: 480-568-8692
Ofc:
kent.hjerpe@cis-sales.com

Sales Quotation

Quotation No.:1317

Order Date: 01/11/2021
Valid Until: 02/11/2021
Customer Number: C1251
Rep: Kent Hjerpe
Terms: CIS Net 30
Customer Ref:

Bill To:
Isanti Police Department
Chief Travis Muyres
PO Box 428

Isanti MN 55040
USA
763-444-4761 ex 101

Ship To:
Isanti Police Department
Chief Travis Muyres
401 First Avenue NW

Isanti MN 55040
USA
763-444-4761 ex 101

Shipping Method: Best Way (cheapest available)

Item Code	Description	Condition	Quantity	Price	Total
7160-0577-00	Panasonic Toughbook 54/55 Docking Station, No RF	NEW	1	675.00	675.00

Freight	$25.00
Tax	$0.00
Total	$700.00

Terms and Conditions

* Any refunds, for any reason (including cancellations), if payment was made with American Express, refund will be less 4% American Express merchant processing charge.
* All shipments are FOB Destination, Freight Prepaid & Add, unless using customer shipping account, if freight not shown on quote, it will be added to Invoice.
* Payment must be made in U.S. dollars.
* Pricing and quantities are subject to change.
* THIG, LLC reserves the right to substitute products of equal or greater specifications.
* Invoices are subject to late payment charges of 18% per year computed monthly after due date.
* All products are sold "AS IS"
* No credit allowed for goods returned without prior approval.
* ALL RETURNS MUST BE ACCOMPANIED BY A RETURN MATERIAL AUTHORIZATION NUMBER AND ARE SUBJECT TO A 20% RESTOCKING/HANDLING FEE; IF A SPECIAL ORDER PART, ADDITIONAL VENDOR RESTOCKING/HANDLING FEES MAY APPLY.
* Claims for loss or damage in shipment must be made to the carrier by the Customer. All others must be made to THIG, LLC within 2 days of receipt of Goods. All goods shipped at the buyer's risk.
* Customer also agrees to pay such attorney's fees and costs as are actually incurred for the collection of this amount whether or not suit is instituted.
* All product and services on this invoice will remain the property of THIG, LLC and will be fully encumbered until full payment has been remitted.

THIG, LLC strives to bring our customers the best possible price everyday.

STALKER radar

applied concepts, inc.

QUOTE
2035627

855 E. Collins Blvd
Richardson, TX 75081
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Inside Sales Partner: Diane Satoren, +1-972-801-4843, diane@stalkerradar.com

Reg Sales Mgr: Paul Spano, +1-972-489-6701, spano@stalkerradar.com

Date: 01/11/21

Effective From : 01/15/2020 **Valid Through:** 04/09/2021 **Lead Time:** 21 working days

Bill To:	**Customer ID:** 107048	**Ship To:**	*UPS Ground*
Isanti Police Department PO Box 428 Isanti, MN 55040-0428	Accounts Payable	Isanti Police Department 401 1st Ave NW Isanti, MN 55040-7123	Chief Travis Muyres

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	1	806-0022-00	DSR 2 Antenna Radar	36	$2,895.00	$2,895.00

Ln	Qty	Part Number	Description	Price	Ext Price
1	1	200-0999-40	DSR Enhanced Counting Unit, 1.5 PCB		$0.00
2	1	200-1000-30	DSR Modular Display, Bright LEDs		$0.00
3	2	200-1237-00	DSR Ka Antenna		$0.00
4	1	200-0921-00	DSR Ergonomic Remote Control w/Screw Latch		$0.00
5	1	200-0769-00	25 MPH/40 KPH KA Tuning Fork		$0.00
6	1	200-0770-00	40 MPH/64 KPH KA Tuning Fork		$0.00
7	1	200-0243-00	Counting/Display Tall Mount		$0.00
8	1	200-0244-00	Antenna Dash Mount		$0.00
9	1	200-0245-00	Antenna Tall Deck Mount		$0.00
10	1	200-0648-00	Display Sun Shield		$0.00
11	1	155-2055-08	Antenna Cable, 8 Ft		$0.00
12	1	155-2055-16	Antenna Cable, 16 Ft		$0.00
13	1	200-0622-00	VSS Cable Kit		$0.00
14	1	200-0821-00	DSR Documentation Kit		$0.00
15	1	035-0361-00	Shipping Container, Dash Mounted Radar		$0.00
16	1	060-1000-36	36 Month Warranty		$0.00
17	1	155-2211-00	Remote Display Interconnect Cable	$71.00	$71.00
				Group Total	$2,966.00

Product	$2,966.00	Sub-Total:	$2,966.00
Discount	$0.00	Sales Tax 0%	$0.00
		Shipping & Handling:	$0.00
Payment Terms: Net 30 days		**Total: USD**	**$2,966.00**

001

Vehicle Information:
2021 Dodge Charger

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these Terms and Conditions carefully before proceeding.

GRAFIX SHOPPE

3240 Mike Collins Drive
Eagan, MN 55121
888-683-9665 Toll free
651-683-9740 Fax

Quotation

Date	Estimate #
1/8/2021	28138

Bill To	Ship To
Isanti Police Department Attn: Accounts Payable 401 1st Ave. N. PO Box 428 Isanti, MN 55040	Isanti Police Department Chief Travis Muyres 401 1st Ave. N. Isanti, MN 55040

Terms	Est. Delivery from art approval	Rep	Project Name
Net 30	2 Weeks	Shawn	2021 Dodge Charger

Qty	Description	Price	Total
1	NEW DESIGN Vehicle Kit for a BLACK 2021 Dodge Charger Unit Number TBD IDENTICAL TO 2020 DURANGO UNIT 228 3M 2080-G337 Gloss Fire Blue Metallic Wrap Film for Striping POLICE Lettering Slanted on Sides & POLICE Straight on Rear in 3M 680 White Reflective with Black Print O/L & Shadow with White Outline 2 Each TBD in Whtie Reflective	490.00	490.00
1	Install at Grafix Shoppe Date TBD	250.00	250.00

This estimate is based on plans and specifications provided at the time the estimate was given. Changes requested by the customer may cause a change in the quoted price. Freight will be added to the invoice unless other arrangements are made. This quote is valid for 30 days.

Subtotal	$740.00
Sales Tax (6.875%)	$0.00
Total	**$740.00**

Authorization Signature and Date

X _____

4RE/VISTA Price Quote

CUSTOMER: Isanti Police Department

Attn: Accounts Payable,
PO Box 428,,
Isanti,MN,United States,
55040

ATTENTION: LT John McCarty

PHONE: 763-444-4761

E-MAIL:

ISSUED: 1/12/2021 10:27 AM

EXPIRATION: 7/30/2021 10:00 AM

TOTAL PROJECT ESTIMATED AT: $7,850.00

SALES CONTACT: Michelle Oleari

DIRECT:

E-MAIL:
michelle.oleari@motorolasolutions.com

4RE and VISTA Proposal

VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
VIS-EXT-WIF-BUN	VISTA HD WiFi and 4RE System Bundle. Includes 4RE Standard DVR Camera System with integrated 200GB automotive grade hard drive, ZSL camera, 16GB USB removable thumb drive, rear facing cabin camera, GPS, hardware, cabling and your choice of mounting bracket. It will also include the VISTA HD Wi-Fi Extended Capacity Wearable Camera with 9 hours continuous HD recording, one camera mount, 32 GB of storage, Wi-Fi docking base, Power over Ethernet Smart Switch	1.00	$5,550.00	$300.00	$5,250.00
VIS-CHG-BS2-KIT	VISTA Charging Base R2 Kit, incl. Power and USB Cables	1.00	$95.00	$0.00	$95.00

VISTA HD Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-VIS-WIF-NOF	Warranty, VISTA WiFi, 3 Year No-Fault	1.00	$450.00	$0.00	$450.00

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-EL4-DEV-004	Evidence Library 4 Web VISTA Combo-Discount Device License Key	1.00	$75.00	$0.00	$75.00
KEY-EL4-DEV-001	Evidence Library 4 Web 4RE In-Car Device License Key	1.00	$150.00	$0.00	$150.00

4RE In-Car System and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
CAM-4RE-PAN-NHD	Additional Front Camera, 4RE, HD Panoramic	1.00	$200.00	$0.00	$200.00

Wireless Video Transfer and Networking Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-WRL-KIT-101	MikroTik Configured Wireless Kit, 4RE In-Car	1.00	$200.00	$0.00	$200.00

	802.11n (Radio, Antenna, PoE, 2-10' Ethernet Cables)				

4RE Hardware Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	1.00	$0.00	$0.00	$0.00

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
BRK-DV1-MIC-100	Warranty, 4RE, 5 Year Hardware/Software Warranty Bundle	1.00	$1,375.00	$0.00	$1,375.00
Freight	Shipping/Handling and Processing Charges	1.00	$55.00	$0.00	$55.00
					$7,850.00

Total Estimated Tax, may vary from State to State **$0.00**

Configuration Discounts	**$300.00**
Additional Quote Discount	**$0.00**
Total Amount	**$7,850.00**

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

Title and risk of loss for the Equipment will pass to Customer upon shipment by Motorola, notwithstanding any other terms and conditions.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____

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MEMORANDUM

Date: January 13, 2021

To: Honorable Mayor Johnson and Members of the City Council
City of Isanti

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Services Proposal to Complete Liquor Store Site Design & Construction
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal for engineering services for the site design of the proposed liquor store at 10 6th Avenue SE.

The proposed parking lot and storm water management will meet City zoning requirements. The building can generally be described as a 11,750 square foot building housing the proposed liquor store facilities.

Site Design & Construction:

We propose to perform the site design, project management, construction surveying and construction inspection needed to facilitate the completion of the proposed parking lot and utility extension for the new liquor store building.

We propose to complete the site design and specifications, through bidding, for an hourly, not to exceed, fee of $32,600.

We propose to complete site construction staking, project management, and site inspection services, for an hourly, not to exceed, fee of $28,400. This does not include building inspections.

The proposed total engineering fees are significantly lower than the budgeted amount for these services.

Please contact me at (763) 200-2444 if you have any questions or need additional information.

RESOLUTION 2021-XXX

AUTHORIZING ENGINEERING SERVICES FOR THE LIQUOR STORE SITE IMPROVEMENTS

WHEREAS, it is proposed to construct a new liquor store with parking lot and site improvements; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete the site design including site layout, grading, utilities, landscaping and site permitting for an hourly, not to exceed, fee of $32,600; and,

WHEREAS, Bolton & Menk, Inc. has also submitted a fee proposal for Engineering and surveying services to complete the site inspection, testing, and site project management services for an hourly, not to exceed, fee of $28,400; and,

WHEREAS, these fees are significantly under the budgeted amount for this project;

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

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for the site improvements and shall complete all engineering design services as outlined in the fee proposal memo for an hourly, not to exceed, fee of $32,600.

2. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for the site survey, inspection, and site management and shall complete all engineering and surveying site services as outlined in the fee proposal memo for an hourly, not to exceed, fee of $28,400.

This resolution was duly adopted by the Isanti City Council this 19th day of January 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Isanti Police Department Monthly Report

December 2020

Reported Crime	Month to Date	Year to Date
Theft	14	145
Assault	2	28
Vandalism/Damage to Property	1	46
Narcotics	0	31
Burglary	0	6
Domestics	1	63
Crim Sex	0	6
Robbery	0	0
Loud Party/Disturbance	16	156
Medical	31	410
Permit to Purchase	13	143
Security Check / Extra Patrol	589	4,756

Traffic Offenses	Month to Date	Year to Date
No Insurance	7	56
DUI	0	13
Accidents	12	94
Hit & Run	0	4
Warrant P/U	3	24
Speed	20	294
DAR/DAS	6	55
Administrative Citations (Including Speed)	8	132

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	95,801	441	12,358
Ford Explorer 224	93,037	1,308	21,442
Ford F150 225	41,272	572	14,620
Chevy Impala 223	98,017	80	3,295
Dodge Durango 226	24,457	1,922	16,674
Dodge Durango 227	31,408	2,008	26,523
Dodge Durango 228	7,686	2,491	7,686

ISANTI POLICE DEPARTMENT ANNUAL REPORT

Reported Crime

	2010	2011	2012	2013	2014	2015	2016	2017	2019	2020	% Change
Theft	133	135	141	163	120	188	152	145	126	145	15.08%
Assault	37	41	37	43	37	34	41	40	33	28	-15.15%
Vandalism	92	81	94	49	59	80	91	62	43	46	6.98%
Narcotics	24	38	46	26	27	22	42	38	27	31	14.81%
Burglary	14	25	20	17	20	17	25	12	12	6	-50.00%
Domestics	80	60	79	78	83	103	83	85	61	63	3.28%
Crim Sex	11	12	10	11	7	9	5	9	6	6	0.00%
Robbery	0	0	0	0	0	0	0	0	0	0	0.00%
Loud party	106	97	151	125	119	132	124	151	151	156	3.31%
Medical						304	265	313	348	410	17.82%
Permit to Purchase									66	143	116.67%
Security Check/Extra Patrol									3,066	4,756	55.12%

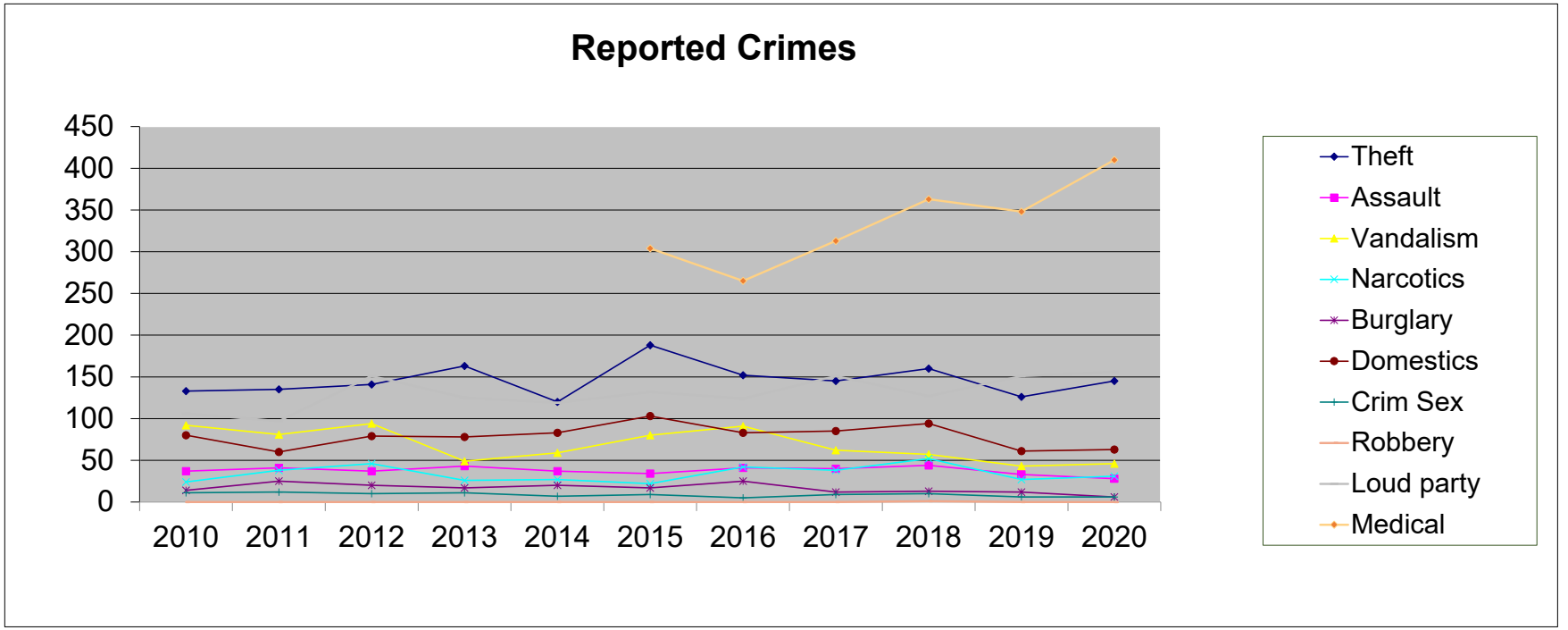
Traffic Offenses

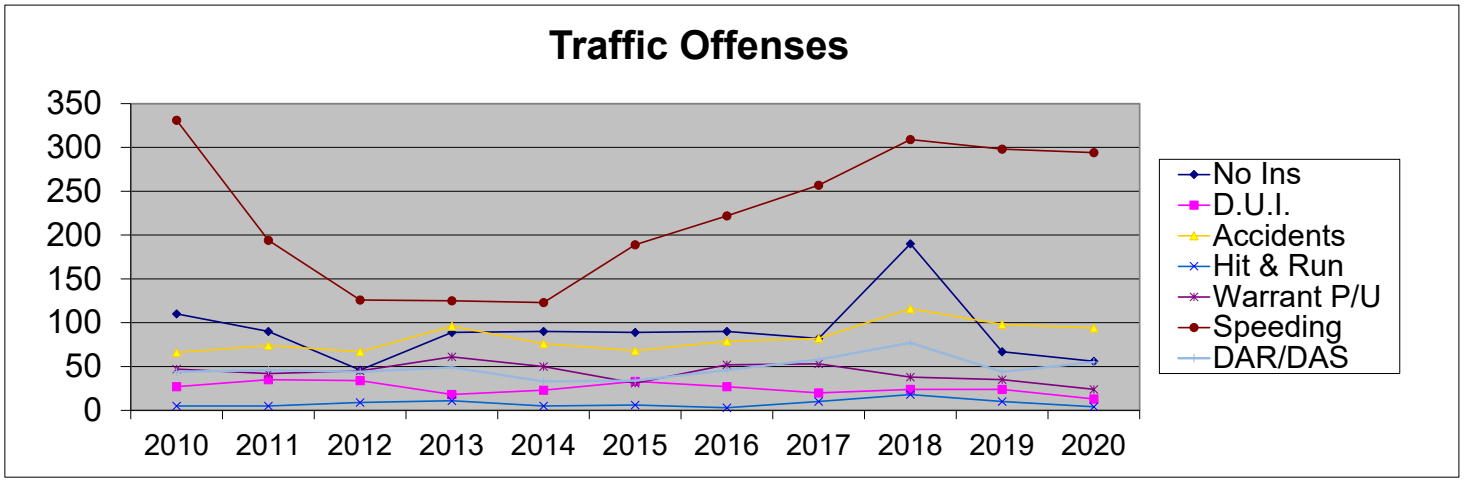
	2010	2011	2012	2013	2014	2015	2016	2017	2019	2020	
No Ins	110	90	46	89	90	89	90	82	67	56	-16.42%
D.U.I.	27	35	34	18	23	33	27	20	24	13	-45.83%
Accidents	66	74	67	96	76	68	79	82	98	94	-4.08%
Hit & Run	5	5	9	11	5	6	3	10	10	4	-60.00%
Warrant P/U	47	42	45	61	50	31	52	53	35	24	-31.43%
Speeding	331	194	126	125	123	189	222	257	298	294	-1.34%
DAR/DAS	44	46	44	49	33	34	46	58	44	55	25.00%

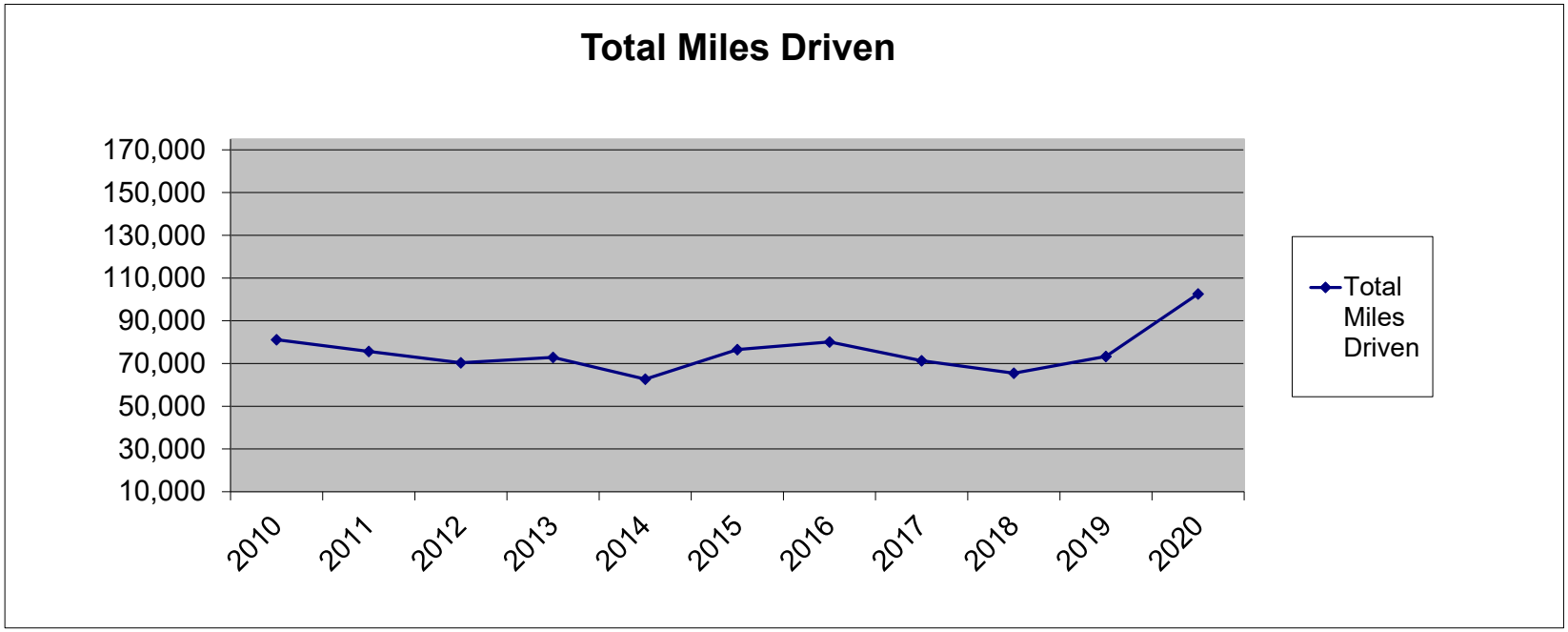
Squad Mileage

06 Dodge 221	130,210	140,020								
06 Dodge 222	124,078									
08 Dodge 223	53,346	69,041	83,656	97,615						
2004 Ford										
98 Blazer										
10 Dodge 225	18,625	48,406	75,221	98,492	120,322	26,353	12,846	409		
Chev Silverado 224	82,736	91,712	97,785	105,488	109,579	2,655	738			
Chev Silverado 220 (Out of Serv	71,264	77,971	82,517	88,986	94,445	3,211	4,210	5,962	305	
Dodge 222 (Out of Service 12/2018)		4,693	27,285	50,053	72,381	22,628	20,385	19,205		
Ford Explorer 221					5,017	16,255	17,682	15,648	16,318	12,358
Chevrolet Impala						5,460	5,413	5,381	5,395	3,295
Ford Explorer 224							18,847	19,769	22,241	21,442
Ford F150 225								4,900	12,649	14,620
Dodge Durango 226									9,195	16,674
Dodge Durango 227									7,166	26,523
Dodge Durango 228										7,686

	2010	2011	2012	2013	2014	2015	2016	2017	2019	2020
Total Miles Driven	81,146	75,662	70,357	72,834	62,675	76,562	80,121	71,274	73,269	102,598


Reported Crimes
450
400
350
300
250
200
150
100
50
0
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
Theft
Assault
Vandalism
Narcotics
Burglary
Domestics
Crim Sex
Robbery
Loud party
Medical


Traffic Offenses
350
300
250
200
150
100
50
0
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
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
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
Total Miles Driven

CEZT REPORT DECEMBER 2020

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD	113	101	93	83	72	60	45	35	25	18	8	
NEW CITATIONS THIS PERIOD	1	0	0	3	0	1	1	1	1	1		
CITATIONS OPEN (End of month)	9	8	8	8	5	5	4	3	2	1		
OPEN CASES NOT INCL CITATIONS (End of month)	5	2	2		3	6	4	1	4	3	3	
VIOLATIONS CLOSED THIS PERIOD	8	7	11	10	12	8	7	9	5	7	5	
NEW CASES THIS PERIOD	12	8	10	11	12	15	10	10	7	10	8	
CAN-Proh Animals				2	1	1						
CCV-Comm Vehicle Storage												
CDO--Dogs	1		1			2		1	2	4	5	
CPA-Park & Store. 227-8	5	2	6	1	3	7	3	2	2	6	3	
CSN-Snow Removal												
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass Length. 216-2					7	7	3	2				
Nuisance Junk/rubbish/salvage. 216-2-L	6	5	4	3	5		2	5	2			
NJU--Junk/Brush												
NOX-Noxious Weeds				6								
NUV-Unlicensed vehicle or missing plates. 216-2-L		1	2	1		6	2			1		
RNT-Unlicensed rental												
SGN-Signs				1								
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence. 216									1			
ZTD--Temporary Dwelling												
Compliance Letters Mailed this period	10	7	8	15	6	11	4	7	3	8	6	
Administrative Citations Issues/period		0	0	0	0	1	1	1	1	1	0	
Criminal Citations Issued/period	1	0	0	3	0	0	0	0	0	0	0	
Abated Properties/Period												
Admin Hearings Requested												
Admin Hearings Held w positive judgement												
Criminal trials w positive judgement												

CITY OF ISANTI MONTHLY REPORT

December 2020

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	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		
ROOF / SIDING	9	355	$0.00	$0.00	$9.00	$84.00	$720.00	$29,170.00		
DECK	2	48	$24,000.00	$335,724.04	$12.00	$12.00	$752.40	$13,007.70		
LL FINISH	2	24	$17,500.00	$332,027.13	$8.75	$55.24	$603.90	$10,322.58		
REMODEL / ADDITION	1	10	$22,500.00	$34,508.70	$11.25	$12.25	$648.45	$1,676.23		
GARAGE / SHED	0	3	$0.00	$31,564.00	$0.00	$0.00	$0.00	$1,029.60		
MISCELLANEOUS	6	208	$0.00	$15,015.40	$6.00	$62.62	$538.00	$26,406.28		
SINGLE DWELLINGS	9	95	$1,730,313.20	$17,712,742.26	$865.16	$2,354.30	$24,581.70	$251,839.30		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	17	147	$0.00	$0.00	$17.00	$42.00	$1,276.00	$11,176.00		
PLUMBING	5	124	$0.00	$0.00	$5.00	$19.00	$430.00	$10,135.25		
RESIDENTIAL TOTAL	**51**	**1014**	**$1,794,313.20**	**$18,461,581.53**	**$934.16**	**$2,641.41**	**$29,550.45**	**$354,762.94**		
COMMERCIAL										
NEW BUILDINGS	0	2	$0.00	$3,501,000.00	$0.00	$89.00	$0.00	$27,819.00		
REMODEL / ADDITION	0	3	$0.00	$316,520.00	$0.00	$0.00	$0.00	$5,454.90		
PLUMBING	0	3	$0.00	$121,000.00	$0.00	$51.50	$0.00	$2,714.25		
MECHANICAL	0	6	$0.00	$74,175.00	$0.00	$1.85	$0.00	$1,868.34		
ROOF / SIDING	0	2	$0.00	$6,000.00	$0.00	$0.00	$0.00	$2,042.70		
MISCELLANEOUS	2	31	$1,600.00	$143,490.00	$1.80	$13.80	$154.78	$5,423.88		
COMMERCIAL TOTAL	**2**	**47**	**$1,600.00**	**$4,162,185.00**	**$1.80**	**$156.15**	**$154.78**	**$45,323.07**		
RESIDENTIAL/COMMERCIAL TOTAL	**53**	**1061**	**$1,795,913.20**	**$22,623,766.53**	**$935.96**	**$2,797.56**	**$29,705.23**	**$400,086.01**	**$54,639.00**	**$567,124.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 12/31/2020**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	468	41	0	0	$8,715,351.28	$162,468.62	$279,405.00
2016	552	63	0	4	$20,937,725.44	$304,944.08	$685,105.88
2017	686	91	0	3	$16,975,316.00	$287,020.83	$719,864.80
2018	638	82	0	3	$22,106,075.49	$342,304.74	$465,982.00
2019	720	84	0	2	$19,142,949.63	$326,512.50	$494,236.00
2020	1061	95	0	2	$22,623,766.53	$400,086.01	$567,124.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	41	$1,200,928.35	$21,432.50
March	45	$904,927.41	$16,008.28
April	66	$1,636,592.28	$30,690.33
May	45	$987,557.04	$19,028.86
June	72	$1,816,398.30	$33,662.40
July	91	$2,638,828.37	$46,050.95
August	230	$2,753,544.10	$60,994.10
September	173	$5,030,748.42	$66,042.70
October	123	$1,887,448.30	$37,699.38
November	83	$1,483,705.08	$28,618.58
December	53	$1,795,913.20	$29,705.23
Totals	1061	$22,623,766.53	$400,086.01

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MEMORANDUM

Date: January 13, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: 0R1.123310

Please find listed below a status report of the current projects in the City of Isanti:

1) Liquor Store Site Design

We will begin site design and site plan development this month.

2) 2021 Pavement Management Project

We will complete the plan development this month.

3) 2021 Storm System Management Project

We will complete the plan development this month.

4) 6th Avenue Rehabilitation

Punchlist items will be completed this spring.

5) Legacy Pines 2nd Addition

Minor Punchlist Items will be addressed in the spring.

6) Legacy Pines 3rd Addition – Phase 1

Sidewalks and final pavement surfaces will be completed in the spring.

7) Legacy Pines 3rd Addition – Phase 2

Sidewalks and final pavement surfaces will be completed in the spring.

8) MS4 Implementation

We will continue to assist the City as requested to meet MS4 requirements.

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
TUESDAY, JANUARY 19, 2021
5:30 PM
CITY HALL

Facilitator Josi Wood, City Administrator

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Welcome and Review Purpose of Goal Setting Session
E. Existing Council Approved/ On-going Plans
F. 2020 Goals and Progress Summary
G. 2021-2023 Budgeted Projects in CIP
H. Current Staffing Plan
I. 2005 – 2019 Established Council Goals for Reference
J. Goal Setting Discussion Items and Staff's Supporting Documentation
    1. Holiday Lighting Display and Community Involvement
    2. Veteran's Memorial on/near Bluebird Park Amphitheater
    3. Lighting and Snowing Making at the Sledding Hill
    4. Speed Limits Reduced to 20 mph in Developments
    5. Smart Irrigation Controller Reimbursement Program
    6. Workforce Housing
    7. Business Registration
    8. *Other Items Added at Meeting*

K. Establish 2021 Goals
L. Adjournment

D.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 19, 2021
Subject: Review Purpose of Goal Setting Session

Purpose:
It has been the City Council's practice to conduct an annual goal setting session to balance workload and demand with available resources. The purpose of our goal setting session is to develop consensus to determine top priorities for 2021, provide direction on the 2021-22 budget principles, and develop a work plan which provides direction to staff for a period of 12 months and beyond. To assist with the prioritization of 2021 projects, staff has assembled several attachments for City Council's review. Attachments for goal setting items reflects the best information available to staff and does not reflect any assumptions regarding the Council's priorities.

Annually, the City Council adopts a comprehensive budget to provide for regular on-going operations, investment in the City's capital assets and infrastructure, and funding for new projects or services prioritized by the City Council. The City includes 30 FT personnel, 20 PT personnel, use of contracted employees and many capital improvement plan (CIP) projects which are outlined below.

After review of the items for discussion, including any new items brought to the meeting, Council will be asked to determine top priorities and objectives.

E.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 19, 2021
Subject: Existing Council Approved/ On-going Plans

Plan	Year Completed/ Status
Comprehensive Plan	2020
Water, Sewer, Storm Infrastructure Plan	2007 / Repairs included in CIP when needed
Comprehensive Park Plan	2011 / Update to be completed in 2021
Capital Improvement Plan (20 year)	2019
Pavement Management Plan	2014
Storm Maintenance Plan	2017
Stormwater Pollution Prevention Plan	2017
Wellhead Protection Plan	2014
Water Supply Plan	2018 (waiting for DNR approval)
Asset Management Plan (W/S)	2014 (Incorporated into CIP)
Utility Rate Study	2020
Isanti County All Hazard Plan	2015
Water Emergency Response Plan	In Progress/ Completing by end of 2021
Wastewater Emergency Response Plan	In Progress/ Completing by end of 2021
Emergency Operations Plan	2020
NPDES Permit	2020

F.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 29, 2021
Subject: 2020 Goals and Progress Summary

Goal/ Objective	Status
Amphitheater	Included in CIP for 2021
Bluebird Park Restroom Facility	Included in CIP for 2021
Lighting Infill	$10,000 included in CIP annually Plan to be presented at Feb COW
Splash Pad	In CIP for 2023
Public Works Salt Shed and Storage	In CIP for 2025
PD Facility Update	Previous liquor store to be remodeled by 2025
New Liquor Store	To begin breaking ground in 2021
Isanti Fire District Lease and Building	Lease Purchase Agreement in-progress
Heritage/ East Dual Intersection	Discussions in-progress
Reducing Overall Budget	Reduced spending to have a flat tax rate
Business Marketing/ Acquiring Businesses	EDA initiatives
Utility Rate Study	Completed in 2020 with reductions in usage
Dynamic Reader Board Sign	To be discussed at a later year
Parks, Recreation and Culture Events	Continued efforts to increase events and discuss adding more holiday events
Maintain City and Development Standards	Continued on-going effort by CDD, Committee Members, Planning Commission and Staff
Housing Study	the East Central Regional Development Commission completed an update.

G.

A Community For Generations.

Isanti

MEMO

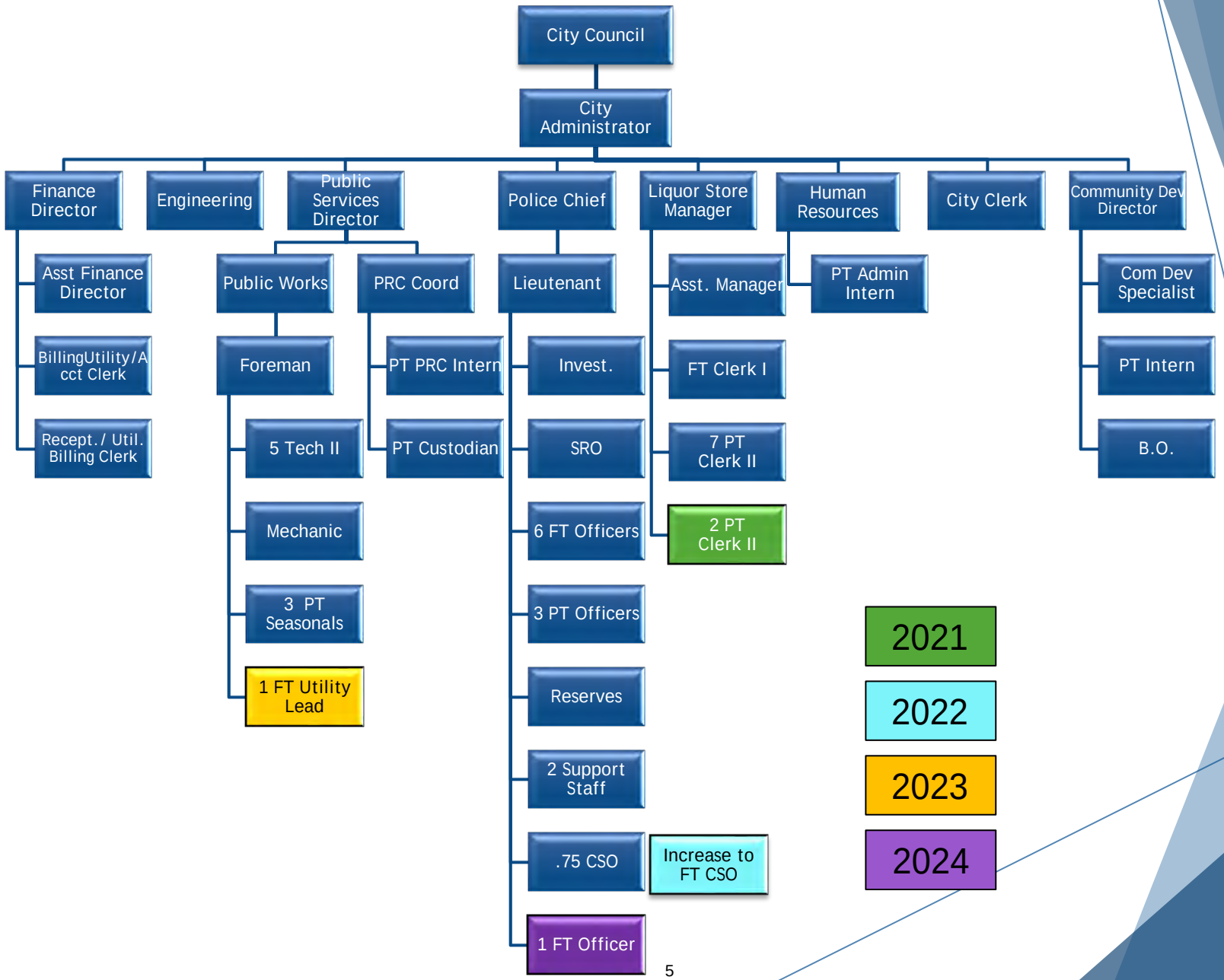
To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 19, 2021
Subject: 2021-2023 Major Projects in CIP

Dept.	Expense	2021	2022	2023
PRC	Bluebird Park - Performance Center	$ 248,230		
	Bluebird Park - Restrooms	$ 206,000		
	Bluebird Park - Splash Pad			$ 218,545
Streets	Str. Rehab Brookview S. 1-4 Addition*		$ 657,000 →	
	Main St. Reconstruction*	$ 699,000 →		
	Downtown Parking Improvements - Eagle Park	$ 95,500		
	Heritage Walk Imp. - Hillock Ct. to 3rd Ave NW	$ 121,000		
	Heritage Intersection	$ 300,000		
Water	Well House No. 2 Well Pump No. 2	$ 109,270		
	Fixed Network Meter Infrastructure		$ 47,740	
	Fixed Network Meter Radios		$ 242,730	
	Water Tower Coating			$ 811,490
Storm	Stormwater Project	$ 155,000		

*These street projects will likely move back one year if MSA funding advancement is not received.

Current & Future City Organizational Chart

H.



I.

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 19, 2021
Subject: 2005 - 2019 Council Established Goals

2019

- Update City Website
- Replace Equipment for City Council Communications
- Capital Improvement Plan (20 year)
- Administrator Transition
- Emergency Generators
- Multi-Use Skating Rink
- Street Extensions – Richard Avenue SE & Fifth Avenue SE
- Traffic Issues with Heritage Boulevard
- Sliding Hill
- City Facility Water Bottle Filling Stations
- 2018 Pavement Management Program
- Continue Marketing Plan and Economic Development Efforts to Diversity and Increase Tax Base
- Maintain City and Development Standards
- Future Debt Plan
- CDD/EDD Staffing Plan
- Committee Structure Change
- Comprehensive Plan
- Social Media – Facebook
- Legacy Park Access
- Lodging Tax
- Liquor Store Facility Improvements
- Lower Water/Sewer Bills

2018

- City Website
- Equipment for City Council Communications
- 20 Year Capital Improvement Plan
- Administrator Transition
- Emergency Generators
- Multi-use Skating Rink
- Street Extensions – Richard Avenue SE & 5th Avenue NE
- Traffic Issues on Heritage Boulevard
- Sliding Hill

- City Facility Water Bottle Refill Stations
- 2018 Pavement Management Program
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2017

- Annexation of Surrounded Properties
- Dog Park – Phase 1 Project
- Consider Relocation of Pleasure Rink
- City Comprehensive Plan Update
- 2017 Pavement Management Program
- Palomino Road Reconstruction
- Railroad Avenue Sidewalk/Trail
- 2017 Liquor Store Tastings Event
- Liquor Store Project Review
- Public Works & Police Department Storage Building Project
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2016

- 2016 Elections – Implement Polling Places
- Adopt New EDA Marketing Plan
- Hotel Project Options
- 5th Avenue NE Extension – Develop Funding 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 (Franchise Fees were implemented)
- 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
- Need to 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
- Capital Replacement Fund – Municipal Building Reserve
- Review and Recommendation regarding Utility Billing
- Review CSAH 5 Traffic and Congestion Issues
- Main Street Traffic Issues
- Continue Economic Development Efforts to Diversify and Increase the Tax Base.

2011

- Restructure City Government

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

2009
- Complete Long-Term Financial Plan
- Commercial Tax Base
- Disaster Plan
- New Personnel Policy
- City Multi Modal Transportation Plan

2008
- Water Treatment Plant
- Long Term Financial Plan
- Marketing Plan, Strategic Downtown Plan, and Commercial Base

2007
- Increase Commercial Base
- Develop a Marketing Plan for the City
- Public Safety
- Develop a Strategic Downtown Plan
- Stabilize and/or reduce taxes
- Long term financial planning
- Transportation Needs
- Better Communications
- Council By-Laws
- Controls on Spending
- Collecting Dollars due City for Services Rendered
- Enhanced Housing Stock Planning
- Water Treatment Plant
- Annexation Policy
- Review of Service Providers
- Planning Commission / Advisory Boards
- Liquor Store Project
- Discussion of Future Annexations
- Healthier City
- Recreation Opportunities
- Codification
- Phase III Street / Utility Improvements
- Comprehensive Economic Plan
- Intergovernmental Communications
- Viable Comprehensive Plan

2006
- No Record of Goal Session

2005
- Performance Review on all Boards
- Training
- Comprehensive Plan- Participation by all Boards
- Submission of Agenda Items for Boards

J.

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 19, 2021
Subject: 2021 Goal Setting Discussion Items

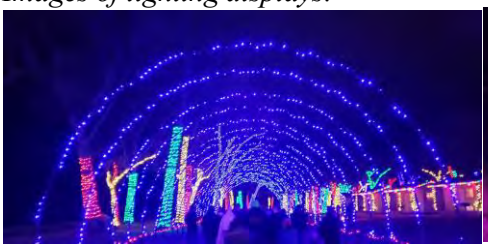
Below are discussion items to determine if the City would like to consider implementation?

1. Holiday Lighting Display and Community Involvement

Many cities have a holiday lighting display for people in the community to view. Bluebird Park could potentially make a great location for a drive-through display to be placed on both sides of 1st Avenue through the windy section of the road from the Basketball Court area to Isanti Parkway and/or also a walk-along display near the paved trail. This activity could be started by the City by allocating funds but also could involve area businesses and organizations to help grow the event through sponsorship and support. The cost varies widely on the size of each display. If the City was looking to start this on their own, it is recommended to allocate $10-15,000. There are very few outlets within the BB Park area. Cost to trench in new outlets would be approximately $500-1000 for each outlet depending on location.

There are also cities who have a Holiday decorating contest. This would be similar to when the City had the "Mayor's Great Yard Award" where there would be a 1st, 2nd, and 3rd place winner for best decorated house/business.

Images of lighting displays:






2. Veteran's Memorial on/near Bluebird Park Amphitheater

3. Lighting and Snow Making at the Sledding Hill

4. Speed Limits Reduced to 20 mph in Developments

5. Smart Irrigation Controller Reimbursement Program

The City of Burnsville implemented a smart irrigation controller reimbursement program. The smart controller is purchased by the homeowner (approximately $200-300) and uses Wifi and a weather app. It replaces the rain sensor and will monitor the weather and water when needed. The City of Burnsville have seen a reduction in water usage from the residents that have them installed. Burnsville has been doing the rebate program for 3 years. They reimburse up to $200. They have about 100 new people sign up for the program each year and they think they have between 300 and 400 people.

6. Workforce Housing

Over the last couple of months staff has been contacted by some multi-family housing developers. They are interested in building "workforce" housing in Isanti and are looking for incentives. Workforce housing is defined as housing affordable to households earning between 60% and 120% of the area medium income (AMI). According to the last US Census the AMI for Isanti County is $74,616. That means workforce housing is targeting people with incomes of $44,769 to $89,539 according to these numbers. While it appears affordable it may not be affordable to everyone. Low income is defined as those earning less than 50% of AMI, so workforce housing is not targeting this demographic.

To measure affordability in housing, we look at cost-burden households, the accepted standard for cost-burden household is a household that spends 35% or more of household income on housing costs. According to HHH Capstone East Central MN Housing Study "the city of Isanti has over 25% of households cost-burdened by their housing, which indicates a significant need for additional affordable housing."

Based on past conversations it seems the Council isn't interested in providing incentives for this type of housing. Staff would like to confirm this trend or discuss further with the council. According to HHH Capstone East Central MN Housing Study, "a growing population increases the demand for additional housing including mutli-family and senior".

7. Business Registration

In 2019 the EDA intern sent a letter to all businesses in the City requesting information on business information and contact information. We use this to update our business listings on the webpage and to keep an accurate employee count. Included on that form is a space for emergency contact information that the Police Department, Fire Department and Isanti Dispatch use (this information is not shared with the public). The return rate on these forms was rather disappointing. As stated, this information is valuable to many departments and for many reasons.

Staff would like to discuss the possibility of requiring something like this for businesses in Isanti. It would be a business registration (not a license) that we require of every business to fill out on an annual basis (if nothing changes, they don't have to fill out), when they first open or when changes occur. We would keep this as one form and Community Development would share the information with PD, FD, and Isanti Dispatch, that way there is only one form. This would also help staff get a better handle on when new businesses come to town. Right now, if new businesses come to town staff is not notified unless they need a permit or some other approvals. If they are permitted and are not doing any remodeling, they move in without staff even knowing about it. Implementing a program like this will take some staff time to notify existing businesses, realtors, management companies and property owners. If this becomes a requirement, we may want to put this into ordinance form so that it is enforceable and easy for people to find when they are looking for business requirements within the city.

Business Registration

Business Information

Date: _____ Business Name: _____

Type of Business: _____

Address: _____

Main Phone Number: _____ E-mail: _____

Webpage: _____ Number of Employees: _____

Property Information

Name of Property Owner or Manager: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Square Footage of Space: _____ Is Space Sprinkled: Y/N

Chemicals/Hazardous Materials onsite? Yes/No. If yes please provide a list:

_____

_____

_____

Emergency Contact Information*

Contact Name: _____ Phone number: _____

Key Holder*

Primary Name: _____ Phone Number(s): _____

Secondary Name: _____ Phone Number(s): _____

□ Check here if you want to be added to the Business Listing on the City's webpage

*** This information is confidential and not for public viewing. This information will be provided to the Isanti Police Department, Isanti Fire District and Isanti County Dispatch and is for emergency purposes only.*

Please return form to Community Development Director Sheila Sellman at City Hall or ssellman@cityofisanti.us

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 2, 2021 – 7:00 P.M.
CITY HALL

Seating may be limited. If you would like to send in a comment for Public Comment or a Public Hearing to be read on your behalf, please submit to the City Clerk jstrand@cityofisanti.us or (763) 762-5759

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes
1. January 19, 2021- Regular Meeting of the City Council
2. January 19, 2021- Committee of the Whole Meeting
3. January 19, 2021- Goal Setting Session
4. December 15, 2020- Planning Commission Meeting

H. Announcements

1. CITY OFFICES CLOSED	Monday, February 15, 2021 *(In Observance of Presidents Day)*
2. Committee of the Whole	Tuesday, February 16, 2021 at 5:00 p.m.
3. City Council Meeting	Tuesday, February 16, 2021 at 7:00 p.m.
4. Planning Commission Meeting	**CANCELLED**

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2021-XXX Approving Partnership Agreement Between the City of Isanti and the East Central Regional Library *(Rachel Howell)*

City Administrator Josi Wood
2. Resolution 2021-XXX A Policy on Metal Detecting on City Property

Community Development Director Sheila Sellman
3. Resolution 2021-XXX Approving the Preliminary Plat for Fairway Greens North
4. Resolution 2021-XXX Approving the Preliminary Plat, Final Plat Isanti Centennial Complex 7th Rearrangement

L. Approve Consent Agenda
1. Payroll in the Amount of $113,930.76 Accounts Payable in the Amount of $395,182.73

2. Resolution 2021-XXX Authorizing the Repair of Well II Pump
3. Resolution 2021-XXX Authorizing the Replacement of the Isanti Community Center Sprinkler System
4. Resolution 2021-XXX Requesting Advancement of Municipal State Aid Funds
5. Resolution 2021-XXX Extending Agreement with Falcon National Bank for Banking Services
6. Resolution 2021-XXX Authorizing Purchase of Radar Speed Sign
7. Resolution 2021-XXX Approving the Hire of Part-Time Liquor Store Clerk II for Emily Nelson

M. Other Communications

1. Review Conflict of Interest Policy

N. Closed Session

1. Closed Session for Discussions to Purchase Real Property PID 16.077.0020 Pursuant to Minnesota Statutes Section 13D.05 Subd3(c)

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 19, 2021 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:04 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Human Resources Director Katie Brooks, Chief of Police Travis Muyres, Community Development Specialist Ryan Saltis, City Engineer Jason Cook, Public Services Director Matt Sylvester and Community Development Director Sheila Sellman

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Bergley to approve agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes
1. January 5, 2021- Regular Meeting of the City Council
2. December 1, 2020 Economic Development Authority Meeting

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1.	Park, Recreation & Culture Board Meeting	**CANCELLED**
2.	City Council Meeting	Tuesday, February 2, 2021 at 7:00 p.m.
3.	EDA Meeting	Tuesday, February 2, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

City Administrator Josi Wood

1. Resolution 2021-XXX A Policy on Metal Detecting on City Property

City Administrator Josi Wood shared that staff looked into what other cities had for a metal detecting policy and unfortunately the response was low but there was a city that provided a waiver. Wood stated that she had put together a policy and waiver for Council consideration.

A motion was made by Lundeen to postpone for further discussion at the February 2nd City Council meeting, seconded by Collison. Motion passed 5-0. Motion carried.

2. Resolution 2021-012 Approving the Special Event Application for the 2021 Downtown Street Dance

City Administrator Josi Wood shared that this is a Special Event Permit for the Street Dances. The bands included are Bad Jack, The Farmer's Daughters, Skitzo Fonic and Good for Gary which are slated to play from 7-11 p.m. Wood further shared that the street dances will follow suit from previous years with blocking off streets between noon and 2:00 p.m. to allow for stage setup. The only thing that may need consideration is if an amphitheater is built, amending this Special Event Permit to have something there.

Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

Public Services Director

3. Resolution 2021-013 Approving Operation of the Compost Site

Public Services Director Matt Sylvester shared that the hours coincide with last year's dates with opening Tuesday, April 20th and closing Sunday, November 7th with the first three Sundays and last three Sundays be open as well as Saturdays throughout the Summer. The only holiday it would be closed for is July 3rd for the 4th of July holiday.

Motion by Lundeen, second by Gordon to approve resolution as presented. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $116,649.26 and Accounts Payable in the Amount of $776,808.73
2. **Resolution 2021-014** Designating a Polling Place
3. **Resolution 2021-015** 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 2021-016** Approving Staff to Submit Applications for Grants Pertaining to Activities and Programs in Police Department for 2021
5. **Resolution 2021-017** Authorizing Purchase of 2021 AWD Dodge Charger and Associated Equipment
6. **Resolution 2021-018** Authorizing Engineering Services for the Liquor Store Site Improvements

Councilor Gordon asked if the cost of purchasing the charger went up because of inflation.

Chief of Police Travis Muyres stated the cost was due to inflation not adding in additional equipment.

Motion by Lundeen, second by Bergley to approve consent agenda as presented. Motion passed 5-0. Motion carried.

M. Other Communications

1. December and Annual Police Department Reports
2. December Code Enforcement Officer Report
3. December Building Inspector Report
4. January Engineering Project Status Report

City Administrator Josi Wood shared that the City had just received the owners and conference report for the property at 401 1st Ave which is the Police Department/ Fire District lot and she would be sending that to Fire Chief Al Jankovich to review in the morning so they can review for their board meeting that evening.

Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:16 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 19, 2021 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:01 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (arrived at 5:05 p.m.), Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, City Engineer Jason Cook, Public Services Director Matt Sylvester, Finance Director Mike Betker, Liquor Store Manager John Jacobi, Chief of Police Travis Muyres and Human Resources Director Katie Brooks

Others Present: Attorney Tim Sullivan

D. Public Comment
None

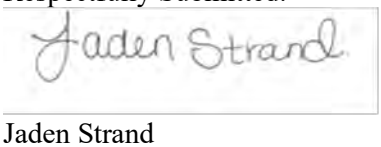
E. Committee Meeting Items

1. Policy(s) Discussion

- Staff was looking for consensus for which positions are permitted to take a City vehicle home.
- Staff is also looking for consensus on parameters around such a policy.
- Lexipol Policy conflicts with City Policy.
- Staff is looking for consensus if Council would like all policies to come to Council for review or follow current process outlined by Personnel Policy.
- Consensus from Committee of the Whole is approval be sought by the City Administrator for staff to drive City vehicle home.
- Consensus from Committee of the Whole is that the individual does not live beyond the farthest point in the County however further discussions regarding mileage was requested.

F. Adjournment
Meeting was adjourned at 6:09 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL GOAL SETTING WORK SESSION
TUESDAY, JANUARY 19, 2021
5:30 PM
CITY HALL

Mayor Johnson called the meeting to order at 6:15 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison.

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, City Engineer Jason Cook, Public Services Director Matt Sylvester, Finance Director Mike Betker, Liquor Store Manager John Jacobi, Human Resources Director Katie Brooks and Chief of Police Travis Muyres

D. Welcome and Review Purpose of Goal Setting Session
City Administrator Josi Wood shared that the purpose of a goal setting session is to develop consensus to determine top priorities for 2021, provide direction on the 2021-2022 budget principles, and develop a prioritization of 2021 projects. It also gives a workplan for staff that helps determine if there is other staff needed in areas.

E. Existing Council Approved/ On-going Plans
City Administrator Josi Wood shared that Memo E consisted of existing Council approved/ on-going plans.

F. 2020 Goals and Progress Summary
City Administrator Josi Wood shared that Memo F consisted of 2020 Goals and Progress Summary

G. 2021-2023 Budgeted Projects in CIP
City Administrator Josi Wood shared that Memo G are the top bucket items that are within the Capital Improvement Plan slated for years 2021, 2022 and 2023.

H. Current Staffing Plan
City Administrator Josi Wood shared that Memo H consisted of the current and future City Organizational Chart. Future changes include 1 Full-Time Utility Lead in 2023, 1 Full-Time Police Officer in 2024, Increase Community Services Officer to Full-Time in 2022 and 2 Part-Time Liquor Store Clerks in 2021.

I. 2005 – 2019 Established Council Goals for Reference

City Administrator Josi Wood shared that Memo I consisted of previous goals from year 2005-2019.

J. Goal Setting Discussion Items and Staff's Supporting Documentation

1. Holiday Lighting Display and Community Involvement
    - Recommendation from City Council is for staff to present options of funding sources to Committee of the Whole for further discussion.

2. Veteran's Memorial on/near Bluebird Park Amphitheater
    - Recommendation from City Council is for staff to reach out to VFW to see if they want to donate to put in a Veteran's Memorial and reach out to the City of Cambridge to see the cost for their Veteran's Memorial and bring to Committee of the Whole for further discussion.

3. Lighting and Snowing Making at the Sledding Hill
    - Recommendation from City Council is to bring back for further discussion.

4. Speed Limits Reduced to 20 mph in Developments
    - Recommendation from City Council to look into purchasing a flashing speed limit sign and brackets so the sign can move around town and for staff to bring speed data to Committee of the Whole for further discussion.

A motion was made by Bergley, seconded by Collison to postpone the remainder of the meeting to after the Planning Commission meeting later that evening. Motion passed 5-0. Motion carried.

Mayor Johnson reopened the meeting at 8:30 p.m.

5. Smart Irrigation Controller Reimbursement Program
    - Recommendation from City Council is for staff to look into the program and zoning requirement further and bring to Committee of the Whole for further discussion.

6. Workforce Housing
    - Consensus from City Council is there is no interest in providing incentives for workforce housing and there is potential interest in providing incentives for senior housing.

7. Business Registration
    - Consensus from City Council is to not require businesses to register.

8. *Other Items Added at Meeting*
    - Mayor Johnson stated he would like a car allowance for the City Administrator discussed at Committee of the Whole. City Administrator Wood stated she respectfully declines having the item for discussion.

K. Establish 2021 Goals
    - No further action was recommended.

L. Adjournment

Motion by Johnson, second by Bergley to adjourn. Motion passed 5-0. Motion carried. The meeting adjourned at 9:15 p.m.

Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, December 15, 2020
VIA ZOOM

1. Meeting Opening

A. **Call to Order**: Chair Johnson called the meeting to order at 7:40pm.
B. **Pledge of Allegiance**
C. **Roll Call:** Commissioners present: Jeff Johnson, Paul Bergley, Jimmy Gordon, Steve Lundeen, Dan Collison, Arissya Simon. Members absent: Alexander Collins.
Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
D. **Agenda Modifications:** None

2. Meeting Minutes

A. Approval of Minutes from November 17, 2020 Planning Commission Meeting. Motion by Collison to approve, second by Bergley, motion passes 5-0. We were unable to hear Commissioner Simon.

3. Public Hearing

A. Ordinance Amending the City Zoning Code, Ordinance 445 Section 16 signs: Sellman gave the staff report and explained this amendment was at the direction of the Planning Commission. The change is only for the Highway 65 Overlay District. No one from the public spoke on this item. Gordon stated we already require them to have landscaping around the sign and the business owner knows their business and should be able to have a sign that they think is best. There was discussion on how the Highway 65 corridor is the gateway to the city and it should be held to a higher standard. Motion by Lundeen to approve the ordinance amendment as presented, second by Collison, motion passed 3-2. Bergley and Gordon No. We were unable to hear Commissioner Simon.

B. Ordinance Amending the City Zoning Code, Ordinance 445, Section 6 Residential Districts: Sellman gave the staff report and explained that Fire Station is a Conditional Use in the R-3A district and as part of the sale to the Fire District we need to add Fire Station as a permitted use. No one from the public spoke on this item. Motion by Collison to approve, second by Lundeen, motion passed 5-0. We were unable to hear Commissioner Simon.

4. Other Business: None

5. Discussion Item

A. Concept Plan: Sellman gave the staff report on a housing concept plan for 80-acres north of Cajima adjacent to the golf course. The proposal includes a mix of single-family residential development of about 174 lots. The Commission would like to see some type of open space for this area, but is not interested in a city park. The site has some challenges with wetlands and the gas easement. Overall, the Planning Commission was in favor of the development. We were unable to hear Commissioner Simon.

6. Adjournment: Motion by Bergley, second by Lundeen to adjourn, motion passed 5-0 meeting adjourned at 8:18pm. We were unable to hear Commissioner Simon.

Respectfully Submitted by Sheila Sellman Community Development/Secretary.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Jaden Strand, City Clerk
Date: February 2, 2021
Subject: Resolution 2021-XXX to Extend Partnership Agreement with ECRL

Background:
East Central Regional Library (ECRL) Assistant Director Rachel Garret Howell will be present to provide an update on the Library Outreach Stop, and request to extend the Partnership Agreement through the year 2021.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2021-XXX Approving Partnership Agreement Between the City of Isanti and the East Central Regional Library
- Partnership Agreement

RESOLUTION 2021-XXX

APPROVING PARTNERSHIP AGREEMENT BETWEEN THE CITY OF ISANTI AND THE EAST CENTRAL REGIONAL 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), relating to an ECRL Outreach Stop in Isanti City Hall; and,

WHEREAS, the ECRL 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 2021;

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 through the year 2021; that are hereby attached as 'Exhibit A' and made a part of this resolution.

This resolution was duly adopted by the Isanti City Council this 2nd day of February 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
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 provide weekly service at the stop
- A minimum of 350 items of library materials and may be adjusted to serve the needs of the public as needed
- Insurance on equipment and materials owned by ECRL
- Weekly delivery service and rotation of collection with new items on a regular schedule
- Maintenance of checkout-dedicated computer, software, scanner and receipt printer

The Community will provide:

- An appropriate facility, handicapped-accessible, with a handicapped-accessible public restroom
- Insurance to protect property and community owned contents
- Insurance to protect against liability
- Internet connectivity to central library catalog and databases – line capacity to be a minimum of 1 MBS
- Maintenance of the book drop
- Parking to accommodate visitors to the outreach stop
- Shoveling of walkways
- Adequate space within that facility for a 14’ x 14’ minimum Outreach Stop area
- Signage to establish Outreach Stop for East Central Regional Library
- Shelving for a minimum of 350 books and other items
- Comfortable seating and reading tables for 5-8 customers at time
- Utilities for the facility

- Cleaning of the facility
- Security for library computer, equipment and materials when not in active use
- Maintenance of any community-provided computer equipment

The site will be evaluated once a year. If, at the end of each evaluation, the site is determined not viable for the regional library system, or not valuable to the community, ECRL or the community may terminate this agreement with 30 days' notice, without penalty or recrimination. If adequate funding is provided, if the ECRL Board approves and the outreach stop is determined to be viable and valuable to all parties, the agreement may be renewed annually.

Signed _____ Date 01/22/2021
Regional Library Director
For East Central Regional Library

Signed _____ Date _____
Mayor or City Council Designee
For the Community of Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: February 2, 2021
Subject: Resolution 2021-XXX Metal Detecting Policy and Waiver

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This item was postposed from the January 19th Council meeting to obtain more information from the resident requesting to metal detect on City property.

Council requested Staff to draft a policy on metal detecting on City Property. Staff has drafted a policy that outlines rules and also a liability waiver.

Staff requests direction on who will review and approve the requests and also if there are specific areas that it will not be permitted.

Request:
Staff is requesting discussion and possible action on this item.

Attachments:
- Res 2021-XXX
- Metal Detecting Policy

RESOLUTION 2021-XXX

A POLICY FOR METAL DETECTING ON CITY PROPERTY

WHEREAS, the Council permits the public to metal detect on city property under certain rules and regulations; and,

WHEREAS, the policy is attached as 'Exhibit A'; and,

WHEREAS, the form will be reviewed and approved by the _____;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that metal detecting be permitted on city property in accordance with the attached policy and waiver liability form.

This Resolution is hereby approved by the Isanti City Council this 2nd day of February 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

City of Isanti, Minnesota
Metal Detecting Policy and
Waiver and Release

Please read carefully before signing.

1. I seek permission from the City of Isanti, Minnesota (the "City") to metal detect on the property at _____ (the "Activity") on _____(date(s)).

2. My participation in the Activity is voluntary. I know and am aware of all the dangers associated with my participation in this Activity. Said risks may include injury or accident to person (including death) or property or other loss, and I freely, voluntarily, and with such knowledge assume any and all such risks while performing the Activity.

3. I agree to remove any and all trash found in connection with metal detecting this property and to not leave any areas disturbed due to this Activity.

4. I agree to follow all State and Federals laws including but not limited to not detecting on or near any sacred area or area having archaeological importance.

5. Items of historical or monetary significance will be given to the City.

6. I understand and agree that neither the City nor any person acting on behalf of the City, may be held liable in any way for any event which occurs in connection with this Activity which may result in harm, death, injury or other damage to me. This waiver of liability does not waive liability for any injuries that I obtain as the result of willful, wanton or intentional misconduct by the City or any person acting on behalf of the City.

7. I agree to defend, indemnify and hold harmless the City for any expense or liability the City may incur as a result of my conduct, actions or omissions while performing the Activity.

8. I have read the above and understand the legal significance of signing this document.

_____	_____
Name (Please Print)	Business Name, if applicable
_____	_____
Street Address	City, State, Zip
_____	_____
Signature	Date

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: February 2, 2021
Subject: Request by Homepride, Inc for consideration of a Preliminary Subdivision and a Planned Unit Development called "Fairway Greens North" at PID's 16.020.1000 and 16.020.0803

Request: Request by Homepride, Inc for consideration of a Preliminary Subdivision and a Planned Unit Development called "Fairway Greens North" located north of Cajima and adjacent to the golf course.

Overview/Background: The developers, Homepride Inc, currently own the subject two parcels that are 40 acres each in size. These parcels are currently zoned R-1, Single Family Residential. The comp plan guides these parcels as low density residential. The preliminary plat consists of 167 single family lots that range in size from 9,600 square feet to as large as 2.52 acres. The developer has indicated there will be a mix of single-family housing types in this development. From slab on grade to two-story houses. The developer has designed this plat using the R-3 zoning district as a guide but is requesting reduced setbacks. This will be accomplished through a Planned Unit Development. The following table represents zoning districts and their minimum requirements.

Zoning Dist.	Lot Size	Lot width	Front Setback	Side Setback	Rear Setback
R-1	11,000 sq.ft.	80 ft.	30 ft.	10 ft.	30 ft.
R-2	9,000 sq. ft.	75 ft.	30 ft.	10 ft.	30 ft.
R-3A	7,500 sq. ft.	60 ft.	30 ft.	10 ft.	30 ft.
Proposed	9,600 sq. ft.	60 ft.	30 ft.	8 ft.	20 ft.

As proposed the average lot size is 16, 439 square feet. Density for this development is about 2 units/acre which is line with the low-density land use designation. It is not clear if the lots along the golf course will have reduced setbacks as on the plat they appear to be less. If these are patio homes it is typical to see a 5-10' setback around the entire dwelling.

Natural Areas/trees
This parcel is difficult to develop with the large number of wetlands and trees present. The developer is proposing to fill in some of the wetlands and purchase wetland credits. A wetland mitigation report will need to be submitted and approved before development can begin, this could be broken into phases as the lots are developed. A tree removal and replacement plan has been submitted. The maximum replacement required by code is 8 tree/acre. The plantable area (not including wetlands, forested areas, and stormwater ponds) is about 56.6 acres therefore requiring 453 replacement trees. The Landscape requirements for residential development is 2 trees per lot, the Council will need to

decide if they want to allow this requirement to be satisfied with the tree replacement plan or if they want to require this in addition to the replacement plan.

Parks and Trails
An existing bike trail extends north from 8th Ave NE and ends near the south parcel of the proposed development. This trail abruptly ends at the development's south portion and could be a possibility for extension. Sidewalks are shown throughout the development per city code requirements.
A 3.61-acre lot is shown on the preliminary plat as park space. This will be open space and will not be improved with equipment. The City Council will need to determine if they want to accept this park and provide a park dedication per city code. If the city does accept this space it should be platted as an outlot.

Streets
The main access to the development is from 7th Ave NE with one way in and one way out. The fire code requires that single family development with more than 30 units shall provide two separate and approved fire apparatus access roads. In addition, dead-end fire apparatus access roads in excess of 150 feet in length shall provide an approved area for turn arounds. A second access should be added, a suggestion is to create an additional access off 8th street and connect to the proposed cul-de-sac. This could be part of the phasing plan; the second access should be added once 80 lots are platted. The proposed streets are public and are subject to city code requirements.

Planning Commission:
The Planning Commission held a public hearing on this item at their January 19, 2021 meeting. No one from the public spoke on this item and the applicant was available for questions. The Commission discussed the access in great lengths and agreed that a second access is warranted and were satisfied with the future connections shown. The Commission did recommend that at the entrance of the site be limited to no parking on the north side of the street, this should alleviate the Fire Departments concern with access. City code requires two trees per residential lot, the developer is proposing to have the tree replacement count towards this landscape requirements. The board agreed but stated they should have at least 2 trees per lot in the front or in the back of the lot and it can include the replanted trees. The replanting of the trees is ultimately the responsibility of the developer. The Certificate of Occupancy will not be issued if the lot does not have two trees planted, do however he wants to work that out with the builders is up to him and the city will not be involved in that process. The Commission recommends the Council consider providing a credit in park dedication for the small park per city code.
The Planning Commission recommend approval with the conditions listed in the staff report and the addition of parking restrictions at the entrance. This has been reflected in the conditions list below.

Staff Recommendation:
Staff recommends approval of the Preliminary Plat with several conditions. The conditions with strikethrough are what the Planning Commission recommend removing and underlined is what they added.
Conditions of approval:

1. All comments and concerns in the City Engineers memo dated January 13, 2021 should be met.
2. ~~All comments and conditions of the Fire Chiefs memo dated January 14, 2021 should be met.~~
3. Minimum lot size shall be 9,600 square feet.
4. Setbacks for the principal structure shall be as follows: Front 30' Side 8' Rear 20'

5. Clarification on the lots along the golf course and what those setbacks will be.
6. A phasing plan shall be submitted.
7. Final Plat be submitted and approved
8. 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.
9. 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.
10. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.
11. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.
12. Any conditions added by the Planning Commission
13. No parking at the entrance of the development on the north side of the road to the first intersection
14. Park dedication credit may be given for the park per City Code requirements

Attachments:

- Resolution
- Preliminary Plat
- Tree removal and Planting Plan
- City Engineer Memo
- Fire Chief Memo

RESOLUTION 2021-XXX

APPROVING THE PRELIMINARY PLAT FOR FAIRWAY GREENS NORTH

WHEREAS, Homepride Inc**.** has made application for Preliminary Plat approval for Fairway Greens North, PID 16.020.0803 and 160.00.1000; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Preliminary Plat on January 19, 2021; and,

WHEREAS, all required notices regarding the public hearing were posted and sent to property owners within 350' of the subject parcels;

WHEREAS, the City Council reviewed the Preliminary Plat request at the February 2, 2021 meeting, and,

NOW, THEREFORE, BE IT RESOLVED by the City of Isanti, Minnesota that it hereby approves the requested Preliminary Plat approval for Fairway Greens North with the following conditions:

1. All comments and concerns in the City Engineers memo dated January 13, 2021 should be met.
2. ~~All comments and conditions of the Fire Chiefs memo dated January 14, 2021 should be met.~~
3. Minimum lot size shall be 9,600 square feet.
4. Setbacks for the principal structure shall be as follows: Front 30' Side 8' Rear 20'
5. Clarification on the lots along the golf course and what those setbacks will be.
6. A phasing plan shall be submitted.
7. Final Plat be submitted and approved
8. 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.
9. 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.
10. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.
11. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.
12. Any conditions added by the Planning Commission
13. <u>No parking at the entrance of the development on the north side of the road to the first intersection</u>
14. <u>Park dedication credit may be given for the park per City Code requirements</u>

Adopted by the City of Isanti City Council this 2nd day of February 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Preliminary Plat of
FAIRWAY GREENS NORTH

CITY OF ISANTI
SEC. 1, T. 35, R. 23

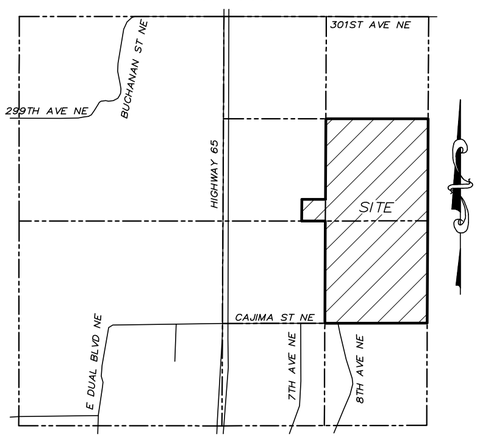
0 50 100 200
(SCALE IN FEET)

NORTH LINE OF THE SE 1/4 OF NE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
N89°59'57"E 1,326.17
WEST LINE OF THE SE 1/4 OF NE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
N00°17'16"E 1043.83
EAST LINE OF THE SE 1/4 OF NE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
S00°17'25"W 1323.24
WEST LINE OF THE NE 1/4 OF SE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
N00°16'16"E 1326.00
EAST LINE OF THE NE 1/4 OF SE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
S00°15'26"W 1324.83
SOUTH LINE OF THE NE 1/4 OF SE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
S89°55'22"W 1326.45
NORTH LINE OF THE NE 1/4 OF SE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
N89°58'25"E 1326.12
S89°58'25"W 305.10
N89°58'25"E 305.12
N00°17'07"E 280.00
280.00
NORTHERN NATURAL GAS PIPELINE EASEMENT SHOWN PER 2003 SURVEY BY ANDERSON LAND SURVEYING
NORTHERN NATURAL GAS PIPELINE EASEMENT SHOWN PER 2003 SURVEY BY ANDERSON LAND SURVEYING
WETLAND
PROPOSED POND AREA
PROPOSED POND AREA
PROPOSED POND AREA
PROPOSED 3.61 ACRE PARK
LOT 1
ARTS AND SCIENCE ADDITION
OUTLOT A
7TH AVE NE
CAJIMA ST NE

LOT AREAS

	Lot Area	Max. Lot Coverage		Lot Area	Max. Lot Coverage
Block 1			Block 5		
Lot 1	110,095 s.f.	22,019 s.f.	Lot 16	14,675 s.f.	4,403 s.f.
Lot 2	21,550 s.f.	6,465 s.f.	Lot 17	15,111 s.f.	4,534 s.f.
Lot 3	16,180 s.f.	4,854 s.f.	Lot 18	15,548 s.f.	4,665 s.f.
Lot 4	18,598 s.f.	5,580 s.f.	Lot 19	8,542 s.f.	2,563 s.f.
Lot 5	33,827 s.f.	8,457 s.f.	Lot 20	12,800 s.f.	3,840 s.f.
Block 2			Lot 21	12,800 s.f.	3,840 s.f.
Lot 1	31,992 s.f.	7,998 s.f.	Lot 22	12,800 s.f.	3,840 s.f.
Lot 2	23,198 s.f.	5,800 s.f.	Lot 23	11,200 s.f.	3,360 s.f.
Lot 3	25,026 s.f.	6,257 s.f.	Lot 24	10,123 s.f.	3,037 s.f.
Lot 4	18,020 s.f.	5,406 s.f.	Lot 25	12,688 s.f.	3,807 s.f.
Lot 5	13,569 s.f.	4,071 s.f.	Lot 26	12,800 s.f.	3,840 s.f.
Lot 6	12,799 s.f.	3,840 s.f.	Lot 27	15,740 s.f.	4,722 s.f.
Lot 7	12,800 s.f.	3,840 s.f.	Lot 28	11,830 s.f.	3,549 s.f.
Lot 8	12,800 s.f.	3,840 s.f.	Lot 29	11,200 s.f.	3,360 s.f.
Lot 9	12,800 s.f.	3,840 s.f.	Lot 30	11,200 s.f.	3,360 s.f.
Lot 10	15,899 s.f.	4,770 s.f.	Lot 31	11,513 s.f.	3,454 s.f.
Lot 11	16,666 s.f.	5,000 s.f.	Block 6		
Lot 12	17,211 s.f.	5,164 s.f.	Lot 1	19,515 s.f.	5,855 s.f.
Lot 13	19,421 s.f.	5,827 s.f.	Lot 2	17,183 s.f.	5,155 s.f.
Lot 14	21,632 s.f.	6,490 s.f.	Lot 3	15,658 s.f.	4,698 s.f.
Lot 15	23,842 s.f.	5,961 s.f.	Lot4	14,841 s.f.	4,453 s.f.
Lot 16	26,052 s.f.	6,513 s.f.	Lot 5	14,633 s.f.	4,390 s.f.
Lot 17	50,713 s.f.	10,143 s.f.	Lot 6	14,621 s.f.	4,387 s.f.
Lot 18	88,914 s.f.	17,783 s.f.	Lot 7	11,199 s.f.	3,360 s.f.
Lot 19	72,399 s.f.	14,480 s.f.	Lot 8	9,600 s.f.	2,880 s.f.
Lot 20	57,770 s.f.	11,554 s.f.	Lot 9	9,600 s.f.	2,880 s.f.
Lot 21	13,047 s.f.	3,915 s.f.	Lot 10	9,600 s.f.	2,880 s.f.
Lot 22	13,047 s.f.	3,915 s.f.	Lot 11	12,510 s.f.	3,753 s.f.
Lot 23	16,000 s.f.	4,800 s.f.	Lot 12	19,766 s.f.	5,930 s.f.
Lot 24	9,600 s.f.	2,880 s.f.	Lot 13	16,721 s.f.	5,017 s.f.
Lot 25	11,708 s.f.	3,513 s.f.	Lot 14	17,533 s.f.	5,260 s.f.
Block 3			Lot 15	46,040 s.f.	9,208 s.f.
Lot 1	20,525 s.f.	6,158 s.f.	Lot 16	82,591 s.f.	16,519 s.f.
Lot 2	14,954 s.f.	4,487 s.f.	Lot 17	10,150 s.f.	3,045 s.f.
Lot 3	24,427 s.f.	6,107 s.f.	Lot 18	12,826 s.f.	3,848 s.f.
Lot 4	12,492 s.f.	3,748 s.f.	Lot 19	14,623 s.f.	4,387 s.f.
Lot 5	14,257 s.f.	4,278 s.f.	Lot 20	20,359 s.f.	6,108 s.f.
Lot 6	15,822 s.f.	4,747 s.f.	Lot 21	33,509 s.f.	8,378 s.f.
Lot 7	84,962 s.f.	16,993 s.f.	Lot 22	28,533 s.f.	7,134 s.f.
Lot 8	45,155 s.f.	9,031 s.f.	Lot 23	18,809 s.f.	5,643 s.f.
Lot 9	21,903 s.f.	5,476 s.f.	Lot 24	10,097 s.f.	3,030 s.f.
Lot 10	10,839 s.f.	3,252 s.f.	Lot 25	9,595 s.f.	2,879 s.f.
Lot 11	9,597 s.f.	2,880 s.f.	Lot 26	9,594 s.f.	2,879 s.f.
Lot 12	9,597 s.f.	2,880 s.f.	Lot 27	9,594 s.f.	2,879 s.f.
Lot 13	9,596 s.f.	2,879 s.f.	Lot 28	9,594 s.f.	2,879 s.f.
Lot 14	9,595 s.f.	2,879 s.f.	Lot 29	9,594 s.f.	2,879 s.f.
Lot 15	9,594 s.f.	2,879 s.f.	Lot 30	9,592 s.f.	2,878 s.f.
Lot 16	9,593 s.f.	2,878 s.f.	Lot 31	9,592 s.f.	2,878 s.f.
Lot 17	9,592 s.f.	2,878 s.f.	Lot 32	9,592 s.f.	2,878 s.f.
Lot 18	9,489 s.f.	2,847 s.f.	Lot 33	9,591 s.f.	2,878 s.f.
Block 4			Lot 34	9,590 s.f.	2,877 s.f.
Lot 1	9,702 s.f.	2,911 s.f.	Lot 35	9,590 s.f.	2,877 s.f.
Lot 2	9,600 s.f.	2,880 s.f.	Lot 36	9,588 s.f.	2,877 s.f.
Lot 3	9,600 s.f.	2,880 s.f.	Lot 37	9,588 s.f.	2,877 s.f.
Lot 4	9,600 s.f.	2,880 s.f.	Lot 38	9,588 s.f.	2,877 s.f.
Lot 5	9,600 s.f.	2,880 s.f.	Lot 39	9,588 s.f.	2,877 s.f.
Lot 6	9,600 s.f.	2,880 s.f.	Lot 40	9,588 s.f.	2,877 s.f.
Lot 7	9,600 s.f.	2,880 s.f.	Lot 41	9,695 s.f.	2,909 s.f.
Lot 8	9,600 s.f.	2,880 s.f.	Block 7		
Lot 9	9,593 s.f.	2,878 s.f.	Lot 1	12,900 s.f.	3,870 s.f.
Lot 10	13,534 s.f.	4,061 s.f.	Lot 2	9,600 s.f.	2,880 s.f.
Lot 11	13,868 s.f.	4,161 s.f.	Lot 3	9,600 s.f.	2,880 s.f.
Lot 12	10,284 s.f.	3,086 s.f.	Lot4	9,600 s.f.	2,880 s.f.
Lot 13	11,016 s.f.	3,305 s.f.	Lot 5	9,600 s.f.	2,880 s.f.
Lot 14	10,141 s.f.	3,043 s.f.	Lot 6	9,600 s.f.	2,880 s.f.
Lot 15	9,600 s.f.	2,880 s.f.	Lot 7	9,600 s.f.	2,880 s.f.
Lot 16	9,600 s.f.	2,880 s.f.	Lot 8	9,600 s.f.	2,880 s.f.
Lot 17	9,600 s.f.	2,880 s.f.	Lot 9	9,600 s.f.	2,880 s.f.
Lot 18	9,600 s.f.	2,880 s.f.	Lot 10	9,600 s.f.	2,880 s.f.
Lot 19	9,600 s.f.	2,880 s.f.	Lot 11	9,600 s.f.	2,880 s.f.
Lot 20	20,729 s.f.	6,219 s.f.	Lot 12	13,051 s.f.	3,916 s.f.
Block 5			Lot 13	11,200 s.f.	3,360 s.f.
Lot 1	11,798 s.f.	3,540 s.f.	Lot 14	10,774 s.f.	3,233 s.f.
Lot 2	17,252 s.f.	5,176 s.f.	Lot 15	9,293 s.f.	2,788 s.f.
Lot 3	18,941 s.f.	5,683 s.f.	Lot 16	9,293 s.f.	2,788 s.f.
Lot 4	14,624 s.f.	4,388 s.f.	Lot 17	9,293 s.f.	2,788 s.f.
Lot 5	14,290 s.f.	4,287 s.f.	Lot 18	9,293 s.f.	2,788 s.f.
Lot 6	13,956 s.f.	4,187 s.f.	Lot 19	19,084 s.f.	5,726 s.f.
Lot 7	13,622 s.f.	4,087 s.f.	Lot 20	13,312 s.f.	3,994 s.f.
Lot 8	11,834 s.f.	3,551 s.f.	Lot 21	13,300 s.f.	3,990 s.f.
Lot 9	12,484 s.f.	3,746 s.f.	Lot 22	13,300 s.f.	3,990 s.f.
Lot 10	12,809 s.f.	3,843 s.f.	Lot 23	13,300 s.f.	3,990 s.f.
Lot 11	8,739 s.f.	2,622 s.f.	Lot 24	13,294 s.f.	3,989 s.f.
Lot 12	8,705 s.f.	2,612 s.f.	Lot 25	16,944 s.f.	5,084 s.f.
Lot 13	11,744 s.f.	3,524 s.f.	Lot 26	14,719 s.f.	4,416 s.f.
Lot 14	13,802 s.f.	4,141 s.f.	Lot 27	10,691 s.f.	3,208 s.f.
Lot 15	14,238 s.f.	4,272 s.f.			

VICINITY MAP
Section 20, T.35, R.23
City of Isanti
"No Scale"



FLOOD ZONE
THIS SITE IS INCLUDED ON FLOOD INSURANCE RATE MAP–COMMUNITY PANEL NUMBERS 27059C0190D
THE SITE IS LOCATED WITHIN FLOOD ZONE 'X'

OWNER
Homepride, Inc.
Josh Savageau
11806 Aberdeen St NE
Blaine, Minnesota 55449

WETLANDS NOTE
THE WETLANDS SHOWN HEREON ARE PER DELINEATION MAPS PROVIDED BY DILLON, CERTIFIED WETLAND DELINEATOR WITH LOGANS EXCAVATING.

ZONING DISTRICT
R–3 Low Density Multiple Family District

LOT REQUIREMENTS
R–3 Low Density Multiple Family District
Minimum Front Yard Setback 30 feet

Minimum Side Yard Setback 8 feet

Minimum Rear Yard Setback 20 feet

Minimum Lot Sizes
Detached Single Family 7,500 sq. ft.
Two–Family 7,000 sq. ft. per unit
Townhomes 6,000 sq. ft. per unit

Minimum Lot Width 60 feet

PROPERTY DESCRIPTIONS (Per Isanti County GIS)
The Northeast Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

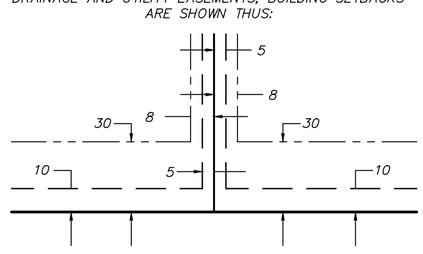
AND

The Southeast Quarter of the Northeast Quarter of Section 20 Township 35, Range 23, Isanti County, Minnesota.

AND

That part of the Southwest Quarter of the Northeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, described as follows: That part of the South 280 feet of said Southwest Quarter of the Northeast Quarter lying east of the West 1021 feet thereof.

DRAINAGE AND UTILITY EASEMENTS, BUILDING SETBACKS ARE SHOWN THUS:

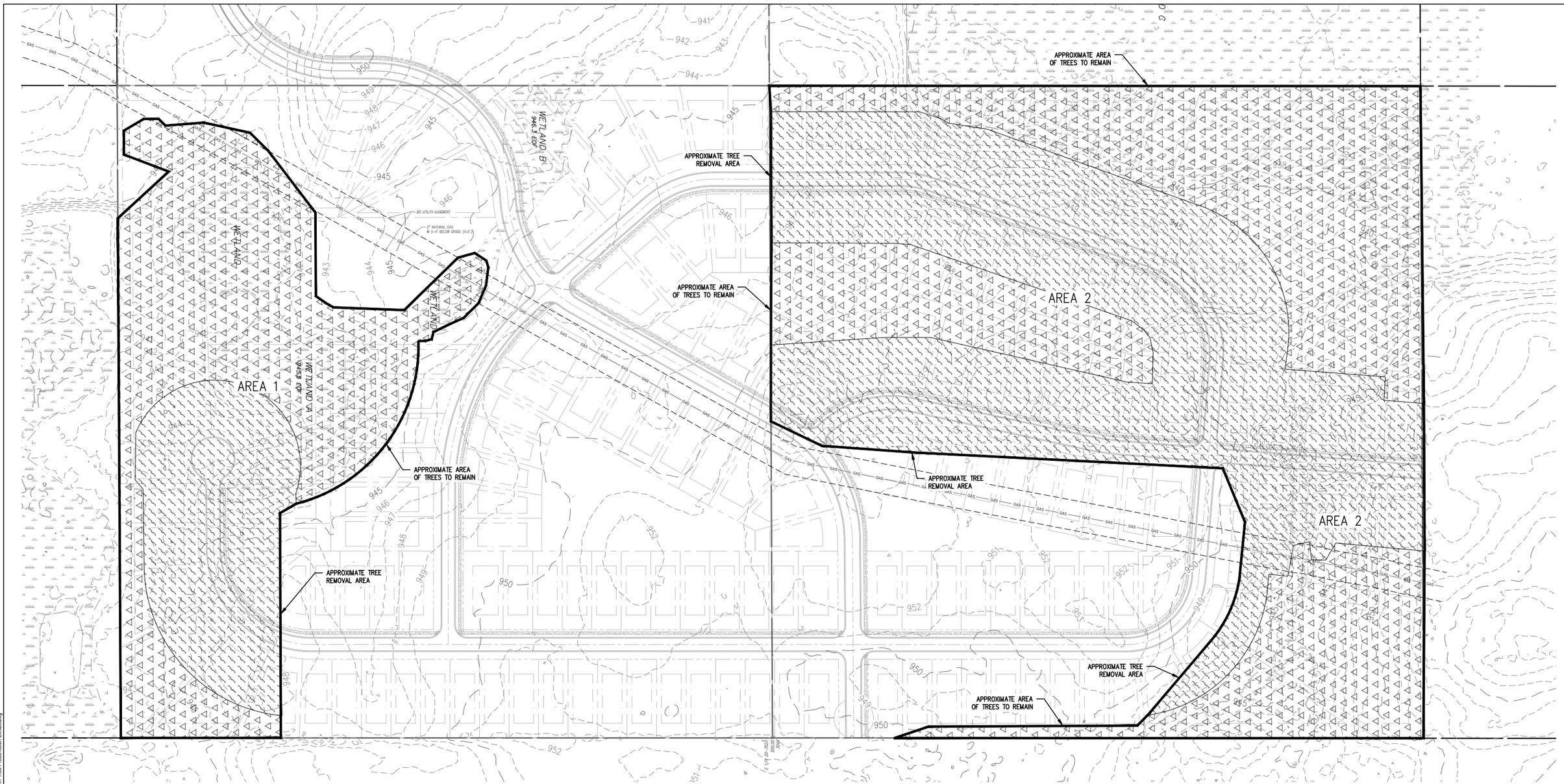


EASEMENTS: BEING 5 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 10 FEET IN WIDTH, AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

SETBACKS: BEING 8 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 30 FEET IN WIDTH, AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

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LHB
PERFORMANCE DRIVEN DESIGN.
LHBcorp.com
324 Garfield St S | Cambridge, MN 55008 | 763.689.4042



TREE REMOVAL TOTALS		
ID	TREE REMOVALS (AC)	TREES TO REMAIN (AC)
AREA 1	3.94	8.00
AREA 2	14.83	13.94
TOTAL	18.77	21.94

LEGEND

AREA OF TREE REMOVAL

AREA OF TREES TO REMAIN

...mjpost\BIM 360\LHB\200645-Fairway Greens North\Project Files\Drawings\200645 EX1 Tree Preservation Exhibit.dwg

1 01/08/2021 PRELIMINARY PLAT REVIEW
NO DATE ISSUED FOR

CLIENT:
HOMEPRIDE, INC.
1500 211th Ave NW
Oak Grove, MN 55011

LHB PERFORMANCE DRIVEN DESIGN.
LHBcorp.com
701 Washington Ave. N, Ste 200 | Minneapolis, MN 55401 | 612.338.2029

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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 Landscape Architect under the laws of the State of Minnesota.

SIGNATURE: _____

TYPED OR PRINTED NAME: MARK ANDERSON REG. NO.: 12553 DATE: 01/08/2021

CHECK BY:

DRAWN BY:

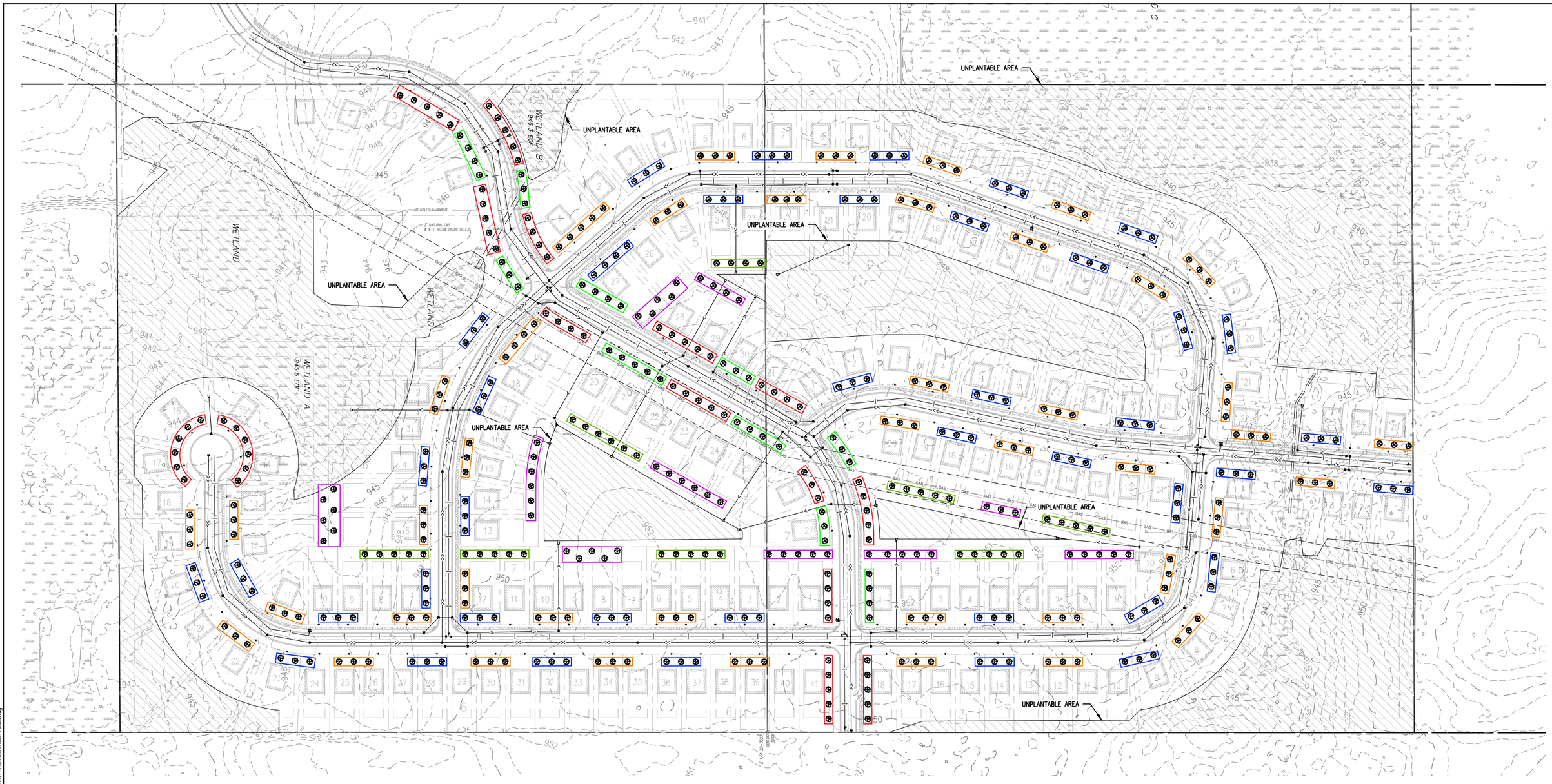
PROJECT #:
200645

0 50' 100' 200'

TREE PRESERVATION EXHIBIT

FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET
EX. 1



PLANT LIST						
LEGEND	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	TREE COUNT	PERCENT TOTAL
	ACER FREEMANII	AUTUMN BLAZE MAPLE	2 1/2" CAL.	30' O.C.	71	15.7%
	TILIA CORDATA	LITTLE LEAF LINDEN	2 1/2" CAL.	30' O.C.	36	8.0%
	QUERCUS PALUSTRIS	PIN OAK	2 1/2" CAL.	30' O.C.	132	29.1%
	GLEDITSIA TRIACANTHOS INERMIS	HONEY LOCUST	2 1/2" CAL.	30' O.C.	124	27.4%
	ACER SACCHARUM	SUGAR MAPLE	2 1/2" CAL.	30' O.C.	50	11.0%
	QUERCUS MACROCARPA	BUR OAK	2 1/2" CAL.	30' O.C.	40	8.8%

SHEET NOTES

1. AVAILABLE PLANTING AREA (AREA NOT IN WETLAND, STORMWATER POND, OR EXISTING TREE COVER) =2,465,070 SF (56.6 AC)
   REQUIRED TREES=8 TREES/AC * 56.6 AC = 453 TREES
   PROVIDED TREES=453
2. TREE LOCATIONS ARE APPROXIMATE. TREES MAY BE ADJUSTED BY THE DEVELOPER TO AVOID DRIVEWAYS OR OTHER SIMILAR BUILDING ELEMENTS.

...mjtoot\BIM 360\LHB\200645-Fairway Greens North\Project Files\Drawings\200645 EX1 Tree Preservation Exhibit.dwg

NO	DATE	ISSUED FOR
1	01/08/2021	PRELIMINARY PLAT REVIEW

CLIENT:
HOMEPRIDE, INC.
1500 211th Ave NW
Oak Grove, MN 55011

LHB PERFORMANCE DRIVEN DESIGN.
LHBcorp.com
701 Washington Ave. N. Ste 200 | Minneapolis, MN 55401 | 612.338.2029

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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 Landscape Architect under the laws of the State of Minnesota.

SIGNATURE: _____

TYPED OR PRINTED NAME: MARK ANDERSON REG. NO.: 12553 DATE: 01/08/2021

CHECK BY:

DRAWN BY:

PROJECT #: 200645

0 50' 100' 200'

TREE PRESERVATION EXHIBIT

FAIRWAY GREENS NORTH

OAK GROVE, MN

SHEET EX. 2

Preliminary Plat of
FAIRWAY GREENS NORTH

CITY OF ISANTI
SEC. 1, T. 35, R. 23

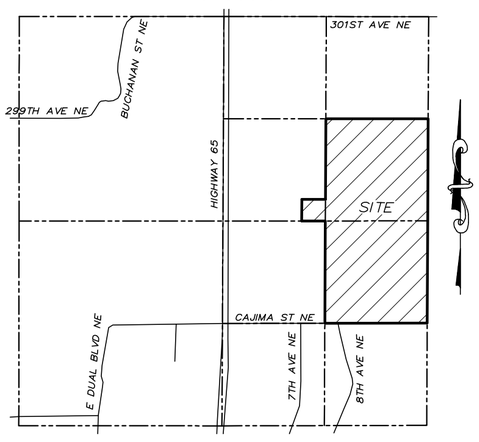
0 50 100 200
(SCALE IN FEET)

NORTH LINE OF THE SE 1/4 OF NE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
N89°59'57"E 1,326.17
WEST LINE OF THE SE 1/4 OF NE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
N00°17'16"E 1043.83
EAST LINE OF THE SE 1/4 OF NE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
S00°17'25"W 1323.24
WEST LINE OF THE NE 1/4 OF SE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
N00°16'16"E 1326.00
EAST LINE OF THE NE 1/4 OF SE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
S00°15'26"W 1324.83
SOUTH LINE OF THE NE 1/4 OF SE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
S89°55'22"W 1326.45
NORTH LINE OF THE NE 1/4 OF SE 1/4, SECTION 20, TOWNSHIP 35, RANGE 23
N89°58'25"E 1326.12
S89°58'25"W 305.10
N89°58'25"E 305.12
N00°17'07"E 280.00
280.00
NORTHERN NATURAL GAS PIPELINE EASEMENT SHOWN PER 2003 SURVEY BY ANDERSON LAND SURVEYING
NORTHERN NATURAL GAS PIPELINE EASEMENT SHOWN PER 2003 SURVEY BY ANDERSON LAND SURVEYING
WETLAND
PROPOSED POND AREA
PROPOSED POND AREA
PROPOSED POND AREA
PROPOSED 3.61 ACRE PARK
LOT 1
ARTS AND SCIENCE ADDITION
OUTLOT A
7TH AVE NE
CAJIMA ST NE

LOT AREAS

	Lot Area	Max. Lot Coverage		Lot Area	Max. Lot Coverage
Block 1			Block 5		
Lot 1	110,095 s.f.	22,019 s.f.	Lot 16	14,675 s.f.	4,403 s.f.
Lot 2	21,550 s.f.	6,465 s.f.	Lot 17	15,111 s.f.	4,534 s.f.
Lot 3	16,180 s.f.	4,854 s.f.	Lot 18	15,548 s.f.	4,665 s.f.
Lot 4	18,598 s.f.	5,580 s.f.	Lot 19	8,542 s.f.	2,563 s.f.
Lot 5	33,827 s.f.	8,457 s.f.	Lot 20	12,800 s.f.	3,840 s.f.
Block 2			Lot 21	12,800 s.f.	3,840 s.f.
Lot 1	31,992 s.f.	7,998 s.f.	Lot 22	12,800 s.f.	3,840 s.f.
Lot 2	23,198 s.f.	5,800 s.f.	Lot 23	11,200 s.f.	3,360 s.f.
Lot 3	25,026 s.f.	6,257 s.f.	Lot 24	10,123 s.f.	3,037 s.f.
Lot 4	18,020 s.f.	5,406 s.f.	Lot 25	12,688 s.f.	3,807 s.f.
Lot 5	13,569 s.f.	4,071 s.f.	Lot 26	12,800 s.f.	3,840 s.f.
Lot 6	12,799 s.f.	3,840 s.f.	Lot 27	15,740 s.f.	4,722 s.f.
Lot 7	12,800 s.f.	3,840 s.f.	Lot 28	11,830 s.f.	3,549 s.f.
Lot 8	12,800 s.f.	3,840 s.f.	Lot 29	11,200 s.f.	3,360 s.f.
Lot 9	12,800 s.f.	3,840 s.f.	Lot 30	11,200 s.f.	3,360 s.f.
Lot 10	15,899 s.f.	4,770 s.f.	Lot 31	11,513 s.f.	3,454 s.f.
Lot 11	16,666 s.f.	5,000 s.f.	Block 6		
Lot 12	17,211 s.f.	5,164 s.f.	Lot 1	19,515 s.f.	5,855 s.f.
Lot 13	19,421 s.f.	5,827 s.f.	Lot 2	17,183 s.f.	5,155 s.f.
Lot 14	21,632 s.f.	6,490 s.f.	Lot 3	15,658 s.f.	4,698 s.f.
Lot 15	23,842 s.f.	5,961 s.f.	Lot4	14,841 s.f.	4,453 s.f.
Lot 16	26,052 s.f.	6,513 s.f.	Lot 5	14,633 s.f.	4,390 s.f.
Lot 17	50,713 s.f.	10,143 s.f.	Lot 6	14,621 s.f.	4,387 s.f.
Lot 18	88,914 s.f.	17,783 s.f.	Lot 7	11,199 s.f.	3,360 s.f.
Lot 19	72,399 s.f.	14,480 s.f.	Lot 8	9,600 s.f.	2,880 s.f.
Lot 20	57,770 s.f.	11,554 s.f.	Lot 9	9,600 s.f.	2,880 s.f.
Lot 21	13,047 s.f.	3,915 s.f.	Lot 10	9,600 s.f.	2,880 s.f.
Lot 22	13,047 s.f.	3,915 s.f.	Lot 11	12,510 s.f.	3,753 s.f.
Lot 23	16,000 s.f.	4,800 s.f.	Lot 12	19,766 s.f.	5,930 s.f.
Lot 24	9,600 s.f.	2,880 s.f.	Lot 13	16,721 s.f.	5,017 s.f.
Lot 25	11,708 s.f.	3,513 s.f.	Lot 14	17,533 s.f.	5,260 s.f.
Block 3			Lot 15	46,040 s.f.	9,208 s.f.
Lot 1	20,525 s.f.	6,158 s.f.	Lot 16	82,591 s.f.	16,519 s.f.
Lot 2	14,954 s.f.	4,487 s.f.	Lot 17	10,150 s.f.	3,045 s.f.
Lot 3	24,427 s.f.	6,107 s.f.	Lot 18	12,826 s.f.	3,848 s.f.
Lot 4	12,492 s.f.	3,748 s.f.	Lot 19	14,623 s.f.	4,387 s.f.
Lot 5	14,257 s.f.	4,278 s.f.	Lot 20	20,359 s.f.	6,108 s.f.
Lot 6	15,822 s.f.	4,747 s.f.	Lot 21	33,509 s.f.	8,378 s.f.
Lot 7	84,962 s.f.	16,993 s.f.	Lot 22	28,533 s.f.	7,134 s.f.
Lot 8	45,155 s.f.	9,031 s.f.	Lot 23	18,809 s.f.	5,643 s.f.
Lot 9	21,903 s.f.	5,476 s.f.	Lot 24	10,097 s.f.	3,030 s.f.
Lot 10	10,839 s.f.	3,252 s.f.	Lot 25	9,595 s.f.	2,879 s.f.
Lot 11	9,597 s.f.	2,880 s.f.	Lot 26	9,594 s.f.	2,879 s.f.
Lot 12	9,597 s.f.	2,880 s.f.	Lot 27	9,594 s.f.	2,879 s.f.
Lot 13	9,596 s.f.	2,879 s.f.	Lot 28	9,594 s.f.	2,879 s.f.
Lot 14	9,595 s.f.	2,879 s.f.	Lot 29	9,594 s.f.	2,879 s.f.
Lot 15	9,594 s.f.	2,879 s.f.	Lot 30	9,592 s.f.	2,878 s.f.
Lot 16	9,593 s.f.	2,878 s.f.	Lot 31	9,592 s.f.	2,878 s.f.
Lot 17	9,592 s.f.	2,878 s.f.	Lot 32	9,592 s.f.	2,878 s.f.
Lot 18	9,489 s.f.	2,847 s.f.	Lot 33	9,591 s.f.	2,878 s.f.
Block 4			Lot 34	9,590 s.f.	2,877 s.f.
Lot 1	9,702 s.f.	2,911 s.f.	Lot 35	9,590 s.f.	2,877 s.f.
Lot 2	9,600 s.f.	2,880 s.f.	Lot 36	9,588 s.f.	2,877 s.f.
Lot 3	9,600 s.f.	2,880 s.f.	Lot 37	9,588 s.f.	2,877 s.f.
Lot 4	9,600 s.f.	2,880 s.f.	Lot 38	9,588 s.f.	2,877 s.f.
Lot 5	9,600 s.f.	2,880 s.f.	Lot 39	9,588 s.f.	2,877 s.f.
Lot 6	9,600 s.f.	2,880 s.f.	Lot 40	9,588 s.f.	2,877 s.f.
Lot 7	9,600 s.f.	2,880 s.f.	Lot 41	9,695 s.f.	2,909 s.f.
Lot 8	9,600 s.f.	2,880 s.f.	Block 7		
Lot 9	9,593 s.f.	2,878 s.f.	Lot 1	12,900 s.f.	3,870 s.f.
Lot 10	13,534 s.f.	4,061 s.f.	Lot 2	9,600 s.f.	2,880 s.f.
Lot 11	13,868 s.f.	4,161 s.f.	Lot 3	9,600 s.f.	2,880 s.f.
Lot 12	10,284 s.f.	3,086 s.f.	Lot4	9,600 s.f.	2,880 s.f.
Lot 13	11,016 s.f.	3,305 s.f.	Lot 5	9,600 s.f.	2,880 s.f.
Lot 14	10,141 s.f.	3,043 s.f.	Lot 6	9,600 s.f.	2,880 s.f.
Lot 15	9,600 s.f.	2,880 s.f.	Lot 7	9,600 s.f.	2,880 s.f.
Lot 16	9,600 s.f.	2,880 s.f.	Lot 8	9,600 s.f.	2,880 s.f.
Lot 17	9,600 s.f.	2,880 s.f.	Lot 9	9,600 s.f.	2,880 s.f.
Lot 18	9,600 s.f.	2,880 s.f.	Lot 10	9,600 s.f.	2,880 s.f.
Lot 19	9,600 s.f.	2,880 s.f.	Lot 11	9,600 s.f.	2,880 s.f.
Lot 20	20,729 s.f.	6,219 s.f.	Lot 12	13,051 s.f.	3,916 s.f.
Block 5			Lot 13	11,200 s.f.	3,360 s.f.
Lot 1	11,798 s.f.	3,540 s.f.	Lot 14	10,774 s.f.	3,233 s.f.
Lot 2	17,252 s.f.	5,176 s.f.	Lot 15	9,293 s.f.	2,788 s.f.
Lot 3	18,941 s.f.	5,683 s.f.	Lot 16	9,293 s.f.	2,788 s.f.
Lot 4	14,624 s.f.	4,388 s.f.	Lot 17	9,293 s.f.	2,788 s.f.
Lot 5	14,290 s.f.	4,287 s.f.	Lot 18	9,293 s.f.	2,788 s.f.
Lot 6	13,956 s.f.	4,187 s.f.	Lot 19	19,084 s.f.	5,726 s.f.
Lot 7	13,622 s.f.	4,087 s.f.	Lot 20	13,312 s.f.	3,994 s.f.
Lot 8	11,834 s.f.	3,551 s.f.	Lot 21	13,300 s.f.	3,990 s.f.
Lot 9	12,484 s.f.	3,746 s.f.	Lot 22	13,300 s.f.	3,990 s.f.
Lot 10	12,809 s.f.	3,843 s.f.	Lot 23	13,300 s.f.	3,990 s.f.
Lot 11	8,739 s.f.	2,622 s.f.	Lot 24	13,294 s.f.	3,989 s.f.
Lot 12	8,705 s.f.	2,612 s.f.	Lot 25	16,944 s.f.	5,084 s.f.
Lot 13	11,744 s.f.	3,524 s.f.	Lot 26	14,719 s.f.	4,416 s.f.
Lot 14	13,802 s.f.	4,141 s.f.	Lot 27	10,691 s.f.	3,208 s.f.
Lot 15	14,238 s.f.	4,272 s.f.			

VICINITY MAP
Section 20, T.35, R.23
City of Isanti
"No Scale"



FLOOD ZONE
THIS SITE IS INCLUDED ON FLOOD INSURANCE RATE MAP–COMMUNITY PANEL NUMBERS 27059C0190D
THE SITE IS LOCATED WITHIN FLOOD ZONE 'X'

OWNER
Homepride, Inc.
Josh Savageau
11806 Aberdeen St NE
Blaine, Minnesota 55449

WETLANDS NOTE
THE WETLANDS SHOWN HEREON ARE PER DELINEATION MAPS PROVIDED BY DILLON, CERTIFIED WETLAND DELINEATOR WITH LOGANS EXCAVATING.

ZONING DISTRICT
R–3 Low Density Multiple Family District

LOT REQUIREMENTS
R–3 Low Density Multiple Family District
Minimum Front Yard Setback 30 feet

Minimum Side Yard Setback 8 feet

Minimum Rear Yard Setback 20 feet

Minimum Lot Sizes
Detached Single Family 7,500 sq. ft.
Two–Family 7,000 sq. ft. per unit
Townhomes 6,000 sq. ft. per unit

Minimum Lot Width 60 feet

PROPERTY DESCRIPTIONS (Per Isanti County GIS)
The Northeast Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

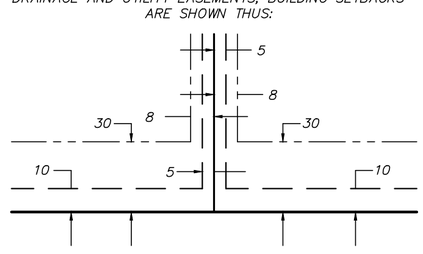
AND

The Southeast Quarter of the Northeast Quarter of Section 20 Township 35, Range 23, Isanti County, Minnesota.

AND

That part of the Southwest Quarter of the Northeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, described as follows: That part of the South 280 feet of said Southwest Quarter of the Northeast Quarter lying east of the West 1021 feet thereof.

DRAINAGE AND UTILITY EASEMENTS, BUILDING SETBACKS ARE SHOWN THUS:



EASEMENTS: 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.

SETBACKS: BEING 8 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 30 FEET IN WIDTH, AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

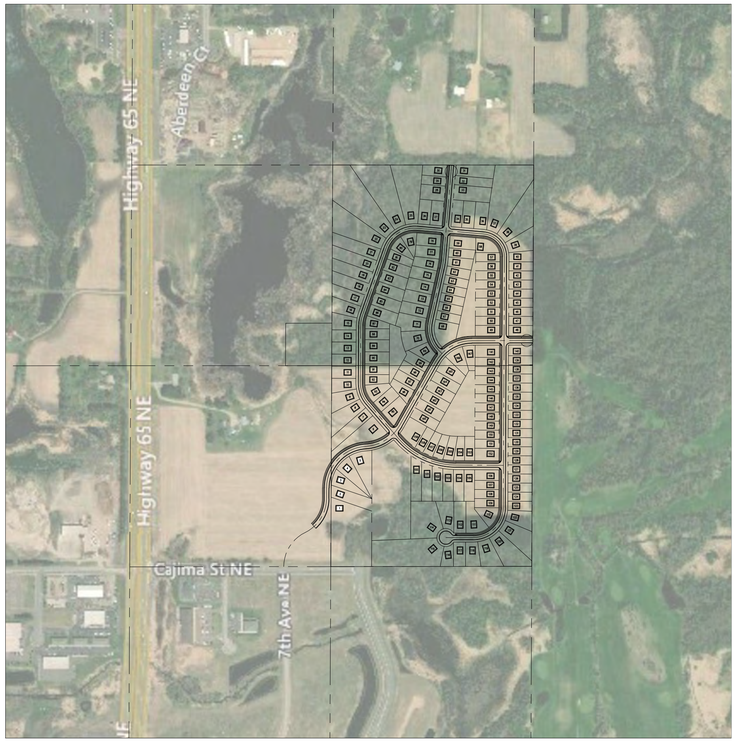
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LHBcorp.com
324 Garfield St S | Cambridge, MN 55008 | 763.689.4042

FAIRWAY GREENS NORTH

PRELIMINARY PLAT FOR FAIRWAY GREENS NORTH

GRADING, AGGREGATE BASE, BITUMINOUS PAVEMENT, SIDEWALK, CURB & GUTTER, STORM SEWER,
STORMWATER INFILTRATION PONDS AND UTILITIES



GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

INDEX OF SHEETS

SHEET NO.	DESCRIPTION
G001	TITLE SHEET
C002	CONSTRUCTION CHARTS
C101	STORMWATER POLLUTION PREVENTION PLAN (SWPPP)
C102	EROSION CONTROL INDEX PLAN
C103–108	EROSION CONTROL PLAN
C201	GRADING AND UTILITY INDEX PLAN
C202–207	GRADING AND UTILITY PLANS
C401	SURFACING INDEX PLAN
C402–407	SURFACING PLANS
C501	CIVIL DETAILS

– THIS PLAN CONTAINS XXX SHEETS –

UTILITY NOTE

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ ASCE 38–02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION OF EXISTING SUBSURFACE UTILITY DATA".

SCALES

PLAN 40 ft.

INDEX MAP 100 ft.

CITY APPROVALS

APPROVED: ISANTI CITY ENGINEER DATE:

APPROVED: ISANTI PUBLIC WORKS DIRECTOR DATE:

NO	DATE	ISSUED FOR
2	01/08/2021	PRELIMINARY PLAT REVIEW
1	12/21/2020	PRELIMINARY PLAT REVIEW

CLIENT:
HOMEPRIDE, INC.
1500 211th Ave NW
Oak Grove, MN 55011

PERFORMANCE DRIVEN DESIGN.
LHBcorp.com
701 Washington Ave. N, Ste 200 | Minneapolis, MN 55401 | 612.338.2029

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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.

SIGNATURE:

TYPED OR PRINTED NAME: ADAM BESSE REG. NO.: 52597 DATE: 12/18/2020

CHECK BY: AFB

DRAWN BY: MJJ

PROJECT #: 200645

TITLE SHEET

FAIRWAY GREENS NORTH OAK GROVE, MN

SHEET G001

J:\hjhunit\BIM 360\LHB\200645-Fairway Greens North\Project Files\Drawings\200645 G001 Title Sheet.dwg

BLOCK / LOT	DESIGN	GARAGE ELEV	ENTRY ELEV	BASEMENT ELEV
1	LOOKOUT	949.6	951.27	943.27
2	LOOKOUT	951.72	953.39	945.39
3	LOOKOUT	951.14	952.81	944.81
4	LOOKOUT	949.18	950.85	942.85
5	LOOKOUT	948.73	950.4	942.4
6	LOOKOUT	950.36	952.03	944.03
7	LOOKOUT	949.94	951.61	943.61
8	LOOKOUT	949.66	951.33	943.33
9	LOOKOUT	949.43	951.1	943.1
10	LOOKOUT	949.2	950.87	942.87
11	LOOKOUT	948.9	950.57	942.57
12	LOOKOUT	948.58	950.25	942.25
13	LOOKOUT	948.33	950	942
14	LOOKOUT	948.4	950.07	942.07
15	LOOKOUT	948.78	950.45	942.45
16	WALKOUT	949.18	950.85	942.85
17	WALKOUT	949.69	951.36	943.36
18	LOOKOUT	950.17	951.84	943.84
19	WALKOUT	950.65	952.32	944.32
20	WALKOUT	951.13	952.8	944.8
21	WALKOUT	951.61	953.28	945.28
22	WALKOUT	952.09	953.76	945.76
23	WALKOUT	952.47	954.14	946.14
24	WALKOUT	952.9	954.57	946.57
25	WALKOUT	953.31	954.98	946.98
26	WALKOUT	953.77	955.44	947.44
27	BASEMENT	954	955.67	947.67
28	LOOKOUT	952.24	953.91	945.91
29	SPLIT	952.02	953.69	949.69
30	SPLIT	952.39	954.06	950.06
31	SPLIT	952.61	954.28	950.28
32	LOOKOUT	952.14	953.81	945.81
33	LOOKOUT	952.27	953.94	945.94
34	BASEMENT	954.88	956.55	948.55
35	LOOKOUT	955.24	956.91	948.91
36	WALKOUT	955.56	957.23	949.23
37	WALKOUT	955.84	957.51	949.51
38	WALKOUT	956.11	957.78	949.78
39	WALKOUT	956.37	958.04	950.04
40	WALKOUT	956.52	958.19	950.19
41	WALKOUT	956.56	958.23	950.23
42	WALKOUT	956.46	958.13	950.13
43	WALKOUT	956.24	957.91	949.91
44	WALKOUT	956	957.67	949.67
45	WALKOUT	955.77	957.44	949.44
46	WALKOUT	955.53	957.2	949.2
47	LOOKOUT	955.29	956.96	948.96
48	LOOKOUT	955.05	956.72	948.72
49	WALKOUT	954.85	956.52	948.52
50	WALKOUT	955.18	956.85	948.85
51	WALKOUT	955.41	957.08	949.08
52	WALKOUT	955.65	957.32	949.32
53	WALKOUT	955.89	957.56	949.56
54	WALKOUT	956.13	957.8	949.8
55	WALKOUT	956.35	958.02	950.02
56	WALKOUT	956.46	958.13	950.13
57	WALKOUT	956.43	958.1	950.1
58	WALKOUT	955.51	957.18	949.18
59	LOOKOUT	955.35	957.02	949.02
60	WALKOUT	956.08	957.75	949.75
61	WALKOUT	956.64	958.31	950.31
62	WALKOUT	956.98	958.65	950.65
63	WALKOUT	957.05	958.72	950.72
64	WALKOUT	956.79	958.46	950.46
65	WALKOUT	956.34	958.01	950.01
66	WALKOUT	955.9	957.57	949.57
67	WALKOUT	955.44	957.11	949.11
68	WALKOUT	954.89	956.56	948.56
69	LOOKOUT	953.89	955.56	947.56
70	LOOKOUT	953.75	955.42	947.42
71	LOOKOUT	954.26	955.93	947.93

BLOCK / LOT	DESIGN	GARAGE ELEV	ENTRY ELEV	BASEMENT ELEV
72	LOOKOUT	954.75	956.42	948.42
73	LOOKOUT	955.36	957.03	949.03
74	LOOKOUT	955.95	957.62	949.62
75	LOOKOUT	956.55	958.22	950.22
76	LOOKOUT	956.95	958.62	950.62
77	LOOKOUT	956.79	958.46	950.46
78	LOOKOUT	956.04	957.71	949.71
79	LOOKOUT	954.23	955.9	947.9
80	LOOKOUT	952.95	954.62	946.62
81	LOOKOUT	952.13	953.8	945.8
82	LOOKOUT	951.55	953.22	945.22
83	LOOKOUT	951.15	952.82	944.82
84	LOOKOUT	950.67	952.34	944.34
85	BASEMENT	950.2	951.87	943.87
86	BASEMENT	949.72	951.39	943.39
87	BASEMENT	949.24	950.91	942.91
88	BASEMENT	948.68	950.35	942.35
89	BASEMENT	948.26	949.93	941.93
90	BASEMENT	948.14	949.81	941.81
91	BASEMENT	948.33	950	942
92	BASEMENT	948.63	950.3	942.3
93	BASEMENT	948.9	950.57	942.57
94	BASEMENT	949.4	951.07	943.07
95	BASEMENT	949.82	951.49	943.49
96	BASEMENT	950.28	951.95	943.95
97	BASEMENT	951.67	953.34	945.34
98	BASEMENT	951.97	953.64	945.64
99	BASEMENT	952.25	953.92	945.92
100	BASEMENT	952.54	954.21	946.21
101	WALKOUT	951.74	953.41	945.41
102	WALKOUT	952.03	953.7	945.7
103	WALKOUT	952.28	953.95	945.95
104	WALKOUT	952.47	954.14	946.14
105	WALKOUT	952.51	954.18	946.18
106	LOOKOUT	952.36	954.03	946.03
107	LOOKOUT	951.75	953.42	945.42
108	LOOKOUT	951.89	953.56	945.56
109	LOOKOUT	952.13	953.8	945.8
110	LOOKOUT	952.37	954.04	946.04
111	LOOKOUT	952.71	954.38	946.38
112	LOOKOUT	950	951.67	943.67
113	WALKOUT	949.55	951.22	943.22
114	WALKOUT	950.12	951.79	943.79
115	WALKOUT	950.35	952.02	944.02
116	WALKOUT	950.33	952	944
117	WALKOUT	950.13	951.8	943.8
118	WALKOUT	949.66	951.33	943.33
119	WALKOUT	949.96	951.63	943.63
120	WALKOUT	950.97	952.64	944.64
121	WALKOUT	952.15	953.82	945.82
122	LOOKOUT	952.73	954.4	946.4
123	LOOKOUT	952.76	954.43	946.43
124	LOOKOUT	952.55	954.22	946.22
125	LOOKOUT	952.31	953.98	945.98
126	LOOKOUT	952.07	953.74	945.74
127	LOOKOUT	951.83	953.5	945.5
128	BASEMENT	951.59	953.26	945.26
129	BASEMENT	951.61	953.28	945.28
130	BASEMENT	951.85	953.52	945.52
131	BASEMENT	952.09	953.76	945.76
132	BASEMENT	952.33	954	946
133	BASEMENT	952.57	954.24	946.24
134	BASEMENT	952.81	954.48	946.48
135	BASEMENT	953.05	954.72	946.72
136	LOOKOUT	953.29	954.96	946.96
137	LOOKOUT	953.53	955.2	947.2
138	LOOKOUT	953.77	955.44	947.44
139	LOOKOUT	954	955.67	947.67
140	LOOKOUT	954.25	955.92	947.92
141	LOOKOUT	954.49	956.16	948.16
142	LOOKOUT	954.28	955.95	947.95

BLOCK / LOT	DESIGN	GARAGE ELEV	ENTRY ELEV	BASEMENT ELEV
143	WALKOUT	954	955.67	947.67
144	WALKOUT	953.78	955.45	947.45
145	WALKOUT	953.54	955.21	947.21
146	LOOKOUT	953.3	954.97	946.97
147	LOOKOUT	953.06	954.73	946.73
148	LOOKOUT	952.81	954.48	946.48
149	LOOKOUT	952.57	954.24	946.24
150	LOOKOUT	952.33	954	946
151	LOOKOUT	952.09	953.76	945.76
152	LOOKOUT	951.85	953.52	945.52
153	LOOKOUT	951.6	953.27	945.27
154	LOOKOUT	952.18	953.85	945.85
155	LOOKOUT	952.32	953.99	945.99
156	LOOKOUT	952.28	953.95	945.95
157	LOOKOUT	951.03	952.7	944.7
158	LOOKOUT	951.72	953.39	945.39
159	LOOKOUT	951.4	953.07	945.07
160	LOOKOUT	951.15	952.82	944.82
161	LOOKOUT	950.85	952.52	944.52
162	LOOKOUT	951.23	952.9	944.9
163	LOOKOUT	951.51	953.18	945.18
164	LOOKOUT	951.79	953.46	945.46
165	LOOKOUT	952.07	953.74	945.74
166	LOOKOUT	952.35	954.02	946.02
167	LOOKOUT	952.62	954.29	946.29
168	LOOKOUT	952.98	954.65	946.65
169	LOOKOUT	953.37	955.04	947.04
170	LOOKOUT	953.79	955.46	947.46

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NO	DATE	ISSUED FOR
2	01/08/2021	PRELIMINARY PLAT REVIEW
1	12/21/2020	PRELIMINARY PLAT REVIEW

CLIENT:
HOMEPRIDE, INC.
1500 211th Ave NW
Oak Grove, MN 55011

PERFORMANCE DRIVEN DESIGN.
LHBcorp.com
701 Washington Ave. N, Ste 200 | Minneapolis, MN 55401 | 612.338.2029

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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.

SIGNATURE: _____

TYPED OR PRINTED NAME: ADAM BESSE REG. NO.: 52597 DATE: 12/18/2020

CHECK BY:

DRAWN BY:

PROJECT #:
200645

CONSTRUCTION CHARTS

FAIRWAY GREENS
NORTH
OAK GROVE, MN

SHEET
C002

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE

1. GENERAL

THE MINNESOTA POLLUTION CONTROL AGENCY (MPCA) REGULATES STORMWATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITY DISTURBING LAND EQUAL TO OR GREATER THAN ONE ACRE THROUGH A GENERAL STORMWATER PERMIT (PERMIT NO. MN R100001) AUTHORIZING THE DISCHARGE OF STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITY TO WATERS OF THE STATE IN COMPLIANCE WITH THE CLEAN WATER ACT AND THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM/STATE DISPOSAL SYSTEM (NPDES/SDS) PROGRAM. THE GENERAL PERMIT (PERMIT) REQUIRES THE DEVELOPMENT AND IMPLEMENTATION OF A STORM WATER POLLUTION PREVENTION PLAN (SWPPP). THE SWPPP IS A COMBINATION OF NARRATIVE, CALCULATIONS, PLANS SHEETS, AND STANDARD DETAIL SHEETS THAT ADDRESS THE FORESEEABLE CONDITIONS AT ANY STAGE IN THE CONSTRUCTION OR POST-CONSTRUCTION ACTIVITIES.

2. GENERAL AND ADMINISTRATIVE REQUIREMENTS

A. RESPONSIBLE PARTIES: THE OWNER AND GENERAL CONTRACTOR (OPERATOR)(CONTRACTOR) ARE CO-PERMITTEES OF THE PERMIT AND ARE JOINTLY RESPONSIBLE FOR COMPLIANCE WITH TERMS AND CONDITIONS OF THE PERMIT. OBTAIN AND REVIEW THE PERMIT AND COMPLY WITH PERMIT SECTIONS 3, 4, 6-24 (PERMIT PART 3.5). VERIFY THAT PERMIT REQUIREMENTS ARE SATISFIED AND COMPLETE THE BLANKS ON THIS SWPPP SHEET.

B. PERMIT APPLICATION (PERMIT ITEM 3.2): THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING WITH THE OWNER, COMPLETING THE PERMIT APPLICATION ON-LINE, AND PAYING THE APPLICATION FEE. APPLY ON-LINE AT THE MPCA CONSTRUCTION STORM WATER WEBSITE: https://www.pca.state.mn.us/water/construction-stormwater.

C. PERMIT COVERAGE (PERMIT ITEMS 3.3, 3.4): FOR PROJECTS THAT DISTURB LESS THAN 50 ACRES AND DO NOT DISCHARGE STORMWATER WITHIN 1 MILE (AERIAL RADIUS MEASUREMENT FROM PROJECT BOUNDARIES) OF A SPECIAL OR IMPAIRED WATER, PERMIT COVERAGE TYPICALLY BECOMES EFFECTIVE UPON ON-LINE APPLICATION AND COMPLETION OF THE PAYMENT PROCESS.

FOR OTHER PROJECTS, THE COMPLETE SWPPP MUST BE SUBMITTED TO THE MPCA AT LEAST 30 DAYS BEFORE THE START OF CONSTRUCTION. CONSTRUCTION MAY BEGIN AFTER ON-LINE APPLICATION, COMPLETION OF THE PAYMENT PROCESS, AND, AFTER RECEIVING A DETERMINATION LETTER FROM THE MPCA THAT REVIEW OF THE SWPPP IS COMPLETE. IF THE MPCA FAILS TO CONTACT PERMITTEES WITHIN 30 DAYS OF APPLICATION RECEIPT, COVERAGE IS EFFECTIVE 30 DAYS AFTER COMPLETING THE PAYMENT PROCESS.

* DOES THE PROJECT DISTURB 50 ACRES OR MORE? NO
* DOES THE PROJECT DISCHARGE WITHIN 1-MILE OF A SPECIAL (PERMIT ITEM 23.3-23.6) OR IMPAIRED WATER (PERMIT ITEM 23.7)? NO

IF "YES" FOR EITHER OF THE ABOVE, SUBMIT THE ONLINE APPLICATION, PAYMENT, AND THE COMPLETE SWPPP (SWPPP AND PLAN SHEETS IT REFERENCES, STORMWATER REPORT, AND SITE ASSESSMENTS FOR GROUNDWATER AND SOIL CONTAMINATION), AT LEAST 30 DAYS BEFORE THE START OF CONSTRUCTION.

DO NOT BEGIN LAND DISTURBING CONSTRUCTION ACTIVITIES UNTIL PERMIT COVERAGE IS EFFECTIVE. THE START OF ANY LAND DISTURBING ACTIVITIES SIGNIFIES THAT THE CONTRACTOR IS ASSUMING RESPONSIBILITY FOR PERMIT COVERAGE AND HAS COMPLIED WITH PERMIT REQUIREMENTS.

D. NOTIFICATION OF COVERAGE (PERMIT ITEM 3.6): THE CONTRACTOR WILL RECEIVE A NOTIFICATION OF COVERAGE FROM THE MPCA (E.G., VIA EMAIL). KEEP OR POST A COPY OF THE NOTIFICATION OF COVERAGE WITH THE SWPPP AT THE PROJECT SITE. PROVIDE COPIES TO THE OWNER AND LHB.

E. CHANGE OF COVERAGE FOR NEW OWNER OR NEW OPERATOR (PERMIT ITEMS 3.7, 3.8): FOR A NEW OWNER OR OPERATOR, THE CURRENT OWNER, AND NEW OWNER OR OPERATOR, MUST SUBMIT A "NOTICE OF TERMINATION/PERMIT MODIFICATION FORM" PRIOR TO THE NEW OWNER OR OPERATOR COMMENCING CONSTRUCTION ACTIVITY, NO LATER THAN 30 DAYS AFTER PROPERTY OWNERSHIP TRANSITION. THIS FORM IS AVAILABLE AT THE ABOVE MPCA WEBSITE.

F. TERMINATION OF COVERAGE (PERMIT SECTION 4): THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING WITH THE OWNER AND TERMINATING PERMIT COVERAGE BY COMPLETING AND SUBMITTING A "NOTICE OF TERMINATION/PERMIT MODIFICATION FORM" TO THE MPCA AFTER ALL OF THE CONDITIONS OF PERMIT ITEM 4.4 AND 4.5 ARE SATISFIED.

G. RECORD RETENTION AND AVAILABILITY (PERMIT SECTION 20): THE CONTRACTOR SHALL KEEP A COPY OF THE SWPPP, INCLUDING ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS ON SITE DURING CONSTRUCTION PER PERMIT SECTION 20. THIS DOCUMENTATION MUST BE KEPT ON FILE FOR 3 YEARS AFTER SUBMITTAL OF THE NOTICE OF TERMINATION. COORDINATE TRANSFER OF THIS DOCUMENTATION TO THE OWNER AT PROJECT COMPLETION.

H. CHANGES (AMENDMENTS) TO SWPPP (PERMIT SECTION 6): UPDATE AND DOCUMENT CHANGES TO THE SWPPP DURING CONSTRUCTION PER PERMIT SECTION 6. KEEP DOCUMENTATION WITH THE SWPPP (E.G., "THE REASON INLET PROTECTION WAS REMOVED FROM INLET 23 WAS DUE TO STREET FLOODING/FREEZING CONCERNS, AS ALLOWED BY PERMIT ITEM 9.8.").

3. CONSTRUCTION ACTIVITY REQUIREMENTS

A. GENERAL: COMPLY WITH THE PERMIT AND SWPPP AND THE REQUIREMENTS OF THE PERMIT. THE BEST MANAGEMENT PRACTICES (BMPS) IDENTIFIED IN THE SWPPP AND PERMIT MUST BE SELECTED, INSTALLED, AND MAINTAINED IN AN APPROPRIATE AND FUNCTIONAL MANNER IN ACCORDANCE WITH THE CONSTRUCTION DOCUMENTS, MANUFACTURER RECOMMENDATIONS, AND ACCEPTED ENGINEERING PRACTICES.

B. EROSION PREVENTION PRACTICES (PERMIT SECTION 8): BEFORE WORK BEGINS, DELINEATE THE LOCATION OF AREAS NOT TO BE DISTURBED (E.G., BUFFERS).

WHEN STEEP SLOPES MUST BE DISTURBED, USE TECHNIQUES SUCH AS PHASING AND STABILIZATION PRACTICES DESIGNED FOR STEEP SLOPES (E.G., SLOPE DRAINING, TERRACING).

WHEN CONSTRUCTION ACTIVITY WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS, STABILIZE EXPOSED SOIL AREAS (INCLUDING STOCKPILES) IMMEDIATELY, AND COMPLETE THE STABILIZATION NO LATER THAN 7 DAYS AFTER CONSTRUCTION ACTIVITY HAS CEASED (FOR SPECIAL OR IMPAIRED WATERS AS DESCRIBED IN PERMIT SECTION 23). AMEND SWPPP BY INDICATING THE LOCATION OF AREAS WHERE CONSTRUCTION WILL BE PHASED TO MINIMIZE DURATION OF EXPOSED SOIL AREAS (E.G., STEEP SLOPE AREAS).

PLAN FOR AND IMPLEMENT CONSTRUCTION PRACTICES TO SATISFY THE ABOVE AND ALL CONDITIONS OF PERMIT SECTION 8.

C. SEDIMENT CONTROL PRACTICES & TEMPORARY SEDIMENT BASINS (PERMIT SECTIONS 9 AND 14): BEFORE ANY LAND DISTURBING ACTIVITY BEGINS, ESTABLISH SEDIMENT CONTROL BMPS ON ALL DOWNGRADIENT AREAS OF THE SITE THAT DRAIN TO ANY SURFACE WATERS, INCLUDING BUT NOT LIMITED TO, CURB AND GUTTER SYSTEMS, STORM SEWER INLETS, DITCHES. BMPS MUST BE LOCATED UPGRADIENT OF ANY BUFFER ZONES AND MUST REMAIN IN PLACE UNTIL PERMANENT COVER IS ESTABLISHED FOR THE AREA DRAINING TO IT.

AS APPROVED BY LHB, PROVIDE TEMPORARY SEDIMENTATION BASINS WHERE 5 OR MORE ACRES OF DISTURBED SOIL DRAIN TO A COMMON LOCATION (FOR SPECIAL OR IMPAIRED WATERS AS DESCRIBED IN PERMIT SECTION 23). IF TEMPORARY SEDIMENTATION BASINS ARE INFEASIBLE, DOCUMENT THIS DETERMINATION AND THE SUBSTITUTE BMPS IN THE SWPPP PER PERMIT PART 14.10.

FOR CONSTRUCTION AREAS THAT DRAIN TOWARDS ADJACENT SURFACE WATERS, PRESERVE A 100 FOOT NATURAL BUFFER (FOR SPECIAL OR IMPAIRED WATERS AS DESCRIBED IN PERMIT SECTION 23), OR PROVIDE REDUNDANT PERIMETER SEDIMENT CONTROLS. IF PRESERVING A BUFFER IS INFEASIBLE, DOCUMENT THIS DETERMINATION AND THE SUBSTITUTE BMPS IN THE SWPPP PER PERMIT ITEM 9.17.

PLAN FOR AND IMPLEMENT CONSTRUCTION PRACTICES TO SATISFY THE ABOVE AND ALL CONDITIONS OF PERMIT SECTION 9 AND 14.

D. DEWATERING AND BASIN DRAINING (PERMIT SECTION 10): COMPLY WITH SECTION 10 OF THE PERMIT.

E. INSPECTIONS AND MAINTENANCE (PERMIT SECTION 11): COMPLY WITH SECTION 11 OF THE PERMIT.

F. POLLUTION PREVENTION MANAGEMENT MEASURES (PERMIT SECTION 12): COMPLY WITH SECTION 12 OF THE PERMIT. AMEND SWPPP BY INDICATING THE LOCATION OF POTENTIAL POLLUTANT GENERATING ACTIVITIES ON SITE MAPS FOR THE DURATION OF CONSTRUCTION PER PERMIT SECTION 5.9.

4. SWPPP RESPONSIBILITIES/TRAINED INDIVIDUALS

A. THE FOLLOWING PERSON PREPARED THE SWPPP AND IS TRAINED IN SWPPP DESIGN (PERMIT ITEM2 5.20, 21.2.a):

NAME: **MELISSA WHITE, PE** / LHB, INC.

TRAINING DATE/INSTRUCTOR/ENTITY: CERTIFICATION **10-13-16** (EXPIRES **2020**)/**JOHN CHAPMAN, U OF M**

TRAINING CONTENT/HOURS: **DESIGN OF CONSTRUCTION SWPPP RECERTIFICATION / 8 HOUR**

B. THE CONTRACTOR WILL OVERSEE SWPPP IMPLEMENTATION, REVISE AND AMEND THE SWPPP, AND PERFORM INSPECTIONS. THE FOLLOWING CONTRACTOR REPRESENTATIVE IS TRAINED TO PERFORM THESE DUTIES AND WILL ASSUME THESE RESPONSIBILITIES (PERMIT ITEMS 5.20, 21.2.b):

NAME: _____

TRAINING DATE/INSTRUCTOR/ENTITY: _____

TRAINING CONTENT/HOURS: _____

C. THE CONTRACTOR WILL SUPERVISE THE INSTALLATION, MAINTENANCE AND REPAIR OF BMPS BEFORE AND DURING CONSTRUCTION. THE FOLLOWING CONTRACTOR REPRESENTATIVE IS TRAINED TO PERFORM THESE DUTIES AND WILL ASSUME THESE RESPONSIBILITIES (PERMIT ITEMS 5.20, 21.2.c):

NAME: _____

TRAINING DATE/INSTRUCTOR/ENTITY: _____

TRAINING CONTENT/HOURS: _____

D. PERSON KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMPS WHO WILL COORDINATE WITH CONTRACTORS, SUBCONTRACTORS, AND OPERATORS ON-SITE TO OVERSEE IMPLEMENTATION OF THE SWPPP (PERMIT ITEM 5.21)(TYPICALLY GENERAL CONTRACTOR):

NAME/TITLE: _____

E. THE PERSON(S), ORGANIZATION, OR ENTITIES RESPONSIBLE FOR THE LONG-TERM OPERATION AND MAINTENANCE OF THE PERMANENT STORMWATER MANAGEMENT SYSTEMS (PERMIT ITEM 5.23):

NAME/TITLE: _____

MAINTENANCE PLAN: REFERENCE STORMWATER REPORT BY LHB.

F. CHAIN OF RESPONSIBILITY: THE GENERAL CONTRACTOR IS RESPONSIBLE FOR ALL SWPPP IMPLEMENTATION ON THE CONSTRUCTION SITE AND IS ACCOUNTABLE FOR SUBCONTRACTORS AND OTHER CONTRACTORS WORKING ON SITE AND THEIR COMPLIANCE WITH THE GENERAL STORMWATER PERMIT AND SWPPP REQUIREMENTS.

5. REGULATORY AGENCIES AND PERMITS

A. COMPLY WITH REQUIREMENTS OF ALL REGULATORY AGENCIES AND PERMITS HAVING JURISDICTION DURING CONSTRUCTION ACTIVITIES. THE FOLLOWING ADDITIONAL REGULATORS AND PERMITS ARE KNOWN TO HAVE SITE JURISDICTION:

1) CITY OF **NORTH BRANCH** (GRADING PERMIT)
2) CHISAGO COUNTY (PERMIT AUTHORITY DELEGATED TO CITY)

6. DESCRIPTION OF THE CONSTRUCTION ACTIVITY / SWPPP COMPONENTS

A. NARRATIVE/TIMING (PERMIT ITEM 5.4):

1) PROJECT SUMMARY: THE PROJECT INVOLVES THE DEVELOPMENT OF A RESIDENTIAL SUBDIVISION WITH 85 LOTS LOCATED IN NORTH BRANCH, MN ON A 32 ACRE PARCEL. SPECIFIC WORK INCLUDES:
   a. CONSTRUCTION OF UTILITIES (E.G., WATER MAIN AND SANITARY SEWER MAIN).
   b. STREETS, CURB AND GUTTER, AND SIDEWALK CONSTRUCTION.
   c. STORMWATER DETENTION BASINS, STORM SEWER, AND RELATED FACILITY CONSTRUCTION.

2) TIMING FOR INSTALLATION OF EROSION & SEDIMENTATION BMPS AND PERMANENT STORMWATER MANAGEMENT SYSTEMS, IN GENERAL SEQUENTIAL ORDER FROM FIRST TO LAST (PERMIT ITEM 5.4):
   a. INLET PROTECTION FOR EXISTING INLETS / SILT FENCE / DELINEATION AREAS NOT TO BE DISTURBED / ROCK CONSTRUCTION ENTRANCE / TEMPORARY SEDIMENTATION BASIN: PROVIDE PRIOR TO CONSTRUCTION; MAINTAIN DURING CONSTRUCTION.
   b. SILT FENCE AROUND STOCKPILES: PROVIDE DURING CONSTRUCTION.
   c. PORTABLE SEDIMENT CONTAINMENT SYSTEMS FOR TREATING WATER FROM DEWATERING OPERATIONS : PROVIDE DURING CONSTRUCTION.
   d. INLET PROTECTION FOR NEW INLETS: PROVIDE AS CONSTRUCTED.
   e. HARD SURFACING (E.G., PAVEMENTS)
   f. VEGETATIVE COVER / EROSION CONTROL BLANKETS: AFTER FINAL TOPSOIL PLACEMENT AND FINISH GRADING.
   f. STORMWATER BASINS
   g. REMOVAL OF TEMPORARY BMPS: AFTER FINAL STABILIZATION IS ESTABLISHED.

3) IMPERVIOUS SURFACE AREAS / WATER QUALITY VOLUME:
   a. PRE-CONSTRUCTION IMPERVIOUS (PERMIT ITEM 5.8): 0.0 ACRES
   b. POST-CONSTRUCTION IMPERVIOUS (PERMIT ITEM 5.8): 20.24 ACRES
      - ASSUMED IMPERVIOUS: 37% OF DISTURBED AREA TO ACCOUNT FOR FUTURE DEVELOPMENT.
   c. NET NEW IMPERVIOUS: 20.24 ACRES
   d. WATER QUALITY VOLUME: 73,508 CUBIC FEET
   e. ACTUAL WATER QUALITY VOLUME RETAINED ON-SITE / METHOD OF RETENTION: 73,524 CUBIC FEET / INFILTRATION
   f. THE REASON THE FULL WATER QUALITY VOLUME CANNOT BE INFILTRATED (PER PERMIT ITEM 5.15): NA
   g. REMAINDER OF WATER QUALITY VOLUME AND ALTERNATIVE TREATMENT METHOD: NA

4) CHEMICALS AND CHEMICAL TREATMENT SYSTEMS USED FOR ENHANCING THE ON-SITE SEDIMENTATION PROCESS AND HOW COMPLIANCE WILL BE ACHIEVED (PERMIT ITEM 5.22): NA

5) PER PERMIT ITEM 5.13, DOCUMENTATION OF INFEASIBILITY FOR:
   a. TEMPORARY SEDIMENT BASIN (PERMIT PART 14.10): NA
      ALTERNATIVE (PERMIT ITEM 5.14): NA
   b. OBTAINING RIGHT-OF-WAY FOR PERMANENT STORMWATER MANAGEMENT SYSTEMS OF LINEAR PROJECTS: NA
   c. BUFFER ZONES (PERMIT ITEMS 9.17 AND 23.11): NA

6) STORMWATER MITIGATION MEASURES IDENTIFIED IN ENVIRONMENTAL REVIEW OR OTHER REQUIRED REVIEW (PERMIT ITEM 5.16): REFERENCE STORMWATER REPORT BY LHB.

B. STORMWATER REPORT (PERMIT ITEM 5.6): A STORMWATER REPORT WAS PREPARED FOR THIS PROJECT BY LHB, INC. (LHB) DATED _____ AND CONTAINS CALCULATIONS AND OTHER INFORMATION REQUIRED BY THE PERMIT. CONTACT LHB FOR A COPY OF THIS REPORT, IF NEEDED.

C. SITE ASSESSMENTS FOR GROUNDWATER OR SOIL CONTAMINATION (PERMIT ITEM 5.25): NA.

D. PLAN SHEETS:

1) SWPPP (PERMIT ITEM 5.2): THIS SHEET, INCLUDING DOCUMENTATION DESCRIBED AND REFERENCED HEREIN.
2) TEMPORARY BMPS / ESTIMATED QUANTITIES (E.G., LINEAR FEET OF SILT FENCE, SQUARE FEET OF EROSION CONTROL BLANKET) / LOCATIONS OF AREAS NOT TO BE DISTURBED / SOIL TYPES (PERMIT ITEMS 5.3, 5.5, 5.7, 5.9): SEE SHEETS C103-C106 AND/OR STORMWATER REPORT.
3) PERMANENT BMPS (PERMIT ITEM 5.3, 5.5): SEE SHEETS C202-C205 AND/OR STORMWATER REPORT.
4) EXISTING GRADES, DRAINAGE BOUNDARIES AND FLOW DIRECTIONS, DISCHARGE POINTS WHERE STORMWATER LEAVES THE SITE OR ENTERS SURFACE WATERS, AREAS OF STEEP SLOPES (PERMIT ITEM 5.9): SEESTORMWATER REPORT.
5) FINAL GRADES, DRAINAGE BOUNDARIES AND FLOW DIRECTIONS, DISCHARGE POINTS WHERE STORMWATER LEAVES THE SITE OR ENTERS SURFACE WATERS, AREAS OF STEEP SLOPES (PERMIT ITEM 5.9): SEE SHEETS C202-C205 AND/OR STORMWATER REPORT.
6) IMPERVIOUS SURFACING / METHODS OF FINAL STABILIZATION (PERMANENT COVER)(PERMIT ITEM 5.17): SEE SHEETS C402-C405
7) MAP OF SURFACE WATERS, EXISTING WETLANDS AND STORMWATER PONDS/BASINS IDENTIFIABLE ON USGS 7.5 MIN. QUAD. MAPS, NWI MAP OR EQUIVALENT WITHIN 1 MILE OF SITE (AERIAL RADIUS MEASUREMENT FROM PROJECT BOUNDARIES) THAT RECEIVE RUNOFF FROM SITE DURING OR AFTER CONSTRUCTION (IDENTIFY SPECIAL AND IMPAIRED WATERS AND ANY APPROVED TMDLS)(PERMIT ITEMS 5.10, 5.19): SEE STORMWATER REPORT (SUNRISE RIVER, NORTH BRANCH)
8) FOR THE ABOVE SPECIAL OR IMPAIRED WATERS, DOCUMENTATION OF BMPS USED TO ADDRESS TMDL OR WLA REQUIREMENTS TO COMPLY WITH PERMIT SECTION 23: SEE STORMWATER REPORT
9) SITE MAP OF CONSTRUCTION ACTIVITY AREAS THAT ARE ADJACENT TO AND DRAIN TO MINNESOTA DEPARTMENT OF NATURAL RESOURCES (MDNR) PUBLIC WATERS PROMULGATED AS "WORK IN WATER RESTRICTIONS" DURING SPECIFIED FISH SPAWNING TIMES (PERMIT ITEM 5.11): NA
10) METHODS TO PRESERVE TOPSOIL AND TOPSOIL PRESERVATION AREAS (PERMIT ITEM 5.24): NA
11) METHODS TO MINIMIZE SOIL COMPACTION AND INFILTRATION AREAS TO BE PROTECTED FROM EXCESSIVE SOIL COMPACTION AND SEDIMENTATION (PERMIT ITEM 5.24): SEE SHEET C201
12) AREAS WHERE CONSTRUCTION WILL BE PHASED TO MINIMIZE THE DURATION OF EXPOSED SOILS (PERMIT ITEM 5.18): SEE SHEET C102
13) DELINEATION OF BUFFER ZONES (PERMIT ITEM 5.12): NA

E. STANDARD DETAIL SHEETS: SEE SHEETS C501-C507

F. MAINTENANCE PLAN: CONTAINED IN STORMWATER REPORT.

7. STANDARDS SPECIFICATIONS FOR CONSTRUCTION:

UNLESS NOTED OTHERWISE IN CONTRACT DOCUMENTS, MATERIAL AND CONSTRUCTION REQUIREMENTS FOR TEMPORARY SEDIMENT CONTROL AND EROSION PREVENTION SHALL BE IN ACCORDANCE WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION, CURRENT EDITION.

8. CALCULATIONS AND OTHER INFORMATION USED FOR DESIGN OF TEMPORARY SEDIMENTATION BASINS AND PERMANENT STORMWATER TREATMENT SYSTEMS (PERMIT ITEM 5.6): SEE STORMWATER REPORT.

9. PROCEDURES TO ESTABLISH ADDITIONAL TEMPORARY BMPS, AS NECESSARY, DURING CONSTRUCTION (PERMIT ITEM 5.5):

A. IF REGULAR INSPECTIONS OR OTHER OBSERVATIONS INDICATE THE NEED FOR ADDITIONAL TEMPORARY BMPS TO PREVENT EROSION, THEN PROVIDE ADDITIONAL BMPS BEFORE THE NEXT RAIN EVENT.

B. MAINTAIN CLEAR AND UPDATED PLANS (MAPS) OF THE CURRENT TEMPORARY BMPS.

PERFORMANCE DRIVEN DESIGN.
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SIGNATURE: _____

TYPED OR PRINTED NAME: ADAM BESSE REG. NO.: 52597 DATE: 12/18/2020

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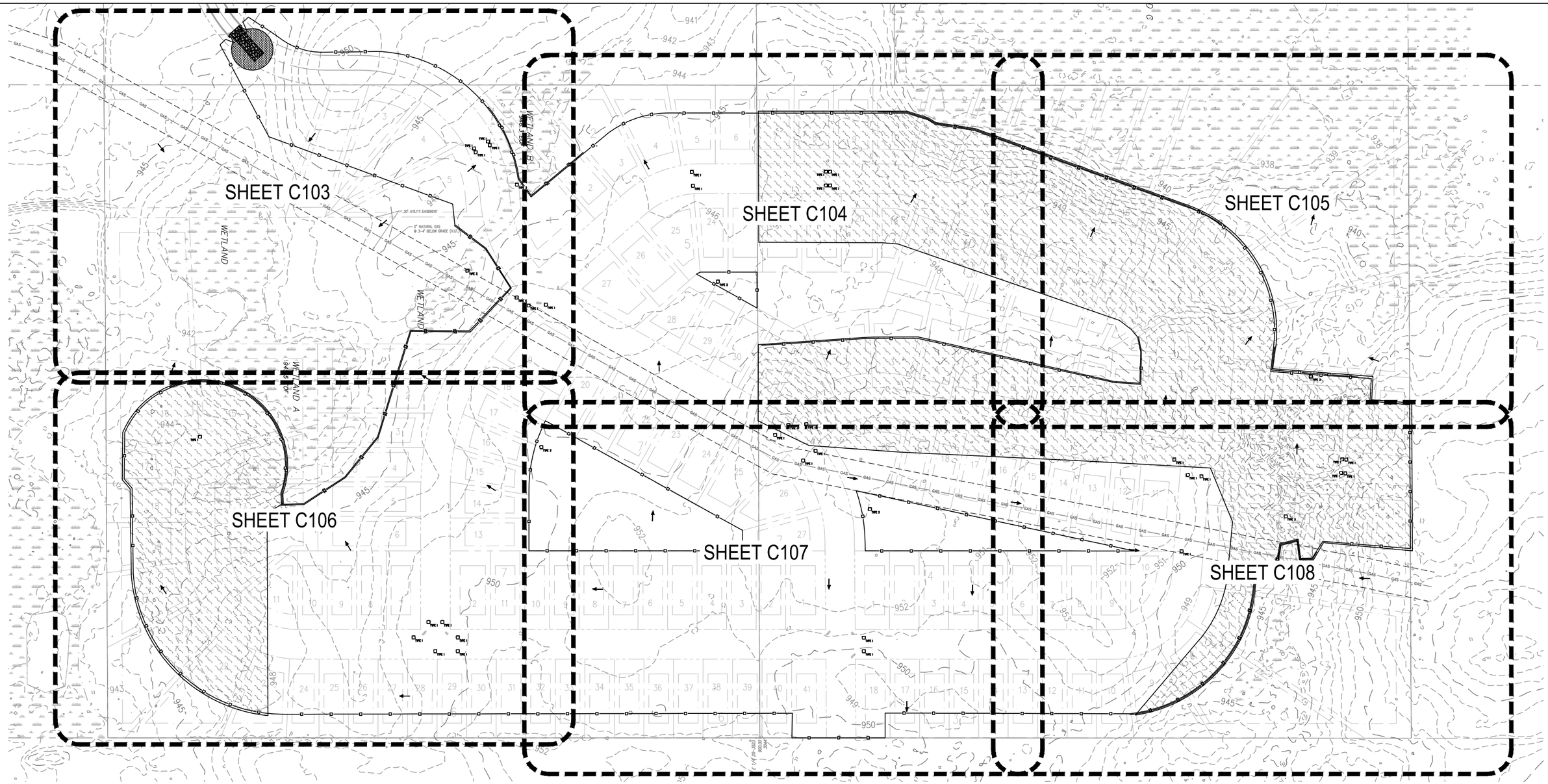
DRAWN BY:

PROJECT #: 200645

STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

FAIRWAY GREENS NORTH OAK GROVE, MN

SHEET C101



SHEET NOTES

1. THE CONTRACTOR IS RESPONSIBLE FOR EROSION CONTROL ON THIS PROJECT. THE EROSION CONTROL DEVICES SHOWN IN THESE DRAWINGS ARE THE MINIMUM REQUIREMENTS. CONSTRUCT EROSION CONTROL DEVICES AS SHOWN AND AS NECESSARY TO PREVENT THE RUNOFF, TRACKING, OR LOSS OF SOIL MATERIALS FROM DISTURBED AREAS ON THE PROJECT SITE.
2. SEDIMENT AND EROSION CONTROL DEVISES SHALL BE FUNCTIONAL BEFORE ANY LAND IS OTHERWISE DISTURBED ON THE SITE.
3. REMOVE ALL TOPSOIL AND ORGANICS, BRUSH, SHRUBS AND TREES WITHIN THE CONSTRUCTION LIMITS PRIOR TO SUBGRADE PREPARATIONS UNLESS OTHERWISE NOTED IN THE DRAWINGS. TOPSOIL THICKNESS VARIES, REFER TO THE GEOTECHNICAL REPORT FOR ACTUAL TOPSOIL THICKNESS.
4. PAVEMENT REMOVAL
   a. SAW CUT AND REMOVE EXISTING PAVEMENT ALONG A NEAT LINE AS INDICATED IN THE DRAWINGS. DAMAGED PAVEMENT EDGES, DUE TO CONSTRUCTION ACTIVITIES, SHALL BE RE-SAW CUT ALONG A NET LINE PRIOR TO PAVEMENT INSTALLATION.
   b. REMOVE ALL CONCRETE PAVEMENT, CONCRETE CURB, AND CONCRETE CURB AND GUTTER TO THE NEAREST EXISTING JOINT. PARTIAL PANEL REPLACEMENT IS NOT PERMITTED. ANY PANEL DAMAGED DUE TO CONSTRUCTION ACTIVITIES SHALL BE FULLY REMOVED AND REPLACED AT NO ADDITIONAL COST TO THE OWNER.
   c. REMOVE PAVEMENT ONLY TO LIMITS SHOWN ON THE DRAWINGS. DISTURBANCE OF PAVEMENT OUTSIDE THE CONSTRUCTION LIMITS IS NOT PERMITTED.
   d. DISPOSE OF BITUMINOUS PAVEMENTS OFF SITE AT AN APPROVED DISPOSAL FACILITY.
5. PROVIDE ROCK CONSTRUCTION ENTRANCE IN ACCORDANCE WITH DETAIL 4 ON SHEET C506.
6. PROVIDE INLET PROTECTION IN ACCORDANCE WITH DETAIL ERO-003 ON SHEET C501.
7. PROVIDE SILT FENCE IN ACCORDANCE WITH DETAIL ERO-001 ON SHEET C501.

LEGEND

- CONSTRUCTION LIMITS
- PROPERTY LINE
- LOT LINE
- SETBACK LINE
- SILT FENCE
- INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- REMOVE BITUMINOUS
- CLEAR AND GRUB

WARNING

LOCATION OF ALL UNDERGROUND UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR.
CALL BEFORE DIGGING

MINNESOTA ONE-CALL SYSTEM
1-800-252-1166
REQUIRED BY MN STATUTE 216D

NO	DATE	ISSUED FOR
2	01/08/2021	PRELIMINARY PLAT REVIEW
1	12/21/2020	PRELIMINARY PLAT REVIEW

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Oak Grove, MN 55011

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PROJECT #: 200645

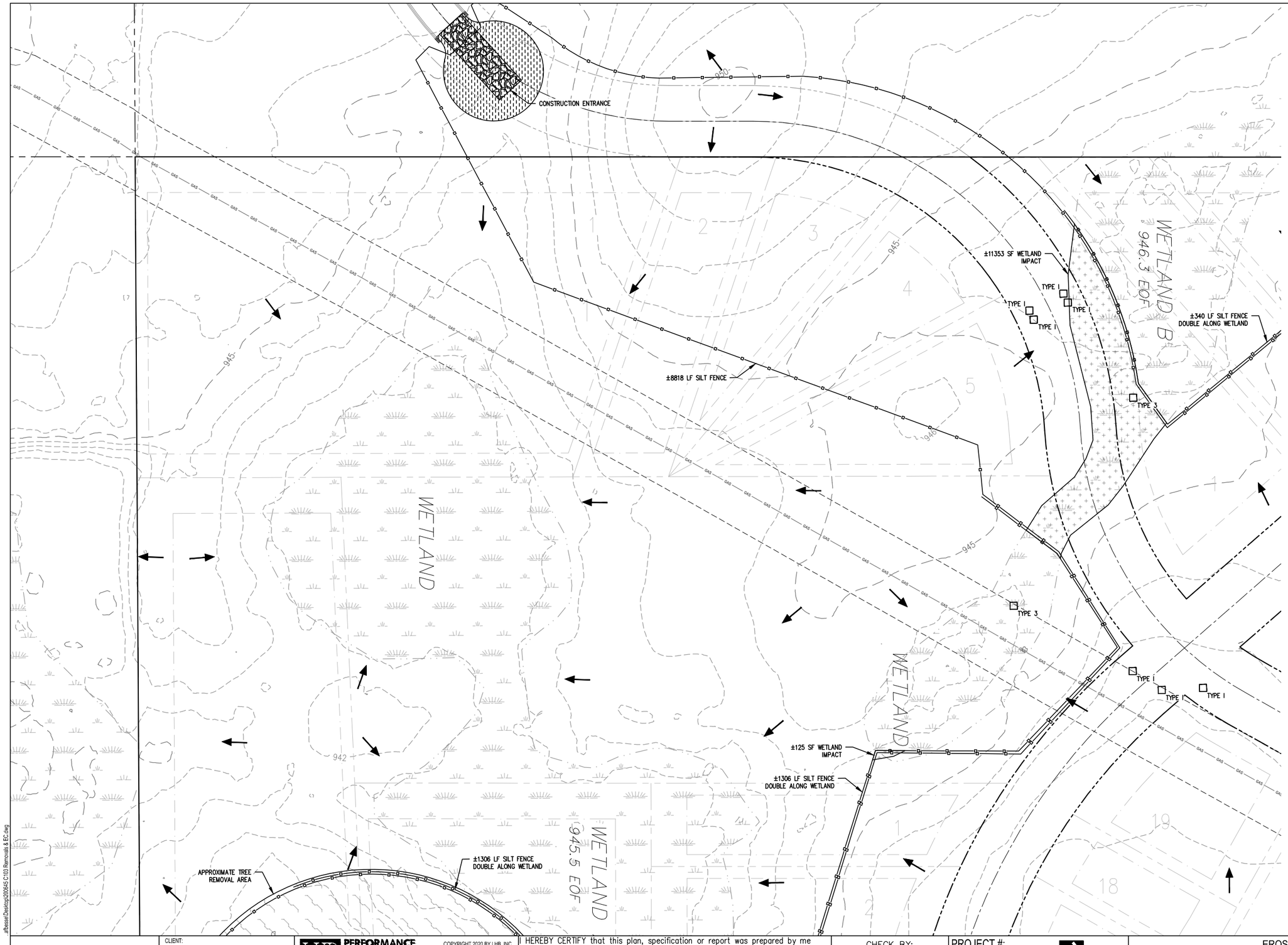
0 50' 100' 200'

EROSION CONTROL
SHEET INDEX PLAN

FAIRWAY GREENS
NORTH
OAK GROVE, MN

SHEET C102

J:\jhunn\BIM 360\LHB\200645-Fairway Greens North\Project Files\Drawings\200645 C102 Removals & EC Index.dwg



SHEET NOTES

1. SEE SHEET C102 FOR EROSION CONTROL NOTES.

LEGEND

- CONSTRUCTION LIMITS
- PROPERTY LINE
- LOT LINE
- SETBACK LINE
- SILT FENCE
- TYPE I INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- REMOVE BITUMINOUS
- CLEAR AND GRUB

WARNING

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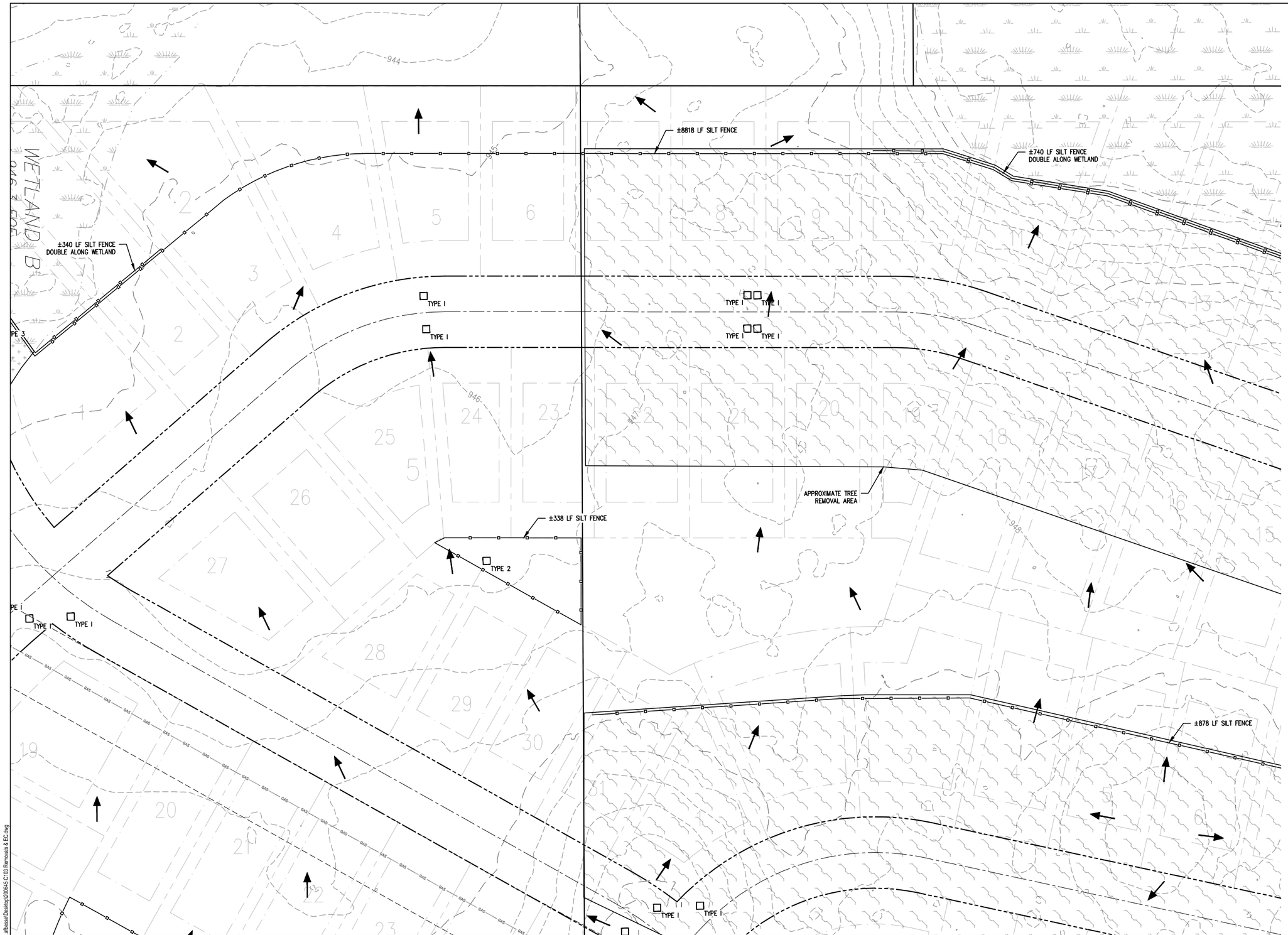
PROJECT #: 200645

0 20' 40' 80'

EROSION CONTROL PLAN
FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET C103

...a\Besse\Desktop\200645 C103 Removals & EC.dwg



SHEET NOTES

1. SEE SHEET C102 FOR EROSION CONTROL NOTES.

LEGEND

- CONSTRUCTION LIMITS
- PROPERTY LINE
- LOT LINE
- SETBACK LINE
- SILT FENCE
- TYPE I INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- REMOVE BITUMINOUS
- CLEAR AND GRUB

WARNING

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ONE-CALL SYSTEM
1-800-252-1166
REQUIRED BY
MN STATUTE 216D

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CHECK BY:

DRAWN BY:

PROJECT #: 200645

0 20' 40' 80'

EROSION CONTROL PLAN

FAIRWAY GREENS NORTH

OAK GROVE, MN

SHEET C104

...a\Besse\Desktop\200645 C103 Removals & EC.dwg

SHEET NOTES

1. SEE SHEET C102 FOR EROSION CONTROL NOTES.

LEGEND

- CONSTRUCTION LIMITS
- PROPERTY LINE
- LOT LINE
- SETBACK LINE
- SILT FENCE
- TYPE I INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- REMOVE BITUMINOUS
- CLEAR AND GRUB

±740 LF SILT FENCE
DOUBLE ALONG WETLAND

±8818 LF SILT FENCE

APPROXIMATE TREE
REMOVAL AREA

±878 LF SILT FENCE

±220 LF SILT FENCE
DOUBLE ALONG WETLAND

TYPE 3

938
939
940
945
949

WARNING

LOCATION OF ALL UNDERGROUND UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR.
CALL BEFORE DIGGING

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ONE-CALL SYSTEM
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MN STATUTE 216D

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PROJECT #: 200645

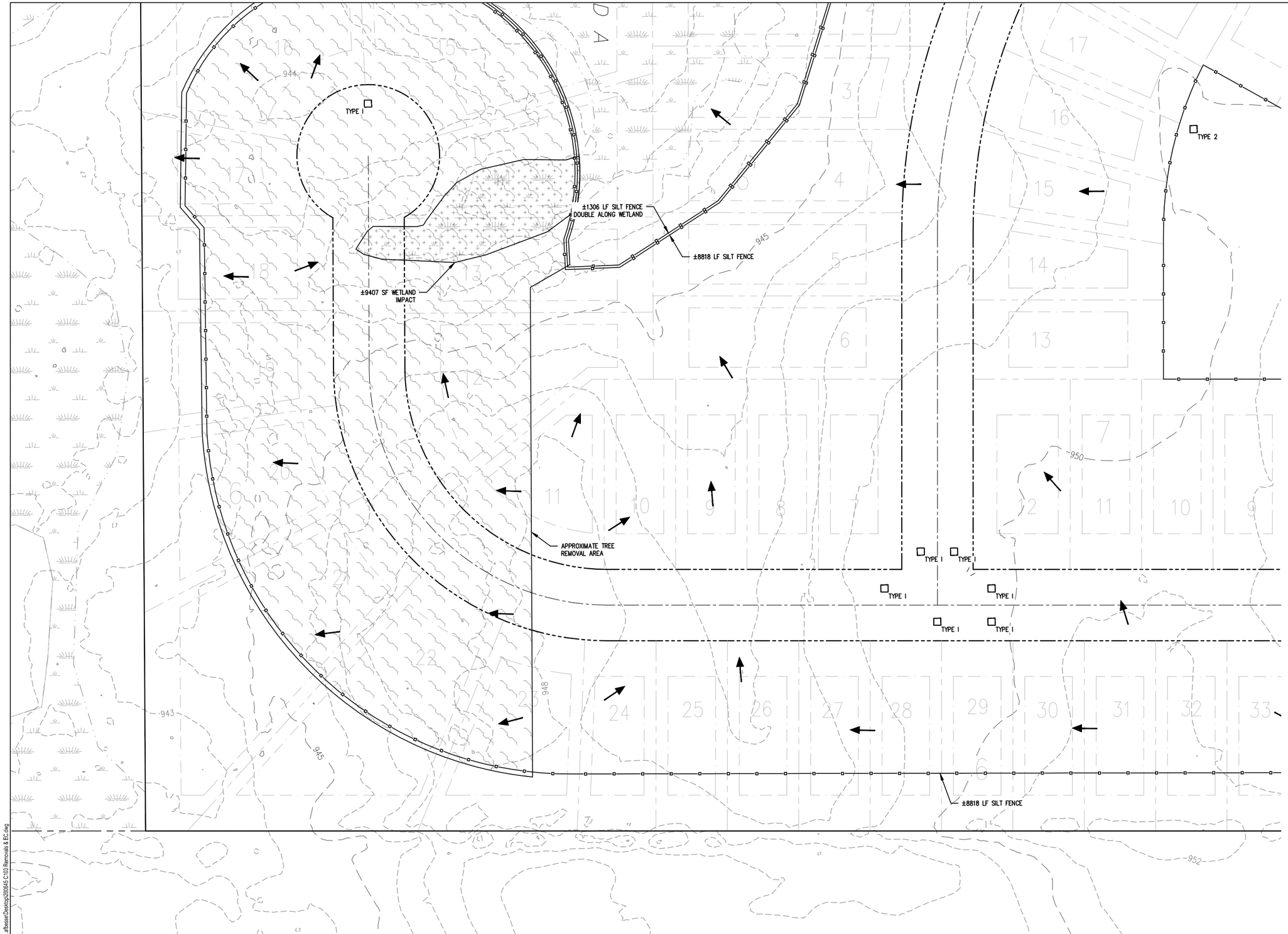
0 20' 40' 80'

EROSION CONTROL PLAN

FAIRWAY GREENS NORTH

OAK GROVE, MN

SHEET C105



SHEET NOTES

1. SEE SHEET C102 FOR EROSION CONTROL NOTES.

LEGEND

- CONSTRUCTION LIMITS
- PROPERTY LINE
- LOT LINE
- SETBACK LINE
- SILT FENCE
- TYPE I INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- REMOVE BITUMINOUS
- CLEAR AND GRUB

WARNING

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ONE-CALL SYSTEM
1-800-252-1166
REQUIRED BY
MN STATUTE 216D

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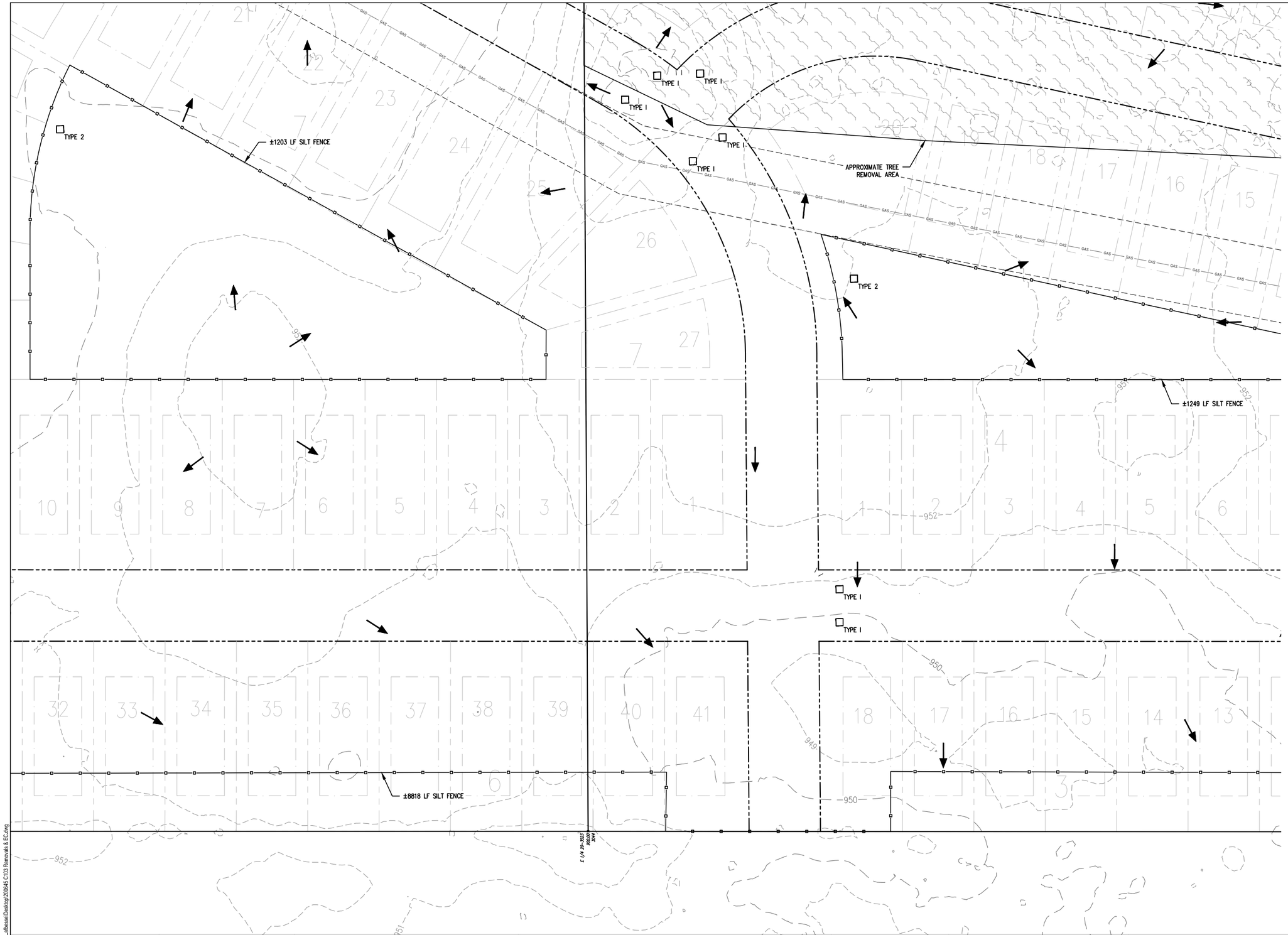
CHECK BY:
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PROJECT #: 200645
0 20' 40' 80'

EROSION CONTROL PLAN
FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET C106

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SHEET NOTES

1. SEE SHEET C102 FOR EROSION CONTROL NOTES.

LEGEND

- CONSTRUCTION LIMITS
- PROPERTY LINE
- LOT LINE
- SETBACK LINE
- SILT FENCE
- TYPE I INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- REMOVE BITUMINOUS
- CLEAR AND GRUB

WARNING

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0 20' 40' 80'

EROSION CONTROL PLAN
FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET C107

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SHEET NOTES

1. SEE SHEET C102 FOR EROSION CONTROL NOTES.

LEGEND

- CONSTRUCTION LIMITS
- PROPERTY LINE
- LOT LINE
- SETBACK LINE
- SILT FENCE
- TYPE I INLET PROTECTION
- ROCK CONSTRUCTION ENTRANCE
- REMOVE BITUMINOUS
- CLEAR AND GRUB

TYPE I

TYPE I

TYPE I

TYPE I

TYPE I

TYPE I

±2963 SF WETLAND IMPACT

TYPE 3

±8818 LF SILT FENCE

±1249 LF SILT FENCE

TYPE I

±639 LF SILT FENCE DOUBLE ALONG WETLAND

APPROXIMATE TREE REMOVAL AREA

GAS

945

950

951

952

953

949

WARNING

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ONE-CALL SYSTEM
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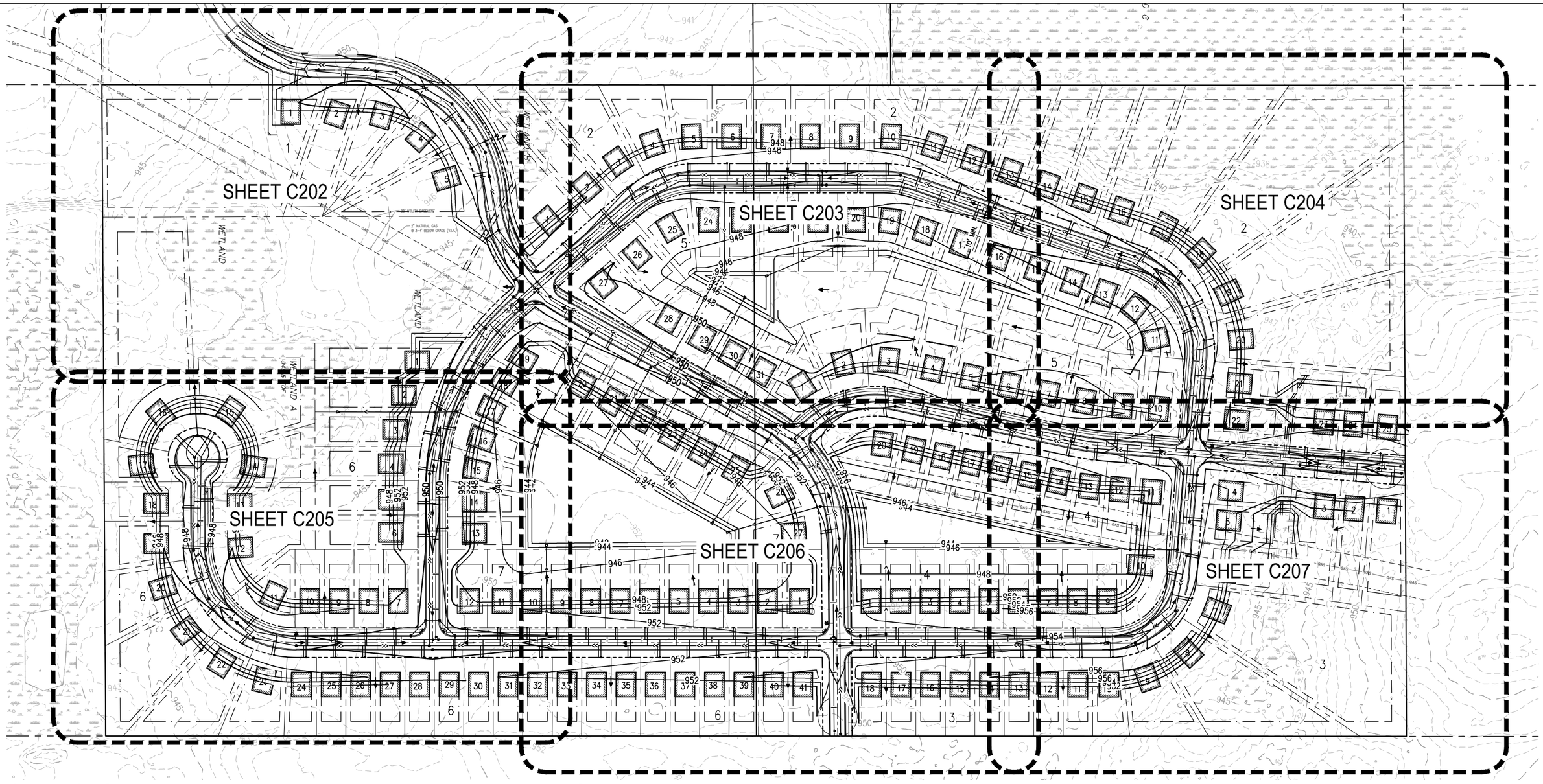
PROJECT #:
200645

0 20' 40' 80'

EROSION CONTROL PLAN

FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET
C108



SHEET NOTES

1. ALL GRADES SHOWN IN THE DRAWINGS ARE TO FINISH GRADE. THE CONTRACTOR SHALL MAKE THE APPROPRIATE DEDUCTIONS FOR VARYING SUBGRADE ELEVATIONS.
2. ALL ELEVATIONS DESIGNATED AS TBC ARE TO THE TOP OF THE FULL HEIGHT CURB. THE CONTRACTOR SHALL MAKE THE APPROPRIATE DEDUCTIONS FOR CURB CUTS, OR RAMPS.
3. PREPARE SUBGRADE IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT UNLESS OTHERWISE NOTED IN THE CONSTRUCTION DOCUMENTS. REFER TO THE SPECIFICATION FOR ADDITIONAL REQUIREMENTS.

LEGEND

- CONSTRUCTION LIMITS
- MAJOR CONTOUR (10' INTERVAL)
- MINOR CONTOUR (2' INTERVAL)
- STORM SEWER
- CATCH BASIN OR STORM MANHOLE
- FLARED END SECTION
- SANITARY SEWER
- SANITARY MANHOLE
- WATER
- WATER SERVICE CURB STOP
- HYDRANT
- GV GATE VALVE

WARNING

LOCATION OF ALL UNDERGROUND UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR.
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REQUIRED BY
MN STATUTE 216D

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PROJECT #: 200645

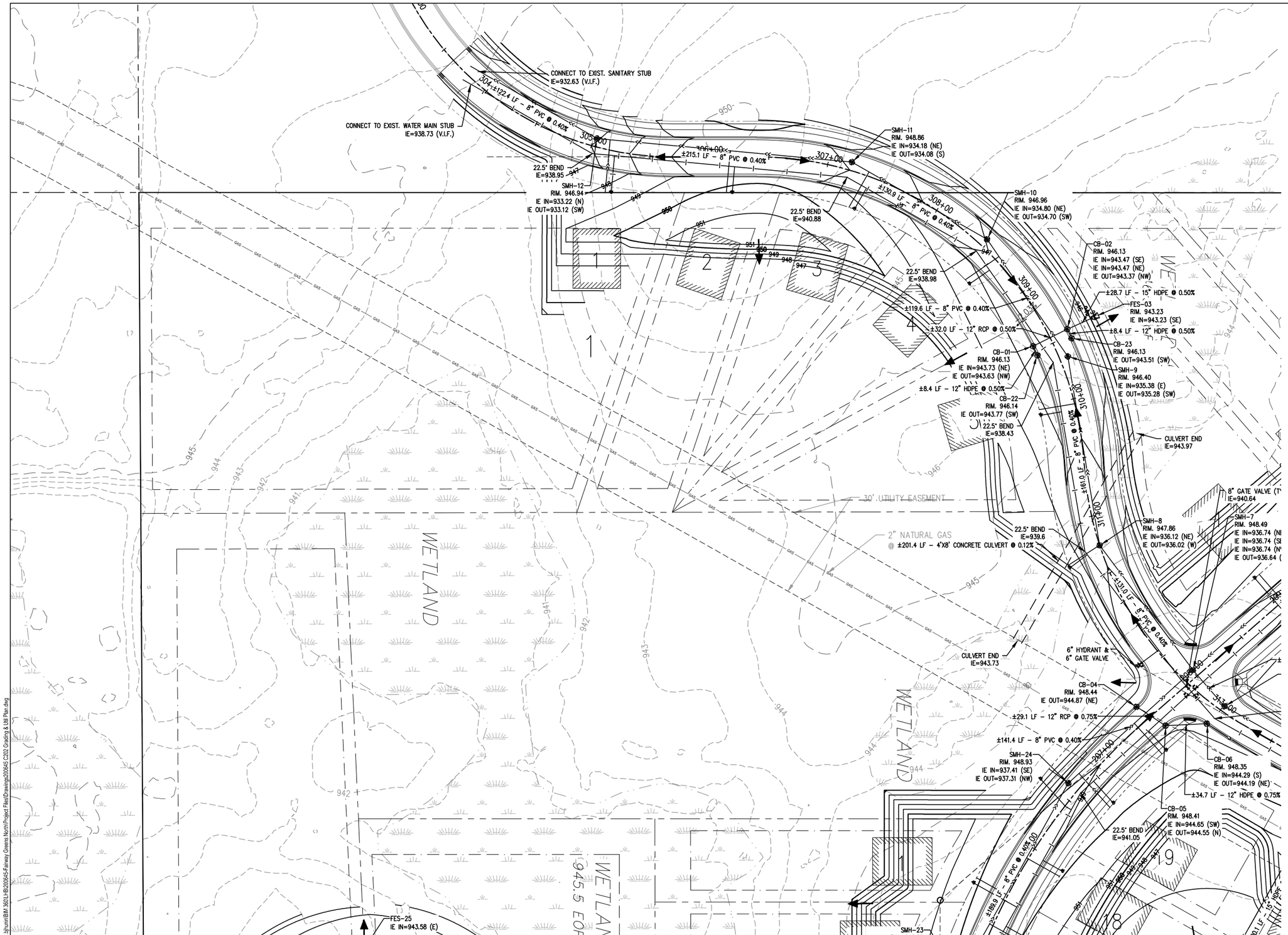
0 50' 100' 200'

GRADING & UTILITY PLAN
SHEET INDEX

FAIRWAY GREENS
NORTH
OAK GROVE, MN

SHEET C201

J:\Projects\BIM 360\LHB\200645-Fairway Greens North\Project Files\Drawings\200645 C201 Grading & Util Plan Index.dwg


CONNECT TO EXIST. SANITARY STUB
IE=932.63 (V.I.F.)
CONNECT TO EXIST. WATER MAIN STUB
IE=938.73 (V.I.F.)
304+00
±122.4 LF – 8" PVC @ 0.40%
305+00
306+00
±215.1 LF – 8" PVC @ 0.40%
307+09
22.5° BEND
IE=938.95
SMH-12
RIM. 946.94
IE IN=933.22 (N)
IE OUT=933.12 (SW)
SMH-11
RIM. 948.86
IE IN=934.18 (NE)
IE OUT=934.08 (S)
±130.9 LF – 8" PVC @ 0.40%
308+00
SMH-10
RIM. 946.96
IE IN=934.80 (NE)
IE OUT=934.70 (SW)
22.5° BEND
IE=940.88
22.5° BEND
IE=938.98
±119.6 LF – 8" PVC @ 0.40%
±32.0 LF – 12" RCP @ 0.50%
309+00
CB-02
RIM. 946.13
IE IN=943.47 (SE)
IE IN=943.47 (NE)
IE OUT=943.37 (NW)
±28.7 LF – 15" HDPE @ 0.50%
FES-03
RIM. 943.23
IE IN=943.23 (SE)
±8.4 LF – 12" HDPE @ 0.50%
CB-23
RIM. 946.13
IE OUT=943.51 (SW)
SMH-9
RIM. 946.40
IE IN=935.38 (E)
IE OUT=935.28 (SW)
CB-01
RIM. 946.13
IE IN=943.73 (NE)
IE OUT=943.63 (NW)
±8.4 LF – 12" HDPE @ 0.50%
CB-22
RIM. 946.14
IE OUT=943.77 (SW)
22.5° BEND
IE=938.43
310+00
±161.0 LF – 8" PVC @ 0.40%
CULVERT END
IE=943.97
30' UTILITY EASEMENT
2" NATURAL GAS
@ ±201.4 LF – 4'X8' CONCRETE CULVERT @ 0.12%
22.5° BEND
IE=939.6
SMH-8
RIM. 947.86
IE IN=936.12 (NE)
IE OUT=936.02 (W)
8" GATE VALVE (T
IE=940.64
SMH-7
RIM. 948.49
IE IN=936.74 (NI
IE IN=936.74 (SI
IE IN=936.74 (N
IE OUT=936.64 (
±153.0 LF – 8" PVC @ 0.40%
CULVERT END
IE=943.73
6" HYDRANT &
6" GATE VALVE
CB-04
RIM. 948.44
IE OUT=944.87 (NE)
±29.1 LF – 12" RCP @ 0.75%
±141.4 LF – 8" PVC @ 0.40%
SMH-24
RIM. 948.93
IE IN=937.41 (SE)
IE OUT=937.31 (NW)
312+00
CB-06
RIM. 948.35
IE IN=944.29 (S)
IE OUT=944.19 (NE)
±34.7 LF – 12" HDPE @ 0.75%
CB-05
RIM. 948.41
IE IN=944.65 (SW)
IE OUT=944.55 (N)
22.5° BEND
IE=941.05
±188.9 LF – 8" PVC @ 0.40%
SMH-23
WETLAND
WETLAND
WETLAND
945.5 EOF
FES-25
IE IN=943.58 (E)
950
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SHEET NOTES

1. SEE SHEET C201 FOR GRADING & UTILITY NOTES.

LEGEND

- CONSTRUCTION LIMITS
- MAJOR CONTOUR (5' INTERVAL)
- MINOR CONTOUR (1' INTERVAL)
- STORM SEWER
- CATCH BASIN OR STORM MANHOLE
- FLARED END SECTION
- SANITARY SEWER
- SANITARY MANHOLE
- WATER
- WATER SERVICE CURB STOP
- HYDRANT
- GATE VALVE

CULVERT END
IE=943.97

8" GATE VALVE (TYP. OF 4)
IE=940.64

SMH-7
RIM. 948.49
IE IN=936.74 (NE)
IE IN=936.74 (SE)
IE IN=936.74 (NW)
IE OUT=936.64 (SW)

SMH-8
RIM. 947.86
IE IN=936.12 (NE)
IE OUT=936.02 (W)

±257.7 LF - 8" PVC @ 0.40%

±40.4 LF - 8" PVC @ 0.40%

SMH-6
RIM. 948.66
IE IN=937.00 (NE)
IE OUT=936.90 (SW)

22.5° BEND
IE=940.57

±34.7 LF - 12" HDPE @ 0.75%

CB-06
RIM. 948.35
IE IN=944.29 (S)
IE OUT=944.19 (NE)

CB-05
RIM. 948.41
IE IN=944.65 (SW)
IE OUT=944.55 (N)

±17.6 LF - 15" HDPE @ 0.75%

FES-09
IE IN=941.50 (W)

STMH-08
RIM. 944.48
IE=941.73 (NW)
IE=941.63 (E)

±200.1 LF - 15" HDPE @ 0.75%

±295.2 LF - 8" PVC @ 0.40%

±17.3 LF - 12" HDPE @ 1.50%

22.5° BEND
IE=944.67

SMH-4
RIM. 952.70
IE IN=940.59 (N)

±399.5 LF - 8" PVC @ 0.40%

±119.6 LF - 8" PVC @ 0.40%

±87.2 LF - 8" PVC @ 0.40%

22.5° & 11.25° BENDS
IE=943.74

SMH-42
RIM. 951.76
IE IN=940.01 (N)
IE OUT=939.91 (SE)

±36.1 LF - 12" HDPE @ 1.00%

CB-28
RIM. 950.55
IE IN=946.00 (N)
IE OUT=945.90 (SW)

CB-29
RIM. 951.02
IE OUT=946.36 (S)

CB-32
RIM. 950.50
IE IN=945.01 (NE)
IE OUT=944.91 (SE)

±197.8 LF - 12" HDPE @ 1.00%

±48.1 LF - 36" RCP @ 0.30%

STMH-12
RIM. 949.94
IE IN=942.48 (NW)
IE OUT=942.38 (SE)

STMH-11
RIM. 949.82
IE IN=942.24 (NW)
IE OUT=942.14 (SE)

SMH-44
RIM. 949.81
IE IN=938.28 (NE)
IE OUT=938.18 (SW)

STMH-27
RIM. 950.21
IE IN=943.92 (NE)
IE OUT=943.82 (NW)

±178.0 LF - 36" HDPE @ 0.30%

±181.0 LF - 12" HDPE @ 1.01%

BOTTOM OF POND=942.00

FES-13
IE OUT=943.01 (SE)

FES-26
IE IN=942.00 (SE)

FES-65
IE IN=940.88 (NW)

±159.8 LF - 12" HDPE @ 0.50%

CBMH-64
RIM. 943.68
IE OUT=941.68 (SE)

6" HYDRANT &
6" GATE VALVE

±180.4 LF - 24" HDPE @ 0.50%

±71.4 LF - 15" HDPE @ 0.50%

11.25° BEND
IE=939.39

STMH-15
RIM. 946.86
IE IN=941.55 (N)
IE IN=941.55 (S)
IE OUT=941.45 (E)

±198.7 LF - 18" HDPE @ 0.50%

22.5° BEND
IE=939.03

SMH-40
RIM. 947.41
IE IN=937.87 (NW)
IE OUT=937.77 (SE)

±104.5 LF - 8" PVC @ 0.40%

±286.0 LF - 8" PVC @ 0.40%

±28.0 LF - 12" RCP @ 0.50%

CB-16
RIM. 946.70
IE IN=942.01 (W)
IE OUT=941.91 (N)

CB-17
RIM. 946.70
IE OUT=942.15 (E)

SMH-39
RIM. 946.93
IE IN=938.39 (N)
IE OUT=938.29 (SE)

CB-19
RIM. 945.78
IE IN=942.88 (N)
IE OUT=942.78 (E)

SMH-38
RIM. 946.00
IE IN=939.63 (N)
IE OUT=939.53 (S)

±8.4 LF - 12" HDPE @ 0.50%

CB-21
RIM. 945.78
IE OUT=942.92 (S)

±28.0 LF - 15" RCP @ 0.50%

±167.3 LF - 8" PVC @ 0.40%

SMH-37
RIM. 946.54
IE IN=940.40 (N)
IE OUT=940.30 (S)

±204.3 LF - 8" PVC @ 0.40%

SMH-36
RIM. 947.81
IE IN=941.32 (N)
IE OUT=941.22 (S)

CB-20
RIM. 945.78
IE OUT=942.68 (S)

±8.4 LF - 12" HDPE @ 0.50%

CB-18
RIM. 945.78
IE IN=942.64 (W)
IE IN=942.64 (N)
IE OUT=942.54 (S)

22.5° BEND
IE=938.62

3.00' TYP.

1.10' MIN.

WARNING

LOCATION OF ALL UNDERGROUND UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR.
CALL BEFORE DIGGING

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NO	DATE	ISSUED FOR
2	01/08/2021	PRELIMINARY PLAT REVIEW
1	12/21/2020	PRELIMINARY PLAT REVIEW

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Oak Grove, MN 55011

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SIGNATURE:
TYPED OR PRINTED NAME: ADAM BESSE REG. NO.: 52597 DATE: 12/18/2020

CHECK BY:
DRAWN BY:

PROJECT #: 200645
0 20' 40' 80'

GRADING & UTILITY PLAN
FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET C203

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SHEET NOTES

1. SEE SHEET C201 FOR GRADING & UTILITY NOTES.

LEGEND

- CONSTRUCTION LIMITS
- MAJOR CONTOUR (5' INTERVAL)
- MINOR CONTOUR (1' INTERVAL)
- STORM SEWER
- CATCH BASIN OR STORM MANHOLE
- FLARED END SECTION
- SANITARY SEWER
- SANITARY MANHOLE
- WATER
- WATER SERVICE CURB STOP
- HYDRANT
- GATE VALVE

SMH-36
RIM. 947.81
IE IN=941.32 (N)
IE OUT=941.22 (S)

219+09

±300.0 LF - 8" PVC @ 0.40%

220+09

SMH-35
RIM. 949.61
IE IN=942.62 (NE)
IE OUT=942.52 (S)

221+00

6" HYDRANT &
6" GATE VALVE

11.25° BEND
IE=941.58

±106.7 LF - 8" PVC @ 0.40%

222+06

SMH-34
RIM. 950.17
IE IN=943.15 (NE)
IE OUT=943.05 (SW)

22.5° & 11.25° BENDS
IE=942.26

±124.9 LF - 8" PVC @ 0.40%

223+00

SMH-33
RIM. 950.88
IE IN=943.75 (E)
IE OUT=943.65 (SW)

22.5° BEND
IE=951.01

±201.7 LF - 8" PVC @ 0.40%

224+00

CULVERT END
IE=942.11

FES-63
IE IN=942.21 (E)

±93.7 LF - 15" HDPE @ 0.50%

STMH-62
RIM. 950.61
IE IN=942.78 (N)
IE OUT=942.68 (W)

±7.8 LF - 12" HDPE @ 0.50%

CB-61
RIM. 949.57
IE IN=943.52 (E)

SMH-32
RIM. 952.17
IE OUT=944.56 (W)

11.25° BEND
IE=946.42

8" GATE VALVE (TYP. OF 4)
IE=944.45

SMH-14
RIM. 952.42
IE IN=943.27 (N)
IE IN=943.27 (E)
IE OUT=943.17 (S)

6" HYDRANT &

8" PVC @ 0.40%

465+00

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PROJECT #: 200645

0 20' 40' 80'

GRADING & UTILITY PLAN

FAIRWAY GREENS NORTH OAK GROVE, MN

SHEET C204

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SHEET NOTES

1. SEE SHEET C201 FOR GRADING & UTILITY NOTES.

LEGEND

- CONSTRUCTION LIMITS
- MAJOR CONTOUR (5' INTERVAL)
- MINOR CONTOUR (1' INTERVAL)
- STORM SEWER
- CATCH BASIN OR STORM MANHOLE
- FLARED END SECTION
- SANITARY SEWER
- SANITARY MANHOLE
- WATER
- WATER SERVICE CURB STOP
- HYDRANT
- GATE VALVE

FES-25
IE IN=943.58 (E)
±79.3 LF – 15" HDPE @ 0.50%
CB-24
RIM. 947.94
IE OUT=943.98 (W)
100+00
CAP END
IE=938.61
SMH-25
RIM. 948.21
IE OUT=943.88 (E)
101+00
±189.8 LF – 8" PVC @ 0.40%
102+00
22.5° BEND
IE=939.66
SMH-26
RIM. 947.74
IE IN=943.12 (W)
IE OUT=943.02 (E)
±102.9 LF – 8" PVC @ 0.40%
103+00
22.5° BEND
IE=941.55
SMH-27
RIM. 949.45
IE IN=942.61 (W)
IE OUT=942.51 (NE)
±121.1 LF – 8" PVC @ 0.40%
105+00
22.5° BEND
IE=942.53
±88.5 LF – 8" PVC @ 0.40%
SMH-28
RIM. 950.42
IE IN=942.03 (SW)
IE OUT=941.93 (N)
SMH-29
RIM. 950.26
IE IN=941.58 (S)
IE OUT=941.48 (N)
FES-53
RIM. ???
IE IN=941.00 (N)
±200.0 LF – 24" HDPE @ 0.31%
SMH-23
RIM. 949.66
IE IN=938.27 (E)
IE OUT=938.17 (NW)
STMH-52
RIM. 950.05
IE IN=941.72 (N)
IE OUT=941.62 (S)
±44.5 LF – 24" RCP @ 0.31%
±132.1 LF – 8" PVC @ 0.40%
SMH-22
RIM. 950.15
IE IN=938.90 (E)
IE OUT=938.80 (W)
±28.0 LF – 12" RCP @ 0.66%
CB-48
RIM. 949.11
IE IN=944.80 (SE)
IE OUT=944.70 (N)
6" HYDRANT &
6" GATE VALVE
IE=942.22
11.25° BEND
IE=942.22
±43.4 LF – 12" HDPE @ 0.66%
CB-49
RIM. 949.11
IE OUT=945.09 (NW)
SMH-21
RIM. 949.17
IE IN=940.40 (N)
IE IN=940.40 (S)
IE OUT=940.30 (W)
±45.6 LF – 12" HDPE @ 0.66%
CB-46
RIM. 948.93
IE OUT=944.71 (N)
±350.0 LF – 8" PVC @ 0.40%
200+00
201+00
±186.9 LF – 8" P
22.5° BEND
IE=941.81
STMH-51
RIM. 950.12
IE IN=941.96 (NE)
IE OUT=941.86 (S)
±179.9 LF – 24" HDPE @ 0.30%
FES-50
IE OUT=942.50 (SW)
11.25° BEND
IE=942.17
STMH-08
RIM. 944.48
IE IN=941.73 (NW)
IE OUT=941.63 (E)
±17.6 LF –
FES-09
IE IN=941.
±200.1 LF – 15" HDPE
CB-47
RIM. 949.11
IE IN=944.52 (S)
IE OUT=944.42 (NE)
±44.2 LF – 12" HDPE @ 0.66%
8" GATE VALVE (TYP. OF 3)
IE=941.29
±182.5 LF – 18" HDPE @ 0.66%
STMH-43
RIM. 950.31
IE IN=942.80 (S
IE OUT=942.70 (
±186.1 LF – 18" HDPE @ 0.66%
FES-42
IE IN=941.50 (E)
CB-44
RIM. 949.11
IE IN=944.13 (SW)
IE IN=944.13 (E)
IE OUT=944.03 (N)
±400.0 LF – 8" PVC @ 0.40%
±28.0 LF – 12" RCP @ 0.66%
CB-45
RIM. 949.11
IE IN=944.41 (S)
IE OUT=944.31 (W)
271+00
±271.0 LF – 8" PVC @ 0.40%
106+00
107+00
108+00
109+00
110+00
111+00

WARNING

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REG. NO.: 52597
DATE: 12/18/2020

CHECK BY:
DRAWN BY:

PROJECT #:
200645
0 20' 40' 80'

GRADING & UTILITY PLAN
FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET
C205

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SHEET NOTES

1. SEE SHEET C201 FOR GRADING & UTILITY NOTES.

LEGEND

- CONSTRUCTION LIMITS
- MAJOR CONTOUR (5' INTERVAL)
- MINOR CONTOUR (1' INTERVAL)
- STORM SEWER
- CATCH BASIN OR STORM MANHOLE
- FLARED END SECTION
- SANITARY SEWER
- SANITARY MANHOLE
- WATER
- WATER SERVICE CURB STOP
- HYDRANT
- GATE VALVE

STMH-08
RIM. 944.48
941.73 (NW)
=941.63 (E)
±17.6 LF – 15" HDPE @ 0.75%
FES-09
IE IN=941.50 (W)
±214.4 LF – 36" HDPE @ 0.30%
FES-50
IE OUT=942.50 (SW)
FES-10
IE IN=941.50 (NW)
×941.50
BOTTOM OF POND=941.50
±295.2 LF – 8" PVC @ 0.40%
±17.3 LF – 12" HDPE @ 1.50%
STMH-33
RIM. 951.39
IE IN=944.65 (NW)
IE OUT=944.55 (SE)
8" GATE VALVE (TYP. OF 3)
IE=943.06
±76.9 LF – 12" HDPE @ 1.50%
22.5° & 11.25° BEND
IE=943.13
CB-31
RIM. 950.83
IE IN=946.26 (NW)
IE OUT=946.16 (SW)
±32.0 LF – 12" RCP @ 1.50%
22.5° BEND
IE=943.46
±203.2 LF – 12" HDPE @ 1.50%
±198.0 LF – 30" HDPE @ 0.71%
FES-42
IE IN=941.50 (E)
FES-34
IE IN=941.50 (NW)
FES-35
IE IN=941.50 (N)
STMH-36
RIM. 951.86
IE IN=943.01 (N)
IE OUT=942.91 (S)
11.25° BEND
IE=943.81
±94.7 LF – 30" RCP @ 0.73%
±105.6 LF – 8" PVC @ 0.40%
SMH-31
RIM. 951.84
IE IN=940.64 (E)
IE OUT=940.54 (W)
BOTTOM OF POND=942.70
×942.70
FES-38
IE IN=942.70 (E)
FES-54
IE IN=942.70 (N)
±182.5 LF – 18" HDPE @ 0.65%
SMH-43
RIM. 950.31
IE IN=942.80 (S)
IE OUT=942.70 (W)
6" HYDRANT &
6" GATE VALVE
IE=944.44
±218.1 LF – 8" PVC @ 0.40%
±189.9 LF – 12" HDPE @ 1.89%
CB-40
RIM. 952.41
IE IN=947.54 (E)
IE OUT=947.44 (N)
STMH-39
RIM. 953.07
IE IN=946.40 (S)
IE OUT=946.30 (W)
±393.5 LF – 8" PVC @ 0.40%
SMH-20
RIM. 950.72
IE IN=942.10 (N)
IE OUT=942.00 (S)
SMH-41
RIM. 952.29
IE OUT=943.67 (S)
8" GATE VALVE (TYP. OF 4)
IE=944.52
±52.2 LF – 12" HDPE @ 2.00%
±28.0 LF – 12" RCP @ 2.00%
CB-41
RIM. 952.41
IE OUT=948.10 (W)
SMH-19
RIM. 952.56
IE IN=941.61 (N)
IE IN=941.61 (E)
IE OUT=941.51 (W)
±301.1 LF – 8" PVC @ 0.40%
SMH-18
RIM. 953.66
IE IN=942.91 (N)
IE OUT=942.81 (S)
±179.8 LF – 8" PVC @ 0.40%
8" GATE VALVE
IE=942.89
SMH-43
RIM. 950.85
IE OUT=942.33 (W)
CAP END
IE=942.80
SMH-4
RIM. 952.70
IE IN=940.59 (N)
IE OUT=940.49 (S)
±399.5 LF – 8" PVC @ 0.40%
22.5° BEND
IE=943.07
SMH-5
RIM. 951.11
IE IN=939.56 (NW)
IE IN=939.56 (NE)
IE OUT=939.46 (SW)
CB-30
RIM. 950.83
IE OUT=946.74 (SE)
±114.2 LF – 8" PVC @ 0.40%
SMH-30
RIM. 951.36
IE IN=940.12 (E)
IE OUT=940.02 (SW)
FES-37
IE OUT=943.70 (S)
±87.2 LF – 8" PVC @ 0.40%
±119.6 LF – 8" PVC @ 0.40%

WARNING

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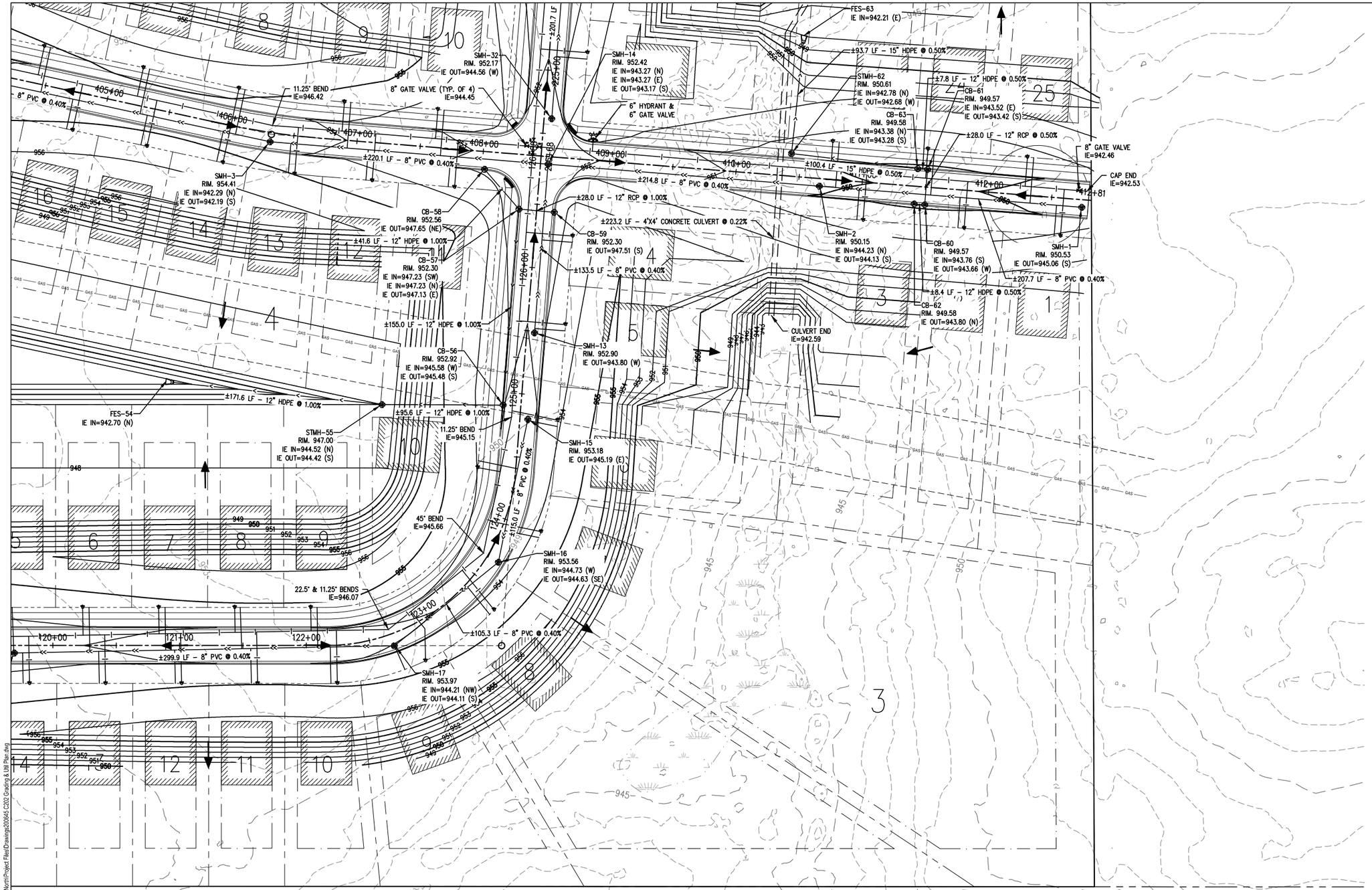
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PROJECT #: 200645
0 20' 40' 80'

GRADING & UTILITY PLAN
FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET C206

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SHEET NOTES

1. SEE SHEET C201 FOR GRADING & UTILITY NOTES.

LEGEND

- CONSTRUCTION LIMITS
- MAJOR CONTOUR (5' INTERVAL)
- MINOR CONTOUR (1' INTERVAL)
- STORM SEWER
- CATCH BASIN OR STORM MANHOLE
- FLARED END SECTION
- SANITARY SEWER
- SANITARY MANHOLE
- WATER
- WATER SERVICE CURB STOP
- HYDRANT
- GATE VALVE

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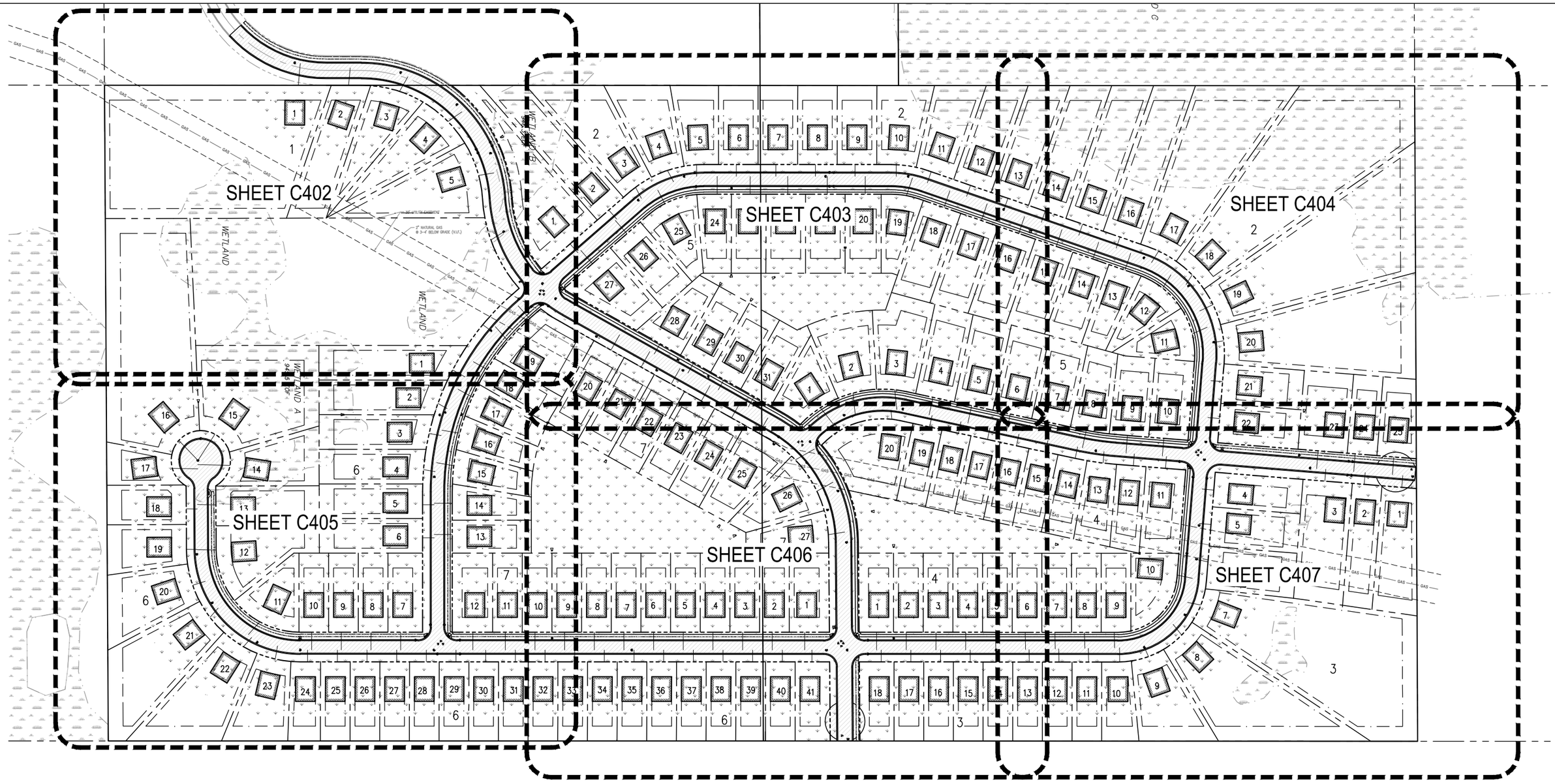
PROJECT #:
200645

0 20' 40' 80'

GRADING & UTILITY PLAN
FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET
C207

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SHEET NOTES

1. PREVENT FROM DAMAGE ALL SURFACES OUTSIDE THE CONSTRUCTION LIMITS. RESTORE ALL DISTURBED AREAS DUE TO CONSTRUCTION ACTIVITIES TO PRECONSTRUCTION CONDITION UNLESS OTHERWISE NOTED IN THE DRAWINGS.
2. ADJUST ALL CASTINGS, VALVE BOXES AND JUNCTION BOXES TO FINISH GRADE.
3. PROVIDE BITUMINOUS TACK COAT BETWEEN PROPOSED BITUMINOUS PAVEMENTS AND ALL ADJACENT CONCRETE OR BITUMINOUS SURFACES.
4. PROVIDE BITUMINOUS TACK COAT BETWEEN THE WEARING AND NON-WEARING COURSES FOR ALL PROPOSED BITUMINOUS PAVEMENTS.
5. SAW CUT ALL EXISTING PAVEMENTS ADJACENT TO PROPOSED PAVEMENTS ALONG A NEAT LINE AND FULL DEPTH. SAW CUT ALL EXISTING CONCRETE PAVEMENTS, OR CURB AT THE NEAREST EXISTING JOINT.
6. UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE TO BACK OF CURB.
7. ONLY PLACE FILL MATERIALS ON COMPETENT, INSPECTED SUBGRADE.
8. PLACE EXPANSION JOINTS AT 60 FEET INTERVALS ALONG CONCRETE WALK.

LEGEND

- CURB & GUTTER
- BITUMINOUS PAVEMENT
- CONCRETE WALK
- TOPSOIL & SOD
- SIGN
- DETECTABLE WARNING
- EXISTING WETLAND

WARNING

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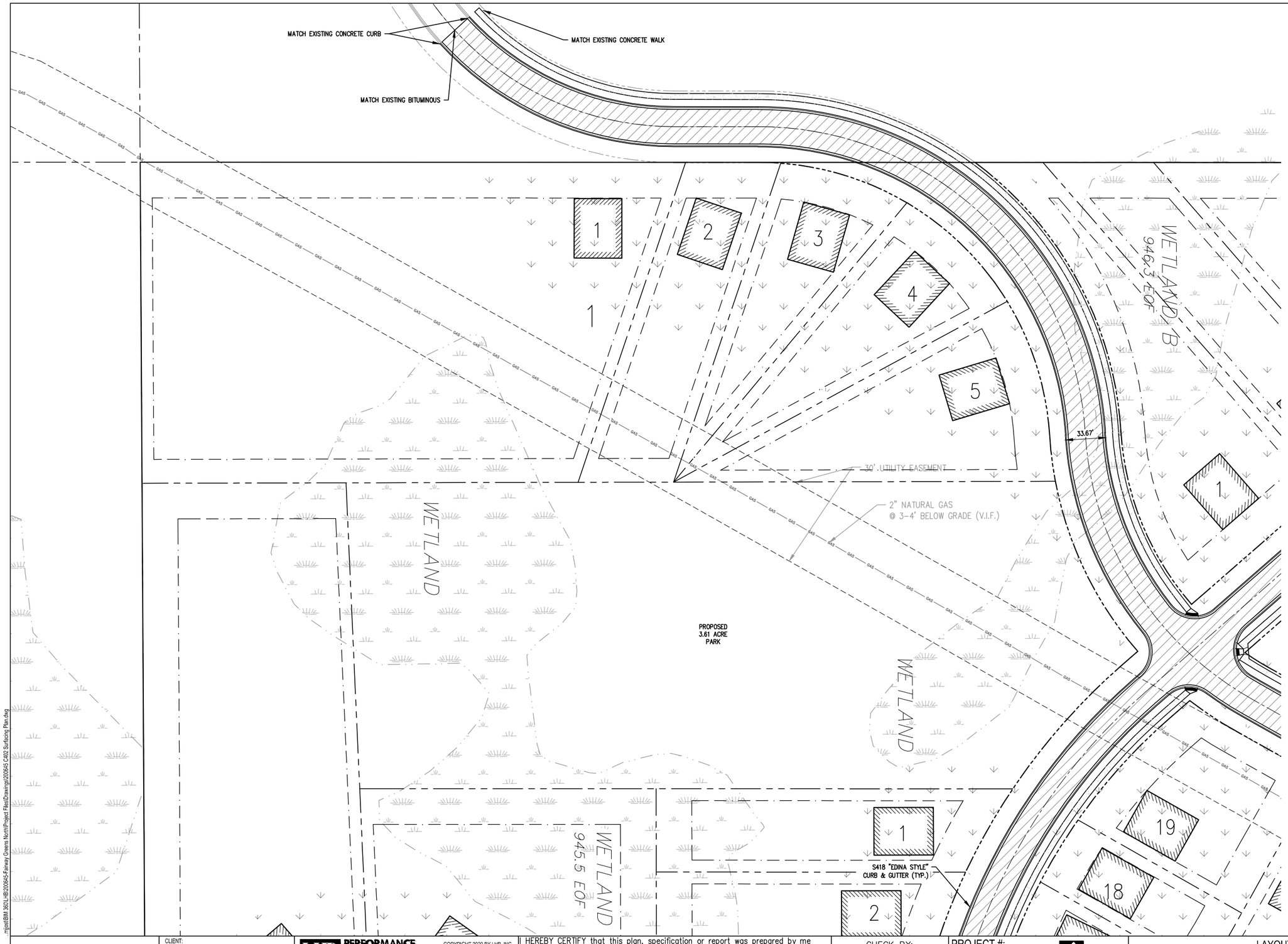
0 50' 100' 200'

SURFACING PLAN
SHEET INDEX

FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET C401

...rtjobs\BIM 360\LHB\200645-Fairway Greens North\Project Files\Drawings\200645 C401 Surfacing Plan.dwg



SHEET NOTES

1. SEE SHEET C401 FOR SURFACING NOTES.

LEGEND

- CURB & GUTTER
- BITUMINOUS PAVEMENT
- CONCRETE WALK
- TOPSOIL & SOD
- SIGN
- DETECTABLE WARNING
- EXISTING WETLAND

...mjoe\BIM 360\LHB\200645-Fairway Greens North\Project Files\Drawings\200645 C402 Surfacing Plan.dwg

NO	DATE	ISSUED FOR
2	01/08/2021	PRELIMINARY PLAT REVIEW
1	12/21/2020	PRELIMINARY PLAT REVIEW

CLIENT:
HOMEPRIDE, INC.
1500 211th Ave NW
Oak Grove, MN 55011

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SIGNATURE:

TYPED OR PRINTED NAME: ADAM BESSE REG. NO.: 52597 DATE: 12/18/2020

CHECK BY:

DRAWN BY:

PROJECT #: 200645

0 20' 40' 80'

LAYOUT & SURFACING PLAN

FAIRWAY GREENS NORTH

OAK GROVE, MN

SHEET C402

SHEET NOTES

1. SEE SHEET C401 FOR SURFACING NOTES.

LEGEND

- CURB & GUTTER
- BITUMINOUS PAVEMENT
- CONCRETE WALK
- TOPSOIL & SOD
- SIGN
- DETECTABLE WARNING
- EXISTING WETLAND

WETLAND B
946.1 LF

PROPOSED POND AREA

33.67'

29.67'

0 20' 40' 80'

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SIGNATURE:

TYPED OR PRINTED NAME: ADAM BESSE REG. NO.: 52597 DATE: 12/18/2020

CHECK BY:

DRAWN BY:

PROJECT #: 200645

LAYOUT & SURFACING PLAN

FAIRWAY GREENS NORTH OAK GROVE, MN

SHEET C403

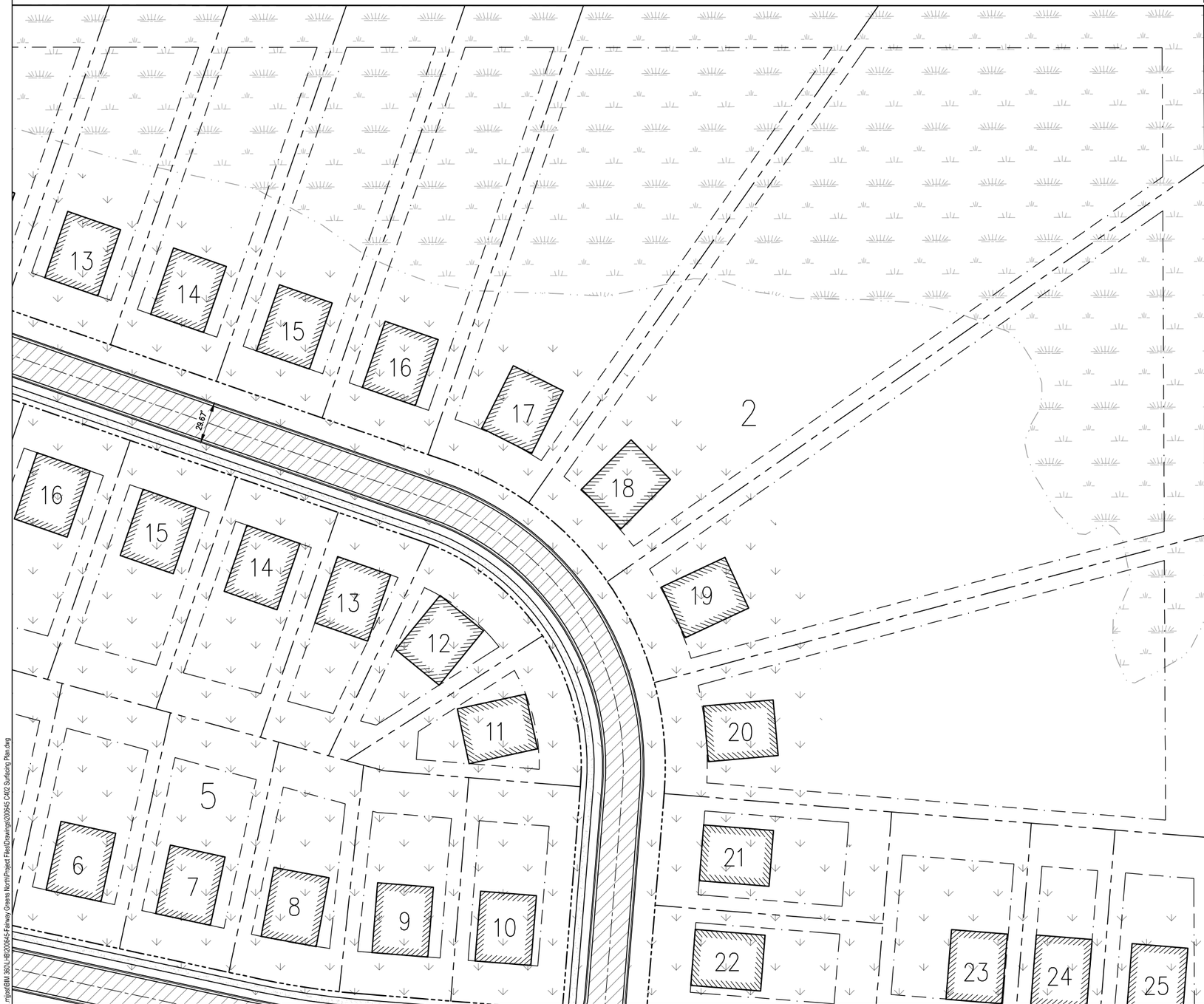
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SHEET NOTES

1. SEE SHEET C401 FOR SURFACING NOTES.

LEGEND

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CHECK BY:

DRAWN BY:

PROJECT #: 200645

0 20' 40' 80'

LAYOUT & SURFACING PLAN

FAIRWAY GREENS NORTH

OAK GROVE, MN

SHEET C404

...rtjobs\BIM 360\LHB\200645-Fairway Greens North\Project Files\Drawings\200645 C402 Surfacing Plan.dwg

SHEET NOTES

1. SEE SHEET C401 FOR SURFACING NOTES.

LEGEND

- CURB & GUTTER
- BITUMINOUS PAVEMENT
- CONCRETE WALK
- TOPSOIL & SOD
- SIGN
- DETECTABLE WARNING
- EXISTING WETLAND

44.83'

29.67'

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NO	DATE	ISSUED FOR
2	01/08/2021	PRELIMINARY PLAT REVIEW
1	12/21/2020	PRELIMINARY PLAT REVIEW

CLIENT:
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SIGNATURE:

TYPED OR PRINTED NAME: ADAM BESSE REG. NO.: 52597 DATE: 12/18/2020

CHECK BY:

DRAWN BY:

PROJECT #:
200645

0 20' 40' 80'

LAYOUT & SURFACING PLAN

FAIRWAY GREENS NORTH

OAK GROVE, MN

SHEET
C405

SHEET NOTES

1. SEE SHEET C401 FOR SURFACING NOTES.

LEGEND

- CURB & GUTTER
- BITUMINOUS PAVEMENT
- CONCRETE WALK
- TOPSOIL & SOD
- SIGN
- DETECTABLE WARNING
- EXISTING WETLAND

PROPOSED POND AREA

PROPOSED POND AREA

6' BOULEVARD (TYP.)

5' WIDE, 6" THICK CONCRETE WALK (TYP.)

29.67'

60.00' TYP.

33.67'

40.00'

...mjost\BIM 360\LHB\200645-Fairway Greens North\Project Files\Drawings\200645 C402 Surfacing Plan.dwg

NO	DATE	ISSUED FOR
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1	12/21/2020	PRELIMINARY PLAT REVIEW

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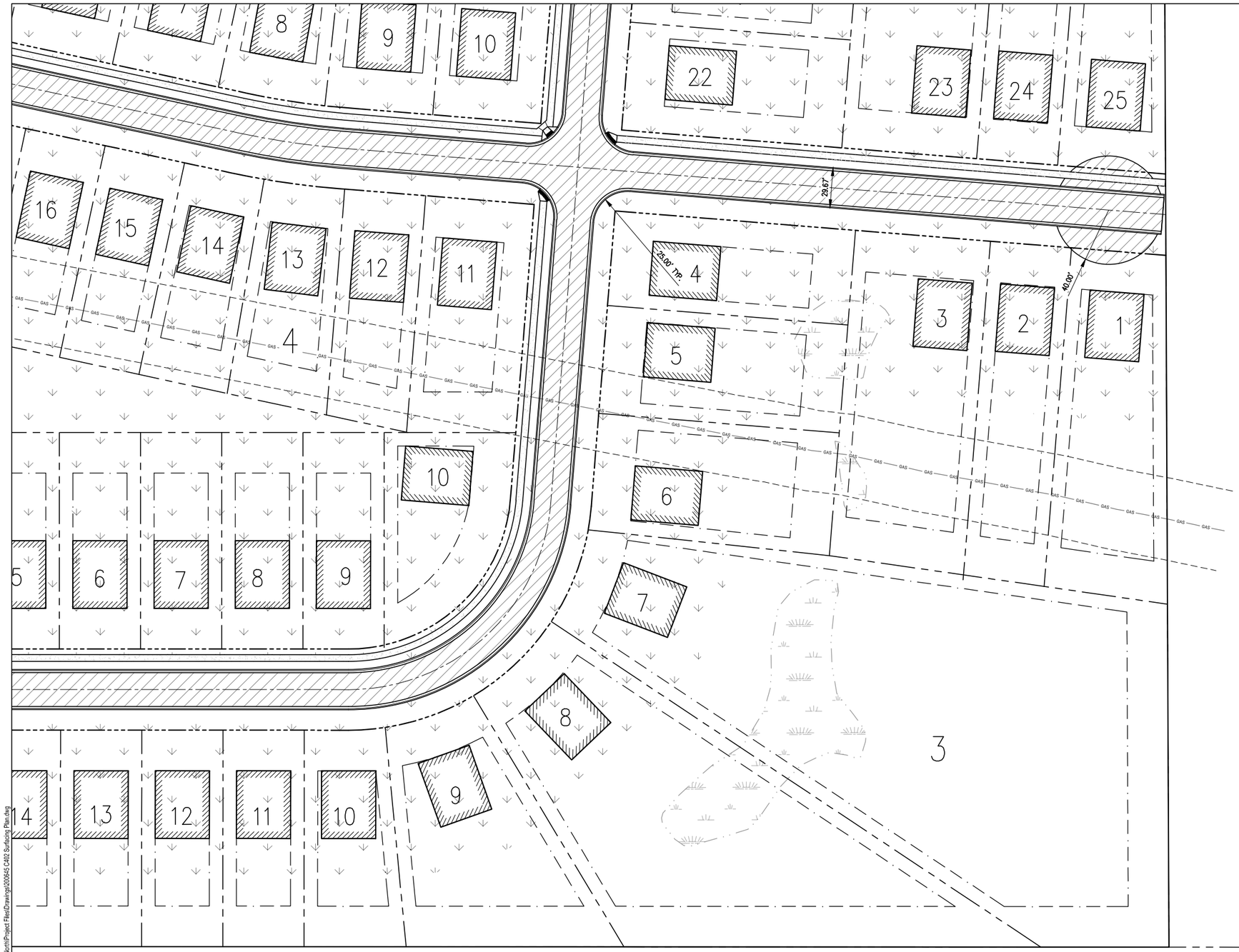
I HEREBY CERTIFY that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
SIGNATURE:
TYPED OR PRINTED NAME: ADAM BESSE REG. NO.: 52597 DATE: 12/18/2020

CHECK BY:
DRAWN BY:

PROJECT #: 200645
0 20' 40' 80'

LAYOUT & SURFACING PLAN
FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET C406



SHEET NOTES

1. SEE SHEET C401 FOR SURFACING NOTES.

LEGEND

- CURB & GUTTER
- BITUMINOUS PAVEMENT
- CONCRETE WALK
- TOPSOIL & SOD
- SIGN
- DETECTABLE WARNING
- EXISTING WETLAND

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NO	DATE	ISSUED FOR
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1	12/21/2020	PRELIMINARY PLAT REVIEW

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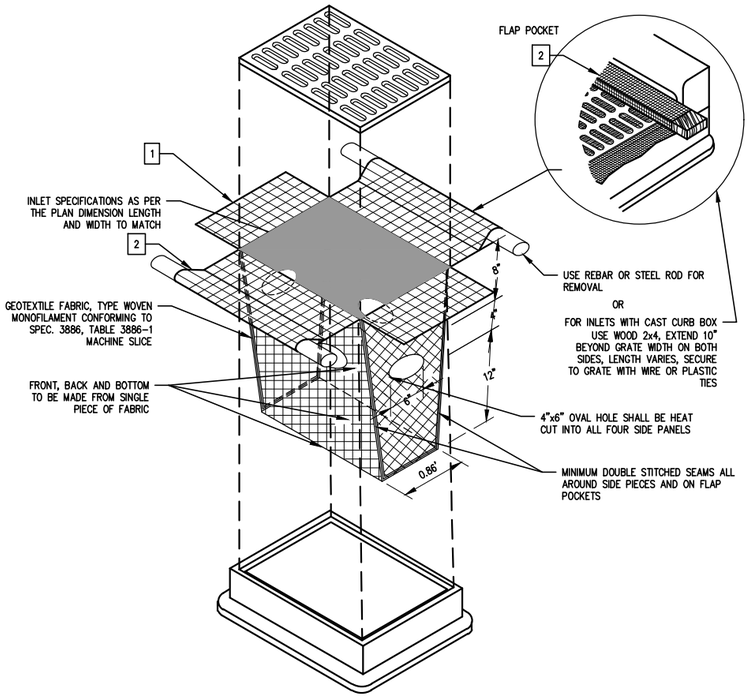
PROJECT #:
200645

0 20' 40' 80'

LAYOUT & SURFACING PLAN

FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET
C407



1 INLET PROTECTION GEOTEXTILE BAG
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.

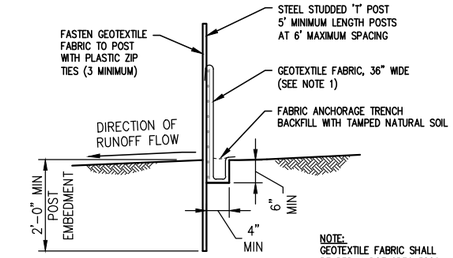
FINISHED SIZE, INCLUDING POCKETS WHERE REQUIRED, SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.

FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2x4.

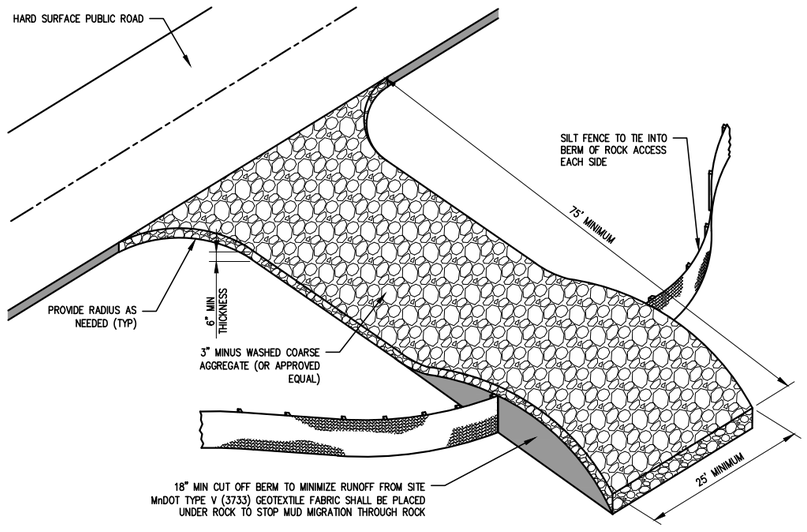
2 INSTALLATION NOTES:
DO NOT INSTALL PROTECTION IN INLETS SHALLOWER THAN 30", MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE.

TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE.

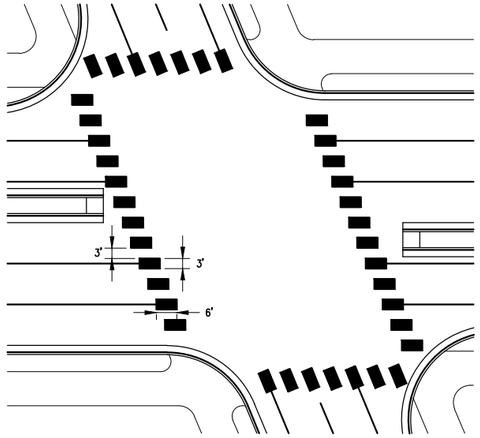
THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CLINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.



1 SILT FENCE HEAVY DUTY
NOT TO SCALE



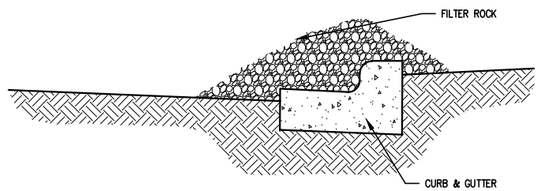
1 ROCK CONSTRUCTION ENTRANCE
NOT TO SCALE



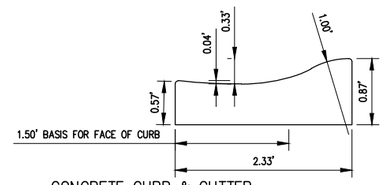
NOTE:
1. PAINTED AREAS TO BE CENTERED ON CENTERLINE AND LANE LINES.
2. A MINIMUM OF 18" CLEAR DISTANCE SHALL BE LEFT ADJACENT TO THE CURB. IF THE LAST PAINTED AREA FALLS INTO THIS DISTANCE, IT MUST BE OMITTED.
3. FOR DIVIDED ROADWAYS, ADJUSTMENTS IN SPACING OF THE BLOCKS SHOULD BE MADE IN THE MEDIAN SO THAT THE BLOCKS ARE MAINTAINED IN THEIR PROPER LOCATION ACROSS THE TRAVELED PORTION OF THE ROADWAY.
4. AT SKEWED CROSSWALKS, THE BLOCKS ARE TO REMAIN PARALLEL TO THE LANE LINES AS SHOWN.

1 PEDESTRIAN CROSSWALK STRIPING
NOT TO SCALE

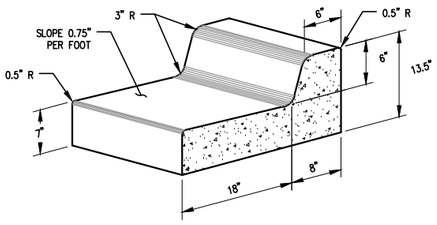
NOTE: FILTER AGGREGATE TO BE 1 TO 2 INCH CLEAN ROCK



1 INLET PROTECTION – 1.5" ROCK WEIR
NOT TO SCALE



1 CONCRETE CURB & GUTTER DESIGN S418 "EDINA STYLE"
NOT TO SCALE



1 CONCRETE CURB & GUTTER DESIGN B618
NOT TO SCALE

J:\hunt\BIM 360\LHB\200645-Fairway Greens North\Project Files\Drawings\200645 C501 Details.dwg

NO	DATE	ISSUED FOR
2	01/08/2021	PRELIMINARY PLAT REVIEW
1	12/21/2020	PRELIMINARY PLAT REVIEW

CLIENT:
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Oak Grove, MN 55011

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SIGNATURE:
TYPED OR PRINTED NAME: ADAM BESSE REG. NO.: 52597 DATE: 12/18/2020

CHECK BY:
DRAWN BY:

PROJECT #:
200645

CIVIL DETAILS

FAIRWAY GREENS NORTH
OAK GROVE, MN

SHEET
C501

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Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: January 13, 2021

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Fairway Greens North - Preliminary Plat Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the Preliminary Plat and supporting documents entitled "Fairway Greens North" with a revision date of January 8, 2021.

The preliminary plat includes the construction of 167 single family lots, extension of city streets and utilities and site and storm water pond grading.

Also submitted was a stormwater management plan dated December 18, 2020.

We have reviewed the submitted documents and have the following comments:

Preliminary Plat:

1. Show wider drainage & utility easements where pond grading, swales, and storm pipes extend outside currently shown easements.
2. Add access easement to ponds for future maintenance.
3. Add secondary road access branching off 8th Avenue NE connecting to proposed cul-de-sac. Make curve as large as possible coming off 8th Avenue.
    a. It appears additional lots could be added along the south side of the development if the road is connected turning Block 6 Lot 16 into 5 lots.
    b. This secondary access will be required once 80 lots are platted.
4. What is the intent with the square 2-acre box on the west side of the plat? This does not appear to be used for storm water per the plan. Will this be an outlot? Should it be removed from the plat?

Stormwater Management Plan:

5. Existing subcatchment areas are not defined by property lines. Include off site runoff draining onto the site. This cannot be blocked off and must be included in the modeling.
6. Model the existing wetland for 100-year high water elevation and show the proposed culverts will not restrict this flow and affect bounce elevation or drain the existing wetlands.
7. Verify ground water will be over 3-feet below the bottom of all proposed infiltration basins. Provide geotechnical report showing this and have percolation tests completed to determine infiltration rate. Revise model as needed.
8. Provide existing and proposed discharge rates at each discharge point on the site, not as one total runoff rate.

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9. The West Pond needs to treat its individual required Water Quality Volume. It appears there is significantly more room in the outlot than is being used for this pond. It also appears a proposed swale is not within the proposed easements and outlot area.
10. Subcatchments for each CB needs to be determined and spread calculations submitted.
11. CB-02 will require a saffle baffle type structure at a minimum. All other locations that discharge directly to wetland also require treatment structure, and equivalent treatment area oversized in other ponds.
12. Submit pipe sizing calculations for all storm pipes.

Wetland Delineation Report:

13. Submit proposed wetland mitigation report to City, LGU and possibly the Corps of Engineers for review and approval prior to performing any excavations in the identified areas.

Geotechnical Evaluation:

14. A geotechnical report will be required to verify all unsuitable materials are removed from proposed street improvement areas.

Site Development:

15. Submit a proposed Phasing Plan.
16. Show proposed building Low opening is 2 feet above the 100-year event and 1 foot above the emergency overflow in each sub catchment area.
17. Vertical curve lengths shall be 90' minimum (30 mph minimum design).
18. Sewer & water services shall be placed approx. 5-10 feet from property corners, not center of lots.
19. Show emergency overflow locations and stabilization for all pond EOFs.
20. Revised swale and location of CBMH-64 to fit within easements or outlots.
21. Label existing contours.
22. Verify all grading over existing gas main will maintain required cover. For example, there appears to be a 5-foot cut over the gas line in block 4.
23. All storm pipe withing ROW shall be RCP.
24. Low points shown at the back of multiple building pads. Back yards need to have positive drainage away from building pads and no trapped water. (ex Block 6 Lot 41 and Block 3Lot 18.)
25. Sanitary sewer main should not be under 6 feet deep. Any sewer 6-feet to 8-feet deep should be insulated. Verify all 4-inch services can be installed at 1% minimum grade and still service all proposed building elevations.
26. Watermain shall be 7.5-feet deep at a minimum and will need to be extra depth where sanitary services are shallow.

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27. Watermain will need to be looped to 8th Avenue along with the road looping discussed in the above preliminary plat section.
28. Are the road widths labeled at Face to Face or Back to Back?
29. Submit horizontal curve tables showing design speed.
30. Show all sidewalk at a minimum of 1' from ROW edge. Some intersections appear to need chamfered corners at pedramps.
31. The pavement section shall be determined by the geotechnical report, but at a minimum:
    a. 1.5-inches of bituminous wear course
    b. 2-inches of bituminous non-wear course
    c. 8-inches of aggregate base class 5
32. Show street lighting plan.

We recommend approval of the preliminary plat once the above items are addressed.

Please contact me if you have any questions.

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January 14, 2021

City of Isanti
DRM Committee Sheila Sellman

FAIRWAY GREENS NORTH PLAN REVIEW

Isanti Fire District reviewed the proposed design of Fairway Greens North, in the City of Isanti. Any concerns are listed below with applicable Minnesota State Fire Code (MSFC) references.

1) Fire apparatus access is currently limited to one street.
    a. **D107.1 One- or two-family dwelling residential developments.**
    Developments of one- or two-family dwellings where the number of dwelling units exceeds 30 shall be provided with two separate and approved fire apparatus access roads, and shall meet the requirements of Section D104.3.
    b. **D104.3 Remoteness.**
    Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses.
2) Dead end roads do not have ample cul-de-sac.
    a. **503.2.5 Dead ends.**
    Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an *approved* area for turning around fire apparatus.

Thank you for your attention to these life safety concerns.

Alan Jankovich | Fire Chief
Isanti Fire District

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: February 2, 2021
Subject: Request by the City of Isanti for a Preliminary and Final Subdivision to subdivide PID 16.124.0020 into three five-acre lots

---

Request: Request by the City of Isanti for a Preliminary and Final Subdivision to subdivide 15 acres of a shovel ready site (PID 16.124.0020) into three five-acre lots.

Overview/Background: The City has entered into a purchase agreement with LTL, LLC to sell them two 5-acre lots from the shovel ready program. Currently the subject lot is 15 acres, once the subdivision occurs it will be split into three 5-acre parcels. LTL, LLC will be buying the northern two lots and the City will retain the southern lot for sale.

This parcel has multiple city ditches and an access to the city water tower. The access to the water tower did not have proper documentation therefore we created an outlot for this access.

As proposed all the lots meeting minimum standards in the Industrial Park.

The Planning Commission held a public hearing at their January 19, 2021 meeting. No one from the public spoke on this item. The Planning Commission recommends approval.

Staff Recommendation:
Staff recommends approval

Attachment:
- Resolution
- City Engineer Memo
- Preliminary and Final Plat

RESOLUTION 2021-XXX

APPROVING THE PRELIMINARY PLAT, FINAL PLAT ISANTI CENTENNIAL COMPLEX 7TH REARRANGEMENT

WHEREAS, The City of Isanti has applied for Preliminary and Final Plat for Isanti Centennial Complex 7th Rearrangement a 3-lot subdivision for the property legally described as Lot 00A of Isanti Centennial Comp 5th Rearrange, Isanti County, Isanti, Minnesota; and,

WHEREAS, two lots will be sold and developed with the third lot available for sale; and,

WHEREAS, the City of Isanti Planning Commission held a public hearing on the proposed Preliminary and Final Plat of Isanti Centennial Complex 7th Rearrangement during the regular Planning Commission meeting held on January 19,2021; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Preliminary and, Final Plat as presented;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it approves the Preliminary Plat and Final Plat of for Isanti Centennial Complex 7th Rearrangement.

Adopted by the City of Isanti City Council on this 2nd day of February 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: January 13, 2021

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Isanti Centennial Complex 7th Rearrangement - Plat Review
City of Isanti, MN
Project No.: 0R1.123322

We have reviewed the Preliminary and Final Plat and supporting documents entitled "Isanti Centennial Complex 7th Rearrangement" with a date of January 13, 2021.

The plat includes the subdivision of the 15.49 acre parcel owned by the EDA into 3 equal 5.01 acre lots and an Outlot.

The existing site has previously completed the "Shovel Ready" approval process where it went under rigorous reviews to determine these are buildable sites.

The 15.49 acre site has multiple City ditches and an access to the City water tower site on it. Some of these ditches were not in drainage and utility easements so new easements were written to cover the existing ditch system. The driveway to the water tower did not have a properly documented access so an Outlot was created to cover the water tower driveway and the utilities that are in it.

We recommend approval of the preliminary and final plats as submitted.

Please contact me if you have any questions.

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OFFICIAL PLAT COPY

ISANTI CENTENNIAL COMPLEX 7TH REARRANGEMENT

SECTION 29, TWP. 35, RGE. 23
CITY OF ISANTI
ISANTI COUNTY, MINNESOTA

KNOW ALL PERSONS BY THESE PRESENTS: That the City of Isanti Economic Development Authority, a public body corporate under the laws of the State of Minnesota, fee owner of the following described property:

Outlot A, ISANTI CENTENNIAL COMPLEX 5TH REARRANGMENT, according to the plat thereof on file and of record in the Office of the County Recorder, Isanti County, Minnesota.

Has caused the same to be surveyed and platted as ISANTI CENTENNIAL COMPLEX 7TH REARRANGMENT and do hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Economic Development Authority of the City of Isanti, a public body corporate under the laws of the State of Minnesota, have caused these presents to be signed by its proper officers this _____ day of _____ , 20_____ .

CITY OF ISANTI ECONOMIC DEVELOPMENT AUTHORITY

_____
Jeff Johnson, President of the City of Isanti Economic Development Authority

_____
Sheila Sellman, Secretary of the City of Isanti Economic Development Authority

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____ , 20_____ , by Jeff Johnson, President and Sheila Sellman, Secretary of the City of Isanti Economic Development Authority , on behalf of the City of Isanti Economic Development Authority.

_____

Notary Public, _____ County, Minnesota

My Commission Expires _____

I Andrew Hill do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____ , 20_____ .

_____
Andrew Hill, Licensed Land Surveyor
Minnesota License No. 57632

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____ , 20_____ by Andrew Hill.

_____

Notary Public, _____ County, Minnesota

My Commission Expires _____

CITY PLANNING COMMISSION, CITY OF ISANTI, MINNESOTA

Recommenced for Approval by the Planning Commission of City of Isanti, Minnesota, this _____ day of _____ , 20_____ .

_____ _____
Jeff Johnson, Chairperson Sheila Sellman, Secretary

CITY COUNCIL, CITY OF ISANTI, MINNESOTA

Approved by the City Council of Isanti, Minnesota, this _____ day of _____ , 20_____ , and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

_____ _____
Jeff Johnson, Mayor Josi Wood, City Administrator

COUNTY SURVEYOR, ISANTI COUNTY, MINNESOTA

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this ____day of_____, 20__.

_____
Isanti County Surveyor, Minn. License No. _____

CITY ENGINEER, CITY OF ISANTI, MINNESOTA

This plat was recommended for approval this____day of_____, 20__.

_____
City of Isanti Engineer

CITY ATTORNEY, CITY OF ISANTI, MINNESOTA

This plat was approved as to form and execution this____day of_____, 20__.

_____
City of Isanti Attorney

COUNTY AUDITOR/TREASURER, ISANTI COUNTY, MINNESOTA

I hereby certify that the taxes for the year_____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on, this _____ day of _____, 20___.

_____
Isanti County Auditor - Treasurer

By_____, Deputy

COUNTY RECORDER, ISANTI COUNTY, MINNESOTA

hereby certify that this instrument was filed in the Office of the County Recorder for record on this_____day of_____, 20__, at _____o'clock __.M., and was duly recorded in the Isanti County Records as Document No. _____.

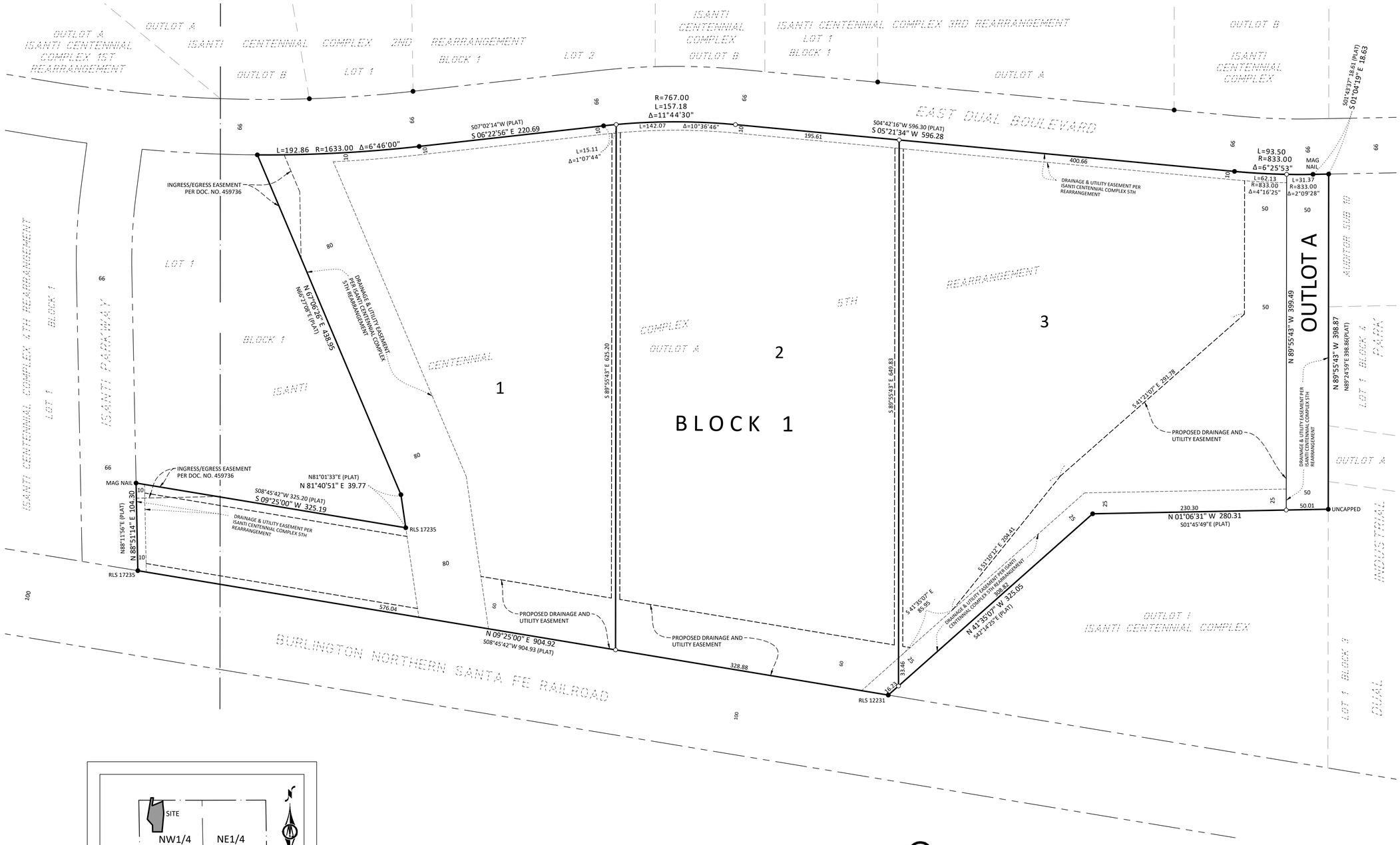
_____
Isanti County Recorder

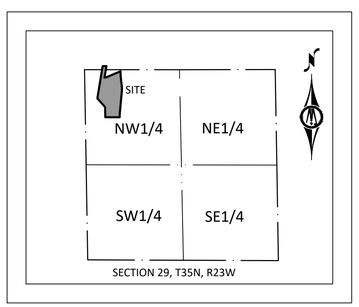
BOLTON & MENK

OFFICIAL PLAT COPY

ISANTI CENTENNIAL COMPLEX 7TH REARRANGEMENT

SECTION 29, TWP. 35, RGE. 23
CITY OF ISANTI
ISANTI COUNTY, MINNESOTA

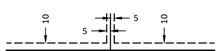




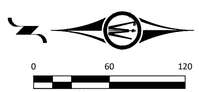
VICINITY MAP

NOT TO SCALE

PROPOSED DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING PLAT BOUNDARY AND 5 FEET IN WIDTH AND ADJOINING LOT LINES AS SHOWN ON THE PLAT UNLESS OTHERWISE DIMENSIONED



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON ISANTI COUNTY COORDINATE NAD 83 (1996 ADJUSTMENT)

LEGEND

- ○ DENOTES 1/2 INCH BY 14 INCH IRON MONUMENT SET WITH PLASTIC CAP MARKED R.L.S. NO. 57632
- ● DENOTES 1/2 INCH IRON MONUMENT WITH PLASTIC CAP MARKED R.L.S. NO. 44530, UNLESS OTHERWISE NOTED

BEARINGS AND DISTANCES IN PARENTHESIS ARE FROM THE UNDERLYING PLAT OF ISANTI CENTENNIAL COMPLEX 5TH REARRANGEMENT

BOLTON & MENK

City of Isanti

Gross Payroll	98,804.84
Social Security & Medicare	5,287.20
Public Employees Retirement	9,838.72
Total City Expense	113,930.76

Pay Date 1/22/2021

Pay Period 2 (1/3-1/16/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/21	01/21/2021	55236	1503	7-UP BOTTLING	609-20200	198.40
01/21	01/21/2021	55237	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	586.47
01/21	01/21/2021	55238	2850	BEAUDRY OIL & PROPANE INC	101-20200	2,067.33
01/21	01/21/2021	55239	53	BELLBOY CORPORATION	609-20200	6,051.35
01/21	01/21/2021	55240	9	BERNICKS PEPSI-COLA	609-20200	1,652.65
01/21	01/21/2021	55241	1815	CENTURYLINK	609-20200	604.40
01/21	01/21/2021	55242	1985	CIVIC SYSTEMS, LLC	609-20200	5,552.00
01/21	01/21/2021	55243	918	CRYSTAL SPRINGS ICE	609-20200	84.24
01/21	01/21/2021	55244	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,287.10
01/21	01/21/2021	55245	2807	DAUDT, BRANDON	101-20200	89.98
01/21	01/21/2021	55246	1941	DELTA DENTAL	861-20200	3,436.60
01/21	01/21/2021	55247	55	ECM PUBLISHERS INC	609-20200	163.25
01/21	01/21/2021	55248	2028	FURTHER	861-20200	35.00
01/21	01/21/2021	55249	134	GOPHER STATE ONE-CALL INC	601-20200	50.00
01/21	01/21/2021	55250	739	HACH COMPANY	601-20200	552.76
01/21	01/21/2021	55251	1684	ISANTI COUNTY AUDITOR-	920-20200	7,088.52
01/21	01/21/2021	55252	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,803.19
01/21	01/21/2021	55253	5	KAWALEK TRUCKING	609-20200	200.80
01/21	01/21/2021	55254	1479	LOFFLER	108-20200	75.99
01/21	01/21/2021	55255	3016	LOFFLER COMPANIES INC	108-20200	238.45
01/21	01/21/2021	55256	17	MCDONALD DISTRIBUTING CO	609-20200	8,764.00
01/21	01/21/2021	55257	1536	MINNESOTA DEED	219-20200	833.33
01/21	01/21/2021	55258	176	MN DEPT OF REVENUE	609-20200	37,168.00
01/21	01/21/2021	55259	2080	MVTL LABORATORIES INC	601-20200	45.51
01/21	01/21/2021	55260	2992	NEXTERA COMMUNICATIONS	108-20200	248.34
01/21	01/21/2021	55261	617	PAUSTIS & SONS	609-20200	2,599.42
01/21	01/21/2021	55262	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,544.71
01/21	01/21/2021	55263	2554	SPECIALTY SOLUTIONS	609-20200	561.57
01/21	01/21/2021	55264	73	STAR	101-20200	276.20
01/21	01/21/2021	55265	219	SURPLUS SERVICES	101-20200	150.00
01/21	01/21/2021	55266	2687	TRITECH SOFTWARE SYSTEMS	101-20200	8,406.93
01/21	01/21/2021	55267	42	VIKING COCA-COLA BOTTLING CO	609-20200	107.68
01/21	01/21/2021	55268	4	WATSON CO INC	609-20200	1,871.83
01/21	01/21/2021	55269	1922	WEX BANK	101-20200	4,127.58
Grand Totals:						120,523.58

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/21	01/27/2021	55270	3020	ADAMS PEST CONTROL, INC.	101-20200	256.63
01/21	01/27/2021	55271	9	BERNICKS PEPSI-COLA	609-20200	936.54
01/21	01/27/2021	55272	1500	BOLTON & MENK INC	601-20200	39,862.50
01/21	01/27/2021	55273	2020	BOYLE, EUGENE	101-20200	3,206.40
01/21	01/27/2021	55274	2487	CAPITOL BEVERAGE SALES	609-20200	180.00
01/21	01/27/2021	55275	1241	CENTRAL WOOD PRODUCTS	101-20200	15.00
01/21	01/27/2021	55276	309	CITY OF CAMBRIDGE	920-20200	10,840.00
01/21	01/27/2021	55277	2234	COMPLETE INTEGRATED SOLUTIONS, LLC	920-20200	2,158.00
01/21	01/27/2021	55278	120	CONNEXUS ENERGY	101-20200	19,969.96
01/21	01/27/2021	55279	8	DAHLHEIMER DISTRIBUTING CO	609-20200	7,839.82
01/21	01/27/2021	55280	2720	DEFIANT DISTRIBUTORS	609-20200	437.76
01/21	01/27/2021	55281	2478	EAST CENTRAL ENERGY	101-20200	42.85
01/21	01/27/2021	55282	3017	FALK, JEFFREY & LEAH	603-20200	24.08
01/21	01/27/2021	55283	1682	FERGUSON WATERWORKS	601-20200	26.97
01/21	01/27/2021	55284	2028	FURTHER	861-20200	24.73
01/21	01/27/2021	55285	1891	ISANTI AREA JOINT	101-20200	62,565.68
01/21	01/27/2021	55286	586	ISANTI CTY LAW ENFORCEMENT ASSOC	101-20200	250.00
01/21	01/27/2021	55287	1563	ISANTI ELECTRIC INC	601-20200	328.18
01/21	01/27/2021	55288	162	ISANTI RENTAL INC	101-20200	50.16
01/21	01/27/2021	55289	441	J.P.COOKE CO	101-20200	69.00
01/21	01/27/2021	55290	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,850.27
01/21	01/27/2021	55291	3018	JOHNSON, JAMES & MEAGHAN	601-20200	152.91
01/21	01/27/2021	55292	5	KAWALEK TRUCKING	609-20200	172.20
01/21	01/27/2021	55293	136	LEAGUE OF MN CITIES	101-20200	900.00
01/21	01/27/2021	55294	2866	LEXIPOL	101-20200	5,530.00
01/21	01/27/2021	55295	17	MCDONALD DISTRIBUTING CO	609-20200	13,054.81
01/21	01/27/2021	55296	616	MENARDS - CAMBRIDGE	602-20200	184.19
01/21	01/27/2021	55297	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	44,761.39
01/21	01/27/2021	55298	2597	MNSPECT, LLC.	101-20200	29,646.93
01/21	01/27/2021	55299	2080	MVTL LABORATORIES INC	602-20200	121.26
01/21	01/27/2021	55300	1821	NORTH AMERICAN TITLE CO	101-20200	125.00
01/21	01/27/2021	55301	617	PAUSTIS & SONS	609-20200	1,315.00
01/21	01/27/2021	55302	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,975.27
01/21	01/27/2021	55303	1113	RJM DISTRIBUTING INC	609-20200	105.00
01/21	01/27/2021	55304	1401	ROAD MACHINERY &	101-20200	163.79
01/21	01/27/2021	55305	2396	SOUTHERN GLAZERS OF MN	609-20200	11,722.89
01/21	01/27/2021	55306	1361	STAPLES ADVANTAGE	101-20200	382.00
01/21	01/27/2021	55307	73	STAR	101-20200	311.37
01/21	01/27/2021	55308	2856	STRAND, JADEN	609-20200	21.95
01/21	01/27/2021	55309	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	1,238.00
01/21	01/27/2021	55310	42	VIKING COCA-COLA BOTTLING CO	609-20200	244.85
01/21	01/27/2021	55311	1286	VINOCOPIA INC	609-20200	480.65
01/21	01/27/2021	55312	4	WATSON CO INC	609-20200	4,051.16
01/21	01/27/2021	55313	2475	WHITE BEAR IT SOLUTIONS, LLC	614-20200	95.00
01/21	01/27/2021	55314	3019	WIDSETH SMITH NOLTING & ASSOC, INC.	609-20200	3,969.00
Grand Totals:						274,659.15

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: February 2, 2021
Subject: Consider Resolution Authorizing the Repair of the Well II Pump

---

Background:
The Capital Improvement Plan (CIP) for 2021 has funds available to repair or replace the Well II Pump and components. The Well II pump motor was inspected and has excessive bearing vibration. The pump motor will need to be pulled out and taken off site and be rebuilt. While the pump motor is out, the casing will be cleaned, flushed, and televised to ensure that the well casing is in good enough shape to move forward with the pump rebuild. The CIP has a budgeted amount of $100,000.00 to complete the work. Staff reached out and was able to receive three quotes.

The three quotes were from:

- E.H. Renner - $35,580.00
- Traut Companies - $36,650.00
- Mineral Service Plus - $38,317.00

Recommendation:
Staff is recommending E.H. Renner to make the repairs to the Well II Pump,

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2021-XXX
- E.H. Renner Quote
- Traut Companies Quote
- Mineral Service Plus Quote

RESOLUTION 2021-XXX

AUTHORIZING THE REPAIR OF WELL II PUMP

WHEREAS, the Well II pump was inspected and found to have excessive vibration; and,

WHEREAS, the 2021 Capital Improvement Plan has $100,000.00 for the repair of the Well II Pump; and,

WHEREAS, staff reached out and received the following quotes to have the pump pulled and repaired; and,

Vendor	Quote
E.H. Renner	$35,580.00
Traut Companies	$36,650.00
Mineral Service Plus	$38,317.00

WHEREAS, the funding source would be Water 601-49400-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the quote from E.H. Renner in the amount of $35,580.00 funding source identified as Water (500).

This resolution was duly adopted by the Isanti City Council this 2nd day of February 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

E.H. Renner & Sons

Incorporated

WELL DRILLING FOR FIVE GENERATIONS
15688 Jarvis Street NW * Elk River, Minnesota 55330
Phone (763) 427-6100 * Fax (763) 427-0533 * Toll Free (800) - 409-WELL

December 22, 2020

City of Isanti
Matt Sylvester

Estimate for Pump inspection and Rehab

Description	Qty	Units	Price	Extension
Remove Pump and Measure Depth of Well	1	L.S.	$2,500.00	$2,500.00
Shop Time	10	Hrs.	$100.00	$1,000.00
Reinstall Pump	1	L.S.	$2,500.00	$2,500.00
__100_ Hp US Motor Repairs Disassemble, clean all parts, check mechanical fits, test windings, varnish windings, balance rotor, install one thrust bearing, install one guide bearing, assemble, test and paint	1	L.S.	$2,800.00	$2,800.00
Sandblast and Paint Discharge Head	1	L.S.	$500.00	$500.00
New Headshaft 1-1/2 x 7 .416SS	1	Ea.	$500.00	$500.00
Packing and Packing box bushing	1	Ea.	$300.00	$300.00
Top Column 10" x 59.25 TBE Sch 40	1	Ea.	$600.00	$600.00
Intermediate Column 10" x 119.25" T&C Sch 40	12	Ea.	$800.00	$9,600.00
Bottom Column 10" x 59.25 T&C Sch 40	1	Ea.	$600.00	$600.00
Suction Pipe 10" x 120" TOE	1	Ea.	$600.00	$600.00
Intermediate Lineshaft T&C .416 SS 1-1/2" x 10' T&C	12	Ea.	$400.00	$4,800.00
Bottom Lineshaft T&C .416 SS 1-1/2" x 5' T&C	1	Ea.	$225.00	$225.00
Bronze or Stainless Retainers	13	Ea.	$200.00	$2,600.00
Rubber Bearings	13	Ea.	$35.00	$455.00
Bowl Shaft - __ x __" TOE	1	Ea.	$500.00	$500.00
Bowl Bearings	2	Set	$200.00	$400.00
Bowl Wear Rings	2	Ea.	$300.00	$600.00
Misc. Oil, Tape, Packing	1	L.S.	$300.00	$300.00
Stilling Tube	1	Ea.	$300.00	$300.00
Total Known Pump Repair				**$31,680.00**

Alternate - Bowl Replacement

_____ _____ - _ stage 1400 GPM at 376'	1	Ea.
_____ _____ - _ stage 1000 GPM at 376'	1	Ea.

Alternate - Well Repairs

Wire Brush Casing	1	L.S.	$2,100.00
Televise Well	1	Ea.	$1,800.00
Total Alternate			**$3,900.00**

Traut Companies

PO Box 547
Waite Park, MN 56387
320-251-5090
joet@trautcompanies.com

Quote - Isanti Well 2 - 100hp VHS pump repair

DATE: 1/5/2021

PHONE # 763-772-5850

FAX #

NAME: City of Isanti

ADDRESS:

ATTN: Matt Sylvester

JOB # 30-0000

	Description Pump Repair	Unit	Unit Price	Quanity	Totals
LABOR	Mobilization & Demobilization	LS	$ 1,250.00	1	$ 1,250.00
	Pull Pump	HR	$ 245.00	8	$ 1,960.00
	Shop time	HR	$ 95.00	10	$ 950.00
	Remobilize & Demobilze	HR	$ 1,250.00	1	$ 1,250.00
	Reinstall Pump & Hook to System	HR	$ 245.00	8	$ 1,960.00
	Labor to Rebuild pump	LS	$ 500.00	1	$ 500.00
MATERIALS	Recondition 100hp US VHS motor (rewind not included)	EACH	$ 2,800.00	1	$ 2,800.00
	Sand Blast and paint discharge head	EACH	$ 375.00	1	$ 375.00
	New Headshaft 1 1/2" x 7' .416 SS	EACH	$ 550.00	1	$ 550.00
	Packing and Packing Box bushing	EACH	$ 275.00	1	$ 275.00
	Top Column 10" x 59.25 TBE Sch40	EACH	$ 350.00	1	$ 350.00
	Interdiate Column 10" x 119.25" T&C sch40	EACH	$ 700.00	12	$ 8,400.00
	Bottom Column 10" x 59.25 T&C Sch40	EACH	$ 475.00	1	$ 475.00
	Suction Pipe 10" x 120" TOE	EACH	$ 550.00	1	$ 550.00
	Interdiate Lineshaft T&C .416SS 1 1/2"x10' T&C	EACH	$ 400.00	12	$ 4,800.00
	Bottom Lineshaft T&C .416SS 1 1/2" x 5' T&	EACH	$ 250.00	1	$ 250.00
	10" Bronze or SS Retainers	EACH	$ 170.00	13	$ 2,210.00
	Rubber spider bearing	EACH	$ 35.00	13	$ 455.00
	SS Bowl Shaft	EACH	$ 650.00	1	$ 650.00
	Bowl bearing	SET	$ 200.00	2	$ 400.00
	Bowl wear ring	EACH	$ 450.00	2	$ 900.00
	Stilling tube	LF	$ 3.00	130	$ 390.00
	Misc oil, Tape, etc	LS	$ 350.00	1	$ 350.00

Alternate: Bowl Repalcement
No Bid. - Design conditions given exceed 100hp.

Alternate: Well Repairs
Wire Brush Casing: 1/LS = $2000.00
Televise Well: 1/EA = $1400.00

TOTAL MATERIALS		$ 24,180.00
TOTAL LABOR		$ 7,870.00
INCOMING FREIGHT	est.	$ 1,200.00
TOTAL		$ 33,250.00

January 13, 2021

City of Isanti
Attn: Mr. Matt Sylvester
100 Isanti Pkwy. NW
PO Box 428
Isanti, MN 55040

RE: Well Pump #2- Maintenance Inspection

Mr. Matt Sylvester:

• Mobilize manpower and equipment, remove well pump motor and column pipe and transport to our shop	$2,300.00
• Clean up pump, column pipe, inspect and provide repair recommendation costs	$650.00
• Brush 18" casing from surface to 273 ft (4 hrs. @ $225.00/ hr.)	$900.00
• Flush casing with city water and video inspection	$2,200.00

We will deliver the motor to a certified motor rebuilder. They will inspect the motor and provide a cost for a basic rebearing , bake dip, reassemble, test and paint. With your approval we would give direction to proceed.

If you should have any questions, please do not hesitate to call us.

Sincerely,
Danny Nubbe
Mineral Service Plus, LLC

City of Isanti- Well #2

Description	Estimated Quantity	Unit	Price	Extended Price
Mobilize, remove down hole pipe, remove pumping equipment, inspect, reinstall, test pump, and demobilize	1	Lump sum	$5,000.00	$5,000.00
Motor rebuild	1	Each	$2,457.00	$2,457.00
Wire brush of well casing	1	Lump sum	$1,000.00	$1,000.00
10’ x 9’ 11.25” T&C drop pipe SCH 40	20	Each	$775.00	$15,500.00
Shafting T&C 1.6875” x 120” .416 SS	10	Each	$595.00	$5,950.00
Rubber bearing inserts	21	Each	$30.00	$630.00
Recondition pump 14MB, 2 stage. Standard rebuild w/ set of bearings	1	Lump Sum	$600.00	$600.00
Bowl Shaft	1	Each	$650.00	$650.00
Machine impeller and install wear rings	2	Each	$175.00	$350.00
Furnish and install (1) 1” water level line	130	Linear Feet	$1.00	$130.00
Total for well #2				**$32,267.00**

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: February 2, 2021
Subject: Consider Resolution Authorizing the Replacement of the ICC Sprinkler System

---

Background:
The Capital Improvement Plan (CIP) for 2021 has funds available to replace the sprinkler system at the Isanti Community Center (ICC). The sprinkler system has developed small leaks and has reached its useful life. The work will take approximately 2-4 weeks to complete and will be done. During that time the City of Isanti will not be taking any reservations for the ICC. The CIP has a budgeted amount of $25,570.00 to complete the work. Staff reached out and was able to receive three quotes.

The three quotes were from:

- Summit Companies - $23,600.00
- Dynamic Fire Protection -$36,100.00
- Olsen Fire - $35,890.00

Recommendation:
Staff is recommending Summit Companies to complete the work.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2021-XXX
- Summit Companies Quote
- Dynamic Fire Protection Quote
- Olsen Fire Quote

RESOLUTION 2021-XXX

AUTHORIZING THE REPLACEMENT OF THE ISANTI COMMUNITY CENTER SPRINKLER SYSTEM

WHEREAS, the Isanti Community Center (ICC) sprinkler system has reached its useful life and is in need of replacement; and,

WHEREAS, the ICC will be closed for 2-4 weeks for the repairs to be made; and,

WHEREAS, the 2021 Capital Improvement Plan has $25,750.00 for the replacement of the sprinkler system; and,

WHEREAS, staff reached out and received the following quotes to have the sprinkler system replaced at the ICC; and,

Vendor	Quote
Summit Companies	$23,600.00
Dynamic Fire Protection	$36,100.00
Olsen Fire	$35,890.00

WHEREAS, the funding source would 920-45186-500 (ICC);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the quote from Summit Companies in the amount of $23,600.00 with a total amount for the project not to exceed $25,750.00 with the funding source identified as 920-45186-500 (ICC).

This resolution was duly adopted by the Isanti City Council this 2nd day of February 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

SUMMIT COMPANIES
FIRE • LIFE SAFETY • CONSULTING

Proposal and Contract

Summit Companies ("Summit") makes the following proposal (the "Proposal"):

Date of Proposal: January 7, 2021

Proposal Submitted To: City of Isanti
Address: 110 1st Avenue NW
Isanti, MN 55040

Attention: Josh Becker

Regarding: Fire Protection Proposal
Isanti Community Center Replace Piping

Specifications: The equipment to be provided by Summit as part of this Proposal, as well as design and installation services, are sometimes collectively referred to in this Proposal as the "Project". NFPA 13, together with the Specifications described in those certain plans dated _____.

SCOPE OF WORK
Summit Companies shall provide the necessary labor and materials to demo existing sprinkler piping to point just above valve assembly and replace with new sprinkler heads, pipe and fittings. Sprinkler pipes for dry system will be grooved SCH 10 black and threaded SCH 40 black. Work is to be performed during normal working hours and days. All work to be in accordance with NFPA 13 and the State of Minnesota.

EXCLUSIONS
- Valve assembly.
- Painting and patching.
- Overtime or after hours labor
- Electrical wiring (tamper switches, flow switches, horn/strobes, alarm, alarm panel, etc.).
- Fire alarm system or audible alarms.
- Central monitoring of sprinkler system(s).
- Power

Contract Price: Summit shall perform the above described work at the following price: **$23,600.00 Twenty Three Thousand Six Hundred Dollars** (the "Contract Price")

Completion of the Project: Summit offers to provide to Owner the equipment, supplies and materials, as well as the design and installation services and labor to complete the Project, as described in the Specifications. This Proposal shall be null and void, at Summit's option, if Summit does not receive a signed acceptance of this Proposal by Owner after 30 days. In order to guarantee pricing, Owner may be required to pay for materials at the time of acceptance of this Proposal.

General Conditions: The General Conditions attached to this Proposal are a part of this Proposal. Upon acceptance of this Proposal by Owner, the General Conditions will be a part of the contract between Summit and Owner.

Parties: Summit Companies is a d/b/a of Summit Fire Protection, a Minnesota corporation.

SUMMIT COMPANIES:

By: *Chad Larsen*
Signature

Chad Larsen
Print Name

Project Manager
Summit Companies
Phone: (320) 241-8235

OWNER ACCEPTANCE OF PROPOSAL

Summit's Proposal is hereby accepted and agreed to by Owner. Owner acknowledges that Owner received and read the Proposal and the attached General Conditions. Upon acceptance by Owner, this Proposal, along with the attached General Conditions, will be a binding contract between Summit and Owner.

OWNER:

By:
Signature

Print Name

Date

SUMMIT COMPANIES PROPOSAL AND CONTRACT GENERAL CONDITIONS

These General Conditions are attached to and made a part of the Summit Proposal and Contract to which they are attached (collectively, the "Contract") as if fully set forth on the front page of the Contract. As used in these General Conditions, "Summit," "Owner," "Project," and "Contract Price" shall have the same meanings as those terms have in the Contract.

1. Payment. Owner agrees to pay the Contract Price for the Project as and when required in the Contract. If Owner fails to pay the Contract Price, or any installment thereof, within ten (10) days after the date the same is due and payable, Owner shall automatically be assessed and shall pay a late charge equivalent to three percent (3%) of the amount of such late payment, together with interest on such late payment at the lower of the maximum rate allowed by applicable law or the rate of eighteen percent (18%) per annum.

2. Changes. Except for substitutions, as described below in this paragraph, any alteration or modification to the Project must be documented and approved by Summit and Owner by a written change order signed by Summit and Owner. Summit reserves the right to require Owner to pay for all change order items (labor, equipment and any other materials) at the time of signing the change order. In the event of discontinuations, changes or the unavailability of specific equipment or materials described in the Specifications, Summit will have the right to substitute equipment and materials with substantially similar quality and features; provided, however, that if the replacement items are more expensive, then Summit shall notify Owner and Owner may elect whether to pay the additional expense (as an increase to the Contract Price) or to modify the Proposal to include less expensive items, if available, that would not increase the Contract Price.

3. Limited Warranty. All materials and labor supplied by Summit will be warranted for one (1) year from the date of completion of the Project. Upon request, Summit will supply a signed warranty letter to Owner, which states the completion date of the Project and the warranty termination date. Certain equipment may include manufacturer's warranties. Summit provides no additional warranty on such equipment. Owner shall have the right to seek enforcement of any such manufacturer's warranty. Summit shall have no obligation to seek enforcement of any such manufacturer's warranty against the manufacturer. Any labor or other services requested by Owner of Summit in connection with Summit's warranty after the one (1) year warranty termination date shall be paid by Owner to Summit based on Summit's standard fees and charges at the time. No other express or implied warranties are made by Summit. Summit's warranty shall not apply with respect to misuse, abuse or any use that is not in conformity with all applicable specifications and instructions. Except as specifically set forth in this Contract, Summit, and/or its agents and representatives makes no warranty or representation, express or implied, with respect to use, construction standards, workmanship, materials, merchantability or fitness for a particular purpose.

4. Taxes. Any taxes or other governmental charges related to the Project shall be paid by Owner to Summit and shall be in addition to the Contract Price. In addition, if any fees or permits (such as one or more building permits) are required in connection with the Project, Owner shall secure and pay for any such fees and permits, the cost of which shall be in addition to the Contract Price

5. Unavoidable Delays. To the extent any time period for performance by Summit applies, Summit shall not be responsible for any delays due to federal, state or municipal actions or regulations, strikes or other labor shortages, equipment or other materials delays or shortages, acts or omissions of Owner, or any other events or causes beyond the control of Summit.

6. Access. Owner shall allow Summit to have reasonable access to the job site to allow the completion of the Project on the dates and at the times requested by Summit personnel.

7. Risk of Loss. Risk of loss shall pass to Owner at the time the equipment and other materials that are part of the Project are delivered to the job site. This means that, for example, in the event of damage or destruction due to casualty, or in the event of theft, Owner shall be responsible for payment for such equipment and materials even if the Project has not been completed. Title to the equipment and other materials shall be held by Summit until payment in full of the Contract Price, at which time title shall pass to Owner. Summit shall have the right to remove the equipment and other materials that are a part of the Project if payment of the full Contract Price is not made by Owner immediately upon completion of the Project. That right shall be in addition to, and not in limitation of, Summit other rights and remedies.

8. MECHANIC LIEN NOTICE. YOU ARE ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:
   (a) any person or company supplying labor or material for this improvement to your property may file a lien against your property if that person or company is not paid for their contributions.

   (b) under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvements directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvements 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."

9. Limitation of Liability and Remedies. The Project is not an insurance policy or a substitute for an insurance policy. In the event of any breach, default or negligence by Summit under this Contract, Owner agrees that the maximum liability of Summit shall not exceed an amount equal to the Contract Price. Owner expressly waives any right to make any claim in excess of that amount. Further, Owner waives any right to any claims for punitive, exemplary or consequential damages. Owner shall provide Summit with reasonable notice of any claim and a reasonable opportunity to cure the alleged breach or default. Owner shall indemnify, defend and hold Summit harmless from and against claims, actions, costs and expenses, including reasonable legal fees and costs, arising out of any injury, death or damage occurring on or about the job site unless caused by the gross negligence or willful misconduct of Summit.

10. Owner's Failure to Pay. If Owner fails to pay any amount due to Summit as and when required, Summit shall have the right, but not the obligation, to immediately stop work on the Project and Summit may pursue any and all available remedies, including the right to place a lien against the Project site. In addition, Owner shall be obligated to reimburse Summit for reasonable legal fees and costs incurred by Summit in the enforcement of this Contract.

11. Binding Arbitration Agreement. Except as otherwise set forth in Section 10 above, in the event of any dispute between Owner and Summit, whether during the performance of the work and services contemplated under this Contract or after, Owner and Summit agree to negotiate in good faith towards the resolution of the dispute. If Owner and Summit are unable to resolve the dispute within twenty (20) days after the date the dispute arises, then Owner and Summit agree to resolve the dispute through binding arbitration. All disputes arising out of or relating to this Contract including, without limitation, claims relating to the formation, performance or interpretation of this Contract, and claims of negligence, breach of contract and breach of warranty, which are not resolved either through direct negotiation as provided above, shall be resolved by binding arbitration under the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. This arbitration agreement will be governed by the Federal Arbitration Act and the Minnesota Uniform Arbitration Act. Arbitration will be commenced by written demand for arbitration filed with the American Arbitration Association and the notice of filing, together with a copy of the written demand for arbitration, be provided to the other party in accordance with the notice provisions of this Contract. However, no arbitration or legal action will be commenced following expiration of the application statute of limitations or repose. Judgment on the arbitration award will be confirmed in any court with jurisdiction. Owner and Summit agree that any subcontractor, material supplier, or sub-subcontractor may be made a party to the arbitration proceeding. Venue for the arbitration will be Ramsey County, Minnesota. Summit expressly reserves all mechanics lien rights under Chapter 514 of the Minnesota Statutes and may take such other legal action as is needed to perfect such rights. The provisions contained in this paragraph will survive the completion of construction and termination of this Contract.

12. Miscellaneous. The headings used herein are for convenience only and are not to be used in interpreting this Contract. This Contract shall be construed, enforced and interpreted under the laws of the State of Minnesota. This Contract may not be modified, amended or changed orally, but only by an agreement in writing signed by the parties hereto. Neither party shall be deemed to have waived any rights under this Contract unless such waiver is given in writing and signed by such party. If any provision of this Contract is invalid or unenforceable, such provision shall be deemed to be modified to be within the limits of enforceability or validity, if feasible; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Contract in all other respects shall remain valid and enforceable. This Contract is not assignable by Owner. This Contract is the entire agreement between the parties regarding the subject matter of this Contract; any prior or simultaneous oral or written agreement regarding the subject matter hereof is superseded by this Contract.

DYNAMIC FIRE PROTECTION
11300 275th Street
Chisago City, MN 55013
www.dynamicfireprotection.net

Date of Proposal: **1/12/2021**

Proposal To:	City of Isanti 110 1st Avenue Northwest Isanti, Mn 55040	Address:	Isanti Community Center 208 1/2 1st Avenue Northwest Isanti, MN 55040

Fire Protection Scope of Work:

Dynamic Fire Protection is pleased to propose Replacing the fire sprinkler pipe and fire sprinkler heads on the Dry System for the Isanti Community Center. Dynamic proposes the following fire sprinkler scope of work:

*** Demo all existing fire sprinkler piping and dispose of**
*** Re-run piping from dry valve to attic and floor area**
*** All piping 2" and smaller to be Schedule 40 piping**
*** All piping 2.5" and larger to be schedule 10 piping**
*** All pipe joining methods to be grooved or screwed**
*** Attic will be replaced with one line down the center of each peak with listed attic sprinklers.**
*** All heads and piping to be replaced in attic and floor area**
*** Add to base bid options below total cost section if options are taken**
*** Shop drawings and Calculations**
*** Permit with the city of Isanti**
*** 1 Year warranty upon completion**

All new layouts an installations will comply with state and local fire codes. All labor and material will be provided by Dynamic Fire Protection.

Material:

Associated pipe, fittings and hangers to complete scope of work
Sprinkler head in floor area to match existing heads
Sprinkler heads in attic to be attic style sprinkler heads

Exclusions:
Providing hard wiring of new compressor and or nitrogen generator if those options are taken
Providing a fire pump and or controllers if there is not enough water supply
Painting the fire sprinkler pipe
Adding any type of Fire Alarm work , wiring, etc.
Any electrical work high or low voltage
After hours work
Patching or cutting of any walls or ceilings
Any underground or utility piping feeding the fire sprinkler system

Total Installation Cost: $36,100.00

*** Add to total for Compressor Replacement: $3,200.00**
*** Add to total for dry valve and trim Replacement: $2,500.00**
*** Add to total For Nitrogen Generator to prevent any System corrosion(Doubles life of system): $8,00.00**

Dynamic Fire Protection
Brian Hoffman
brian.hoffman@dynamicfireprotection.net
651-357-8681
www.dynamicfireprotection.net

Authorization to Proceed

Customer Signature

Printed Name

P.O. and Total Amount

1-22-21

Josh Becker
City of Isanti

RE: Community Center

Dear Josh,

Thank you for this opportunity to bid on the above project. Please accept this letter as our proposal.

We propose to furnish the necessary materials and labor to install replace 1 dry pipe system of the automatic spray type sprinklers in the subject building as per the following specifications and in accordance with N.F.P.A. 13. This also includes applicable taxes and required permits.

WATER SUPPLY; Existing

WATER FLOW SWITCH; Existing

SYSTEM CONTROLS; Existing

ALARM BELL; Existing

FIRE DEPARTMENT CONNECTION; Existing

DRAINS
Provide and install drains for all pocketed piping. Main system drain to be discharged to atmosphere through building wall.

SYSTEM DESIGN; matches the existing design

OTHER ITEMS
High temperature heads as required.
Cabinet with 6 heads and wrench.
Signs, ceiling, floor and wall plates.
Tamper or supervisory switches as required.
Brass sprinklers in all exposed areas.

HANGERS
All hangers are to be in accordance with N.F.P.A. standards as required by building construction. Olsen Fire Protection, Inc. will not provide additional structural members or be responsible for building structure to support the system.

CUTTING AND PATCHING
All cutting of holes through walls, ceiling partitions and floors for passage of sprinkler piping and the patching of same where necessary is part of this contract. Others shall cut holes in ceiling tiles as required.

BENCH ROOM, MATERIALS STORAGE AND POWER SUPPLY
Owner shall provide sufficient inside bench room, storage space and power supply for sprinkler power tools.

WORKMEN
All work is to be completed in a workmanlike manner according to standard practices by thoroughly trained sprinkler mechanics.

OVERTIME
The contract price is based on all work being performed during regular working hours.

PLANS
Detailed working drawings of the entire installation are to be submitted to the City of _____ for their review and the installation is subject to their final inspection and rating when the work is completed.

ITEMS NOT INCLUDED IN THIS PROPOSAL
Electric wiring for alarms and supervisory service; painting of pipe, fittings or other devices. (The rehooking up of existing equipment is included).

OWNER RESPONSIBILITY
Any alteration or deviation from above specifications involving extra costs will be executed upon written orders and will be an extra charge over and above this estimate.

PAYMENT
We will submit monthly payment requests. They will be based on the percentage of material of on jobsite and labor expended, due and payable on the 10th of the month following date of the billing.

Proposer's price for the specified work is **$ 35,890.00** and will remain in effect for 60 days.

Expect the best,
Kevin R. Olsen
President
Olsen Fire Protection, Inc.
Kevin.olsen@olsenfire.com
(612) 331-3111

In the event that an AIA Document or another form of contract is used the proposals will become attached as an exhibit to the contract.

If electronic files are available, they will be provided at no additional cost.

PAYMENT to be made as the work progresses. The entire amount of the contract will be paid upon completion.
ACCEPTANCE OF PROPOSAL: OLSEN FIRE PROTECTION, INC (Contractor) IS HEREBY AUTHORIZED TO PERFORM THIS WORK AS SPECIFIED ABOVE AND THE UNDERSIGNED

("Customer") ACCEPTS THE TERMS AND CONIDTIONS FOUND ON PAGE 4 OF THIS FORM, WHICH ARE INCORPORATED BY THIS STATEMENT AND ARE AN INTEGRAL PART OF THIS AGREEMENT.

Date of Acceptance: _____ Signature: _____

Title: _____

This proposal is withdrawn and deemed null and void if not signed and returned within 30 days after proposal date above. It is not binding until the Contractor receives Customer's signed copy.

Thank you for your consideration!

Expect the Best. Olsen Fire Protection, Inc.

321 Wilson St NE Minneapolis MN 55413 – Phone (612) 331-3111 – Fax (612) 331-1161

TERMS AND CONDITIONS

The Proposal, together with these Terms and Conditions, constitute the entire agreement ("Agreement") of the parties.

1. This Agreement is for work performed on this Service Proposal only. If Customer wants Olsen Fire Protection, Inc. ("Company") to make any additional repairs, alterations or replacements as a result of the work performed, the Company will do so for additional compensation to be agreed upon in writing by the parties.

2. The Company does not know and does not represent whether the current fire protection system on the property of Customer ("Property") was originally designed and installed in such a way that the system will perform as originally intended or is suitable and sufficient for its intended purpose given the way in which the Property has been or will be used. In other words, the Property has been or may be used in ways such that the configuration of partition walls, the location of and types of materials (including the presence of hazardous materials) and other conditions of the Property's use are such that the fire protection system is inadequate, insufficient or unsuitable for the Property. The Company is NOT responsible for any damages due to: (1) incompatibility of materials within a CPVC piping system, or, (2) corrosion or deterioration of piping due to Customer's water supply, atmospheric conditions, soil quality, or any other condition at Customer's facility that adversely affects the integrity of the fire protection system. THIS AGREEMENT IS NOT A GUARANTEE OR WARRANTY THAT THE SYSTEM WILL IN ALL CASES (A) PROVIDE THE LEVEL OF PROTECTION FOR WHICH IT WAS ORIGINALLY INTENDED, (B) IS FREE OF ALL DEFECTS AND DEFICIENCIES, (C) AND IS IN COMPLIANCE WITH ALL APPLICABLE CODES. Customer agrees that it has not retained Company to make these assessments unless otherwise specifically indicated.

3. The Company will be permitted, at all reasonable times, to enter the Property to conduct the work as outlined in this Agreement.

4. **TO THE FULLEST EXTENT PERMITTED BY LAW, CUSTOMER AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS COMPANY AND ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, PARENT COMPANY, SUBSIDIARIES AND AFFILIATES, (HEREINUNDER REFERRED TO AS "INDEMNIFIED PARTIES") FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, LOSSES, EXPENSES OR LIABILITIES OF ANY KIND, INCLUDING ATTORNEY'S FEES, (HEREINUNDER REFERRED TO AS "DAMAGES"), ARISING OUT OF OR IN ANY WAY RELATING TO OR CONNECTED WITH THE WORK PERFORMED BY THE COMPANY UNDER THIS AGREEMENT (WHETHER ARISING DURING OR FOLLOWING THE PERFORMANCE OF THE WORK). THE FOREGOING OBLIGATIONS TO DEFEND, INDEMNIFY AND HOLD HARMLESS SHALL BE ENFORCEABLE REGARDLESS OF WHETHER SUCH "DAMAGES" ARE ACTUALLY OR ALLEGEDLY CAUSED BY THE NEGLIGENCE, PRODUCT LIABILITY, BREACH OF CONTRACT, BREACH OF WARRANTY, BREACH OR VIOLATION OF A STATUTE, ORDINANCE, GOVERNMENTAL REGULATION, STANDARD OR RULE OR OTHER FAULT OF ANY OF THE "INDEMNIFIED PARTIES", IT BEING THE EXPRESS INTENT OF CUSTOMER TO DEFEND INDEMNIFY AND HOLD HARMLESS THE "INDEMNIFIED PARTIES" FROM THE CONSEQUENCES OF THE "INDEMNIFIED PARTIES" OWN NEGLIGENCE, PRODUCT LIABILITY, BREACH OF CONTRACT, BREACH OF WARRANTY, BREACH OR VIOLATION OF A STATUTE, ORDINANCE, GOVERNMENTAL REGULATION, STANDARD OR RULE OR OTHER FAULT. SHOULD THE "DAMAGES" ASSERTED AGAINST THE "INDEMNIFIED PARTIES" ARISE OUT OF THE SOLE NEGLIGENCE OF THE "INDEMNIFIED PARTIES" CUSTOMER'S INDEMNIFICATION OBLIGATIONS HEREUNDER SHALL BE ONLY FOR THE AMOUNT OF THE "DAMAGES" THAT EXCEEDS THE LESSER OF $5,000 OR THE CONTRACT AMOUNT. CUSTOMER FURTHER AGREES TO INDEMNIFY THE "INDEMNIFIED PARTIES" FOR THEIR LEGAL FEES, COSTS AND DISBURSEMENTS PAID OR INCURRED TO ENFORCE THE PROVISIONS OF THIS PARAGRAPH AND TO OBTAIN, MAINTAIN AND PAY FOR SUCH INSURANCE COVERAGE AND ENDORSEMENTS, INCLUDING COMPLETED OPERATIONS COVERAGE, AS WILL INSURE THE PROVISIONS OF THIS PARAGRAPH, AND UPON REQUEST, SHALL PROVIDE COMPANY WITH EVIDENCE THEREOF.**

5. **IT IS UNDERSTOOD AND AGREED BY CUSTOMER THAT COMPANY IS NOT AN INSURER, THAT CUSTOMER SHALL OBTAIN THE TYPE AND AMOUNT OF INSURANCE COVERAGE WHICH IT DETERMINES NECESSARY, AND THAT THE AMOUNTS PAYABLE TO THE COMPANY HEREUNDER ARE BASED UPON THE VALUE OF THE SERVICES RENDERED AND ARE UNRELATED TO THE VALUE OF CUSTOMER'S PROPERTY, THE PROPERTY OF OTHERS LOCATED ON CUSTOMER'S PREMISES, OR ANY POTENTIAL LIABILITY OR DAMAGE TO CUSTOMER ARISING OUT OF THE WORK PERFORMED BY COMPANY. CUSTOMER ACCORDINGLY AGREES THAT THE LIABILITY OF COMPANY, ITS OFFICERS, DIRECTORS, EMPLOYEES, PARENT COMPANIES, SUBSIDIARIES, AFFILIATES AND AGENTS ARISING OUT OF OR IN ANY WAY RELATING TO OR CONNECTED WITH THE WORK PERFORMED BY THE COMPANY SHALL BE LIMITED TO THE LESSER OF $5,000 OR THE PRICE OF THE WORK PERFORMED BY THE COMPANY. THIS LIMITATION OF LIABILITY SHALL APPLY TO ALL CLAIMS, DEMANDS, LOSSES, EXPENSES OR LIABILITIES OF ANY KIND, INCLUDING ATTORNEY'S FEES, (HEREINAFTER REFERRED TO AS "DAMAGES"), SUSTAINED BY CUSTOMER OR ANY OTHER**

PARTY CLAIMING BY OR THROUGH CUSTOMER, AND SHALL APPLY REGARDLESS OF WHETHER SUCH "DAMAGES" ARE ACTUALLY OR ALLEGEDLY CAUSED BY THE NEGLIGENCE, PRODUCT LIABILITY, BREACH OF CONTRACT, BREACH OF WARRANTY, BREACH OR VIOLATION OF A STATUTE, ORDINANCE, GOVERNMENTAL REGULATION STANDARD OR RULE OR OTHER FAULT OF COMPANY, ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, PARENT COMPANIES, SUBSIDIARIES AND AFFILIATES.

6. **CUSTOMER AGREES TO REQUIRE ITS INSURANCE POLICIES TO BE ENDORSED SO AS TO WAIVE ALL RIGHTS OF SUBROGATION AGAINST COMPANY.**
7. While the Company will make every reasonable effort to prevent the discharge of water into or onto areas of landscaping, decorative pavement, etc., it is the Customer's responsibility to provide sufficient and readily accessible means to accept the full flow of water that may be required by tests as determined by the Proposal.
8. This Agreement may not be assigned by Customer without the written consent of the Company.
9. Neither party shall be liable to the other for indirect, incidental, consequential or punitive damages arising out of the work.
10. If payment for work provided in this Agreement is not received by the Company within 30 days from Customer's receipt of an invoice for the work, Customer shall pay interest at the rate of 3% per annum on all past due sums, together with all costs of collection, including attorney's fees.
11. This Agreement constitutes the entire agreement of the parties. If any provision hereof shall be invalid, the remaining provisions shall survive and be enforceable against the parties. The law of the state where the work is performed will govern. This Agreement supersedes all prior agreements. This Agreement may be modified only by a written instrument signed by both parties.

Customer Initials _____

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

M E M O R A N D U M

Date: January 25, 2021
To: Honorable Mayor Johnson and Members of the City Council
City of Isanti
From: Jason W Cook, P.E.
City Engineer
Subject: Resolution for Municipal State Aid Funds Advancement
Isanti, Minnesota
BMI Project No: R13.120122

In order for the Finance Department of the Mn/DOT Municipal State Aid System (MSAS) to release our previously approved use of MSAS funds, a resolution must be passed requesting the State-Aid advancement in each year funds are requested. It does not carry over from the previous year.

We requested $582,701.18 in advance funds last year and were reimbursed $557,374.12 of that amount in 2020. The remaining $25,327.06 will need to be requested again in 2021 as we cannot receive the funds until the project is closed out later this year.

In addition to this remaining original request, we have also incurred $12,801.28 of additional eligible State Aid costs on this project that have previously been approved by the City Council.

While the State Aid system is currently projecting that advance requests may not be authorized until 2022, we recommend requesting the amount now to be eligible for reimbursement this year if advancements are again authorized.

We recommend approval of the attached resolution requesting a total State Aid advancement of $38,128.34 in 2021.

If you have any questions concerning the proposed funding feel free to contact me prior to the meeting.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2021-XXX

REQUESTING ADVANCEMENT OF MUNICIPAL STATE AID FUNDS

WHEREAS, the City of Isanti has implemented Municipal State Aid Projects in 2020 which require State Aid funds in excess of those available in its Municipal Account; and,

WHEREAS, said City is prepared to pay for the construction of said projects through the use of an advance from the Municipal State Aid Construction Fund to supplement the available funds in their Municipal State-Aid Construction Account; and,

WHEREAS, said City has a remaining approved advance amount of $25,327.06 from the 2020 advance request; and,

WHEREAS, said City has incurred an additional eligible cost in the amount of $12,801.28 on the 2020 6th Avenue SW Rehabilitation project; and,

WHEREAS, the advance is based on the following determination of estimated expenditures:

	Total Project Cost	**State Aid Eligible**	**2020 State Aid Reimbursement**	**Total City Cost**
2020 6th Avenue SW Rehabilitation	**$677,340.38**	**$595,502.46**	**$557,374.12**	**$81,837.92**

Account Balance as of date 1/21/2021	($610,064.58)
Estimated Eligible Expenditures:	
Project #245-116-001– 2020 6th Avenue SW Rehabilitation	($595,502.46)
Total Amount Advanced in 2020	$557,374.12
Total Amount Currently Available for Advance	$497,600.42
Advance Amount Requested	$38,128.34

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota:

1. That the Commissioner of Transportation be and is hereby requested to approve this

advance for financing approved Municipal State Aid Highway Project(s) of the City of Isanti in an amount up to $38,128.34 in accordance with Minnesota Rules 8820.1500, Subp. 9.

2. The City Council authorizes repayments from subsequent accruals to the Municipal Account of said City from future year allocations until fully repaid.

This resolution was duly adopted by the Isanti City Council this 2nd day of February 2021.

Motion by: _____ Seconded by: _____ Passed _____

_____
Attest: Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

EXTENDING AGREEMENT WITH FALCON NATIONAL BANK FOR BANKING SERVICES

WHEREAS, the City of Isanti approved Resolution 2018-066 on March 20th 2018 entering into a three-year banking services agreement with Falcon National Bank; and,

WHEREAS, the agreement with Falcon National 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; and,

WHEREAS, the City of Isanti has been well served by the existing agreement; and,

WHEREAS, the City of Isanti and Falcon National Bank have mutually agreed to extend the terms of the current agreement, set to expire March 31, 2021, by three years;

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

1. The City Council approves extending the existing banking services agreement with Falcon National Bank.

2. City Staff is hereby authorized to enter into an extended agreement with Falcon National Bank for banking services for the period of April 1, 2021 thru March 31, 2024.

This Resolution is hereby approved by the Isanti City Council this 2nd day of February 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Banking Services Agreement

BANKING SERVICES AGREEMENT PROVISIONS FOR THE CITY OF ISANTI

The City of Isanti, Minnesota (hereinafter the "City") and Falcon National Bank, whose address is 905 6th Ave Ct NE, Isanti, MN 55040, (hereinafter the "Financial Institution) agree and contract as follows:

1. SERVICES BY FINANCIAL INSTITUTION
    a. The Financial Institution agrees to perform the services described in this proposal, which attachment is incorporated herein by reference.
    b. All services, and all duties incidental or necessary thereto, shall be conducted and performed diligently and completely and in accordance with professional standards of conduct and performance.
    c. Nothing herein will be construed as prohibiting the City from maintaining accounts at other banks; including but not limited to certificates of deposit and special accounts.
2. FEES AND CHARGES
    a. The Financial Institution agrees that no fees will be associated with City accounts; as no fees were explicitly identified within the attached proposal.
3. INTEREST
    a. The Financial Institution agrees to pay interest on all City deposit accounts at a rate 3.4% below the prime rate as published in the Wall Street Journal with an interest rate floor of 0.25%.
4. CONTRACT PERIOD
    a. The Banking Services Agreement will be effective April 1st of 2021 thru March 31st of 2024, with the option to extend the contract period for an additional two-year term.
5. TERMINATION OF AGREEMENT
    a. The City may cancel the contract upon a minimum of thirty (30) days written notice. The Financial Institution may not cancel the contract for any reason except failure of the City to fulfill its obligations.

FINANCIAL INSTITUTION:	CITY OF ISANTI:
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

RESOLUTION 2018-066

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, IT IS HEREBY 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 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

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	763.235.3950
lswanson@cpride.com	
Douglas Fischer, Branch Manager, Isanti	763.235.2380
dfischer@cpride.com	
Evelyn Overlie, VP, Relationship Banker Supervisor	763.235.3948
eoverlie@cpride.com	
Helonna Dullea, Relationship Banker	763.235.2385
hdullea@cpride.com	

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

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: February 2, 2021
Subject: Resolution 2021-XXX Authorizing Purchase of Radar Speed Sign

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Background:

Isanti City council had directed staff to look into the purchase of a radar speed sign to collect speed data and be utilized for voluntary speed compliance on residential roadways.

Recommendation:
Staff is recommending approval for the purchase of Radar Speed sign from Radar sign. This product has the easiest mobility and most durable housing that other options. The purchase price of $3355.00 will be purchased as an unbudgeted item with the funding identified as 920-42110-500.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Approve Resolution as written.

Attachments:

- Resolution 2021-XXX Authorizing Purchase of Radar Speed Sign
- Vendor Quotes

RESOLUTION 2021- XXX

AUTHORIZING PURCHASE OF RADAR SPEED SIGN

WHEREAS, the Isanti City Council requested staff to look at the purchase of a speed radar sign for the purpose of speed data collection and voluntary compliance; and,

WHEREAS, the purchase has been identified as an unbudgeted item with the funding identified as 920-42110-500; and,

WHEREAS, staff has determined residential speed awareness is a significant concern of the City Council and City residents;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorizes the following:

1. The purchase of a radar speed sign, software and 3 mounting brackets form Radarsign not to exceed $3,355.
2. Funding source identified as 920-42110-500.
3. Authorize staff to sign required documentation for the purchase of equipment.
4. Authorize Finance Director to amend budget based on final cost
5. Authorize the Police Chief or designee to place the radar sign in various City of Isanti road right of ways to collect speed data and gain voluntary speed compliance.

This resolution was duly adopted by the Isanti City Council the 2nd day of February 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

radarsign
MAKING ROADS SAFER

Quotation

Date: 1/25/2021

1220 Kennestone Circle
Suite 130
Marietta, GA 30066

	PROPOSED BY:
Name	William Warwick
Phone	W: (678) 965-4814 M: (770) 878-3869
Email	wwarwick@radarsign.com

PROPOSED TO / SOLD TO:	SHIP TO:	
Isanti Police Depatment	Isanti Police Depatment	Account
		Address
Isanti, MN 55040	Isanti, MN 55040	City, ST, Zip
(763) 444-4761 ext. 101	(763) 444-4761 ext. 101	Phone
tmuyres@cityofisanti.us	tmuyres@cityofisanti.us	Email
Chief Travis Muyres	Chief Travis Muyres	Attention

P. O. NUMBER	TERMS	F.O.B
		Marietta, GA

LINE #	QTY	PART #	DESCRIPTION	PRICE EACH	TOTALS
1	1	TC-400	**Modular Battery Power Radar Sign - 11" Display**	$2,795.00	$2,795.00
			11" LED display area - superbright amber with est. 100,000 hour life	Included	
			Two 12V 20 amp hour Lithium Iron batteries, provides +/- 14 days operation	Included	
			AC battery charger (8-10 hours for full charge) AA080	Included	
			K Band radar, meets FCC Part 15 rules, detection range up to 1200 feet	Included	
			24" w x 21" h YOUR SPEED faceplate with 3" lettering on one line, white reflective	Included	
			Battery Housing (field accessible to swap batteries), holds 2 battery packs, lock included	Included	
			Universal GoBracket mount (AA044) accepts bolting, banding or strapping to existing poles	Included	
			Bashplate (provides the ultimate in vandal protection of sign)	Included	
			Standard timers allow up to 5 settings per day	Included	
			Possum Switch' allows sign to go dark for 30 minutes if assaulted with force	Included	
			Wi-Fi wireless transmitter, communication range up to 300 feet	Included	
2	1	TC-400RB	Optional Red/Blue Strobe alert	$90.00	$90.00
3	2	AA044	Additional Universal Mount 'Go' Bracket	$50.00	$100.00
4	1	RW002	Two year warranty (includes parts & labor) Turnaround time to repair after receipt, 10 business days	Included	
5	1	SS002	StreetSmart Data Collection software license (per sign) 35 charts, graphs, and tables included. Provides weekly, daily, hourly, and 1/2 hour data on # of vehicles, # of speeders, average speeds, peak speeds, 50th & 85th percentile & more. Extended 30 day charts included for trend analysis.	$275.00	$275.00
6	1	SH002	Ground Shipping for TC-400	$95.00	$95.00

Minimum re-stock fee: 15%

*** Quote valid for 60 days. Pricing does not include any international taxes, fees, or duties.**

	TOTAL US$	$3,355.00
Sales Tax Rate:	0.000%	$0.00
	Grand Total:	$3,355.00

US State sales tax must be collected unless you provide a sales tax exempt form.

Authorized Signature

Print Name/Title

Date

Certified Quality System ISO 9001:2015

100% MUTCD Compliant Radar Speed Signs

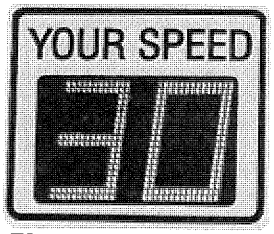
Proudly Engineered & Manufactured in the USA

radarsign®

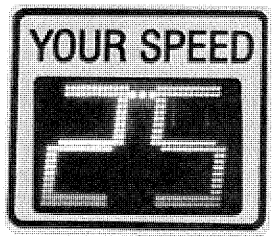
TC-400 Portable Radar Speed Sign

Reliable. Effective. Affordable

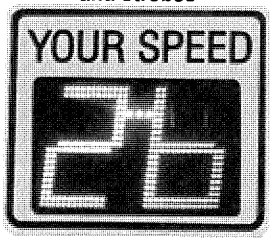
Display and Radar Specifications



TC-400 with speed alert



TC-400 with speed alert and strobes



YOUR SPEED Faceplate

- 24"W x 21"H YOUR SPEED faceplate with 3" high lettering
- Ideal for roads with traffic speeds of 5-55 mph
- Manufactured with highest grade reflectivity backing
- Available in white, fluorescent yellow/green, safety orange, and yellow

Speed Violator Alert

- 2 speeds of flashing LEDS to notify drivers that are exceeding the speed limit: slow flash or fast flash of actual speed
- *Optional* strobe alert choices include alternating red/blue alert, all red alert, all blue alert, or white alert (can flash as a strobe, or simulate a camera flash)

LEDs

- 2 digits, 11" high super bright amber LEDs (life up to 100,000 hours)
- Easily readable up to 400 feet
- Display brightness control: Automatic intensity adjustment to ambient light conditions for maximum visibility

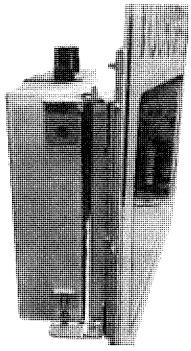
Radar

- Type: K Band, single direction Doppler radar, FCC part 15 compliant; no license required
- Sensor Range: Detects vehicles up to 1200 feet
- Beam Width: 12 degrees, +/- 2 degrees
- Operating Frequency: 24.125 GHz, +/- 50 MHz
- Accuracy: +/- 1.0 mph
- Speed Detection Range: 5 - 127 mph

Power Specifications

- Battery Powered: Dual 12-volt, 20 amp/hour, lithium iron battery packs with 3A charger
- Power Consumption: < 2.5 amps (24w) at maximum intensity; Idle mode < 1/2 watt
- Batteries have internal short circuit, over current, under and over voltage protection
- Field exchangeable battery packs; weight 7 lbs. per pack
- Runs for +/- 2 weeks on two fully charged battery packs; 10 hour recharge period
- Modular design allows the battery packs to be easily swapped in the field for the extended use of the sign in a location
- Battery Status: Check battery charge levels via Wi-Fi

Hinged Modular Housing

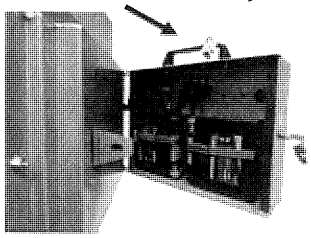


Housing Specifications

Radar Speed Sign Housing:

- Dimensions: 16.25"H x 22.75"W x 2.375"D
- Thickness: .185" thick aluminum with silver powder coat finish
- NEMA 3R level compliant; Humidity Maximum: 100%
- Detachable front and rear cabinet for maximum ease of use/portability; Allows sign to be locked to pole from inside the sign
- Provides maximum protection from the elements and vandalism

Easy Carry Handle for Ultimate Portability



Battery Housing

- 12.5"H x 17"W x 3.625"D
- .1875" thick powder-coated aluminum
- Holds up to two 12 volt battery packs (field exchangeable)

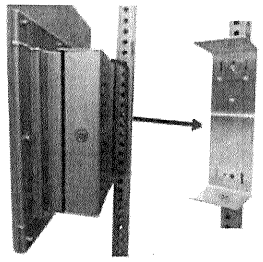
info@radarsign.com **radarsign.com** **678-965-4814**

Housing Specifications (continued)

Stainless Steel Universal Mounting Bracket

- 12.75"H x 4.5"W x 2.9"D
- Universal design allows strapping, banding, pipe clamps, or bolting to almost any size/style of pole
- When moving the TC-400 from one location to the next, with pre-installed brackets, NO TOOLS are required, and installation takes less than one minute.

Install in Minutes on Universal Mounting Bracket



Bashplate© with LED Cones

- Thick aluminum Bashplate© shields the LED display and protects electronic components from abuse and vandalism
- Directional beam technology: Individual holes for each LED focus and reflect light toward the road, providing the highest quality viewable display with minimum energy usage

Polycarbonate Display Cover

- .25" thick protective sheet covers entire display area
- Abrasion, graffiti and shatter resistant; UV protection

Weight and Operating Temperature

- Weight: Radar speed sign: 26 lbs. without batteries
- Operating Temperature: -40°F to +160°F

Standard Features

Standard Programming

- Setup functions: Easy to follow menu, no mechanical switches to operate
- Daily timers: Allow 4 on/off timer settings per day, also by day of week. Settings allow lower speed limits for school zone times and for late night display shutoff. (Optional Advanced Scheduler available with all models)
- Stealth mode: Display on-off feature allows traffic data collection continue even when the display is off
- "Possum Switch" activation feature allows the sign to "play dead" for 30 minutes if attacked with force
- Maximum speed cutoff: Prevents unwanted high speed displays; up to 99 mph; discourages "racing" of sign. Choice of flashing matrix, or LED display cutoff.

Wi-Fi Enabled

- No internet required. Manage your radar speed sign with smart phone, tablet, or laptop.
- Allows for quick and easy sign operation/data download from most web enabled devices
- WPA2 encrypted security; Password protection
- Connection range up to 300 feet from sign

OTA Software Updates (over-the-air)

- Allows the wireless delivery of software updates and upgrades directly to the radar speed sign

Warranty

- 2 year warranty on parts and labor, 1 year on battery packs. Exceptions: Does not cover malicious abuse, theft, or damage due to unauthorized modification. Optional third year warranty extension available.

Traffic Data Reporting Option

StreetSmart (optional)

- Traffic data reporting software to report, organize and analyze speed and traffic data. The information collected by the radar speed sign is loaded into Excel™ ready .csv files, and can generate 35 charts and graphs.

Traffic Data Storage Capacity:

- Stores data on up to 5 million vehicles; Retains data for retrieval for 12 months.

Certified Quality System ISO 9001:2015

MUTCD Compliant Radar Speed Signs

Proudly Engineered & Manufactured in the USA

info@radarsign.com **radarsign.com** **678-965-4814**

TRAFFICALM SYSTEMS
5676 E. Seltice Way
Post Falls, Idaho 83854
1-855-738-2722
Prepared By: Tom Hoene Chris Ragan
tom.hoene@trafficalm.com

QUOTE

Quote #: 6298TC
Date Issued Jan 21, 2021
Valid Until: Feb 27, 2021
Date Modified: Jan 22, 2021 08:09 AM
Customer: Isanti Police Department
Customer Number: 0
Customer Reference:

Created For:

Company:	**Isanti Police Department**
Street:	
City, State:	Isanti, Minnesota
Zip Code:	
Phone:	(763) 444-4761
Contact:	Travis Muyres
Email:	tmuyres@cityofisanti.us

Ship To:

Company:	**Isanti Police Department**
Street:	
City, State:	Isanti, Minnesota
Zip Code:	
Phone:	763-444-4761
Contact:	Travis Muyres
Email:	tmuyres@cityofisanti.us

SKU	Item & Description	List Price	Qty	Amount
M75-12DFB-PK01	**iQ1200 Portable Sign w/30 Ah Battery Key On/Off, White**	$ 3,423.00	1	$ 3,423.00
015-02991-0000	**12" Value, iQ1200, OR 12" Portable Pole Side Bracket**	$ 39.00	1	$ 39.00
		Sub Total		**$ 3,462.00**
		Tax		$ 0.00
		Shipping Cost		$ 80.00
		Grand Total		**$ 3,542.00**

Terms & Conditions

1. Payment Terms: Net 30
2. Shipping Terms: FOB:Post Falls, ID
3. Lead Time: 14 Business Days After Receipt of Order
4. All Credit Card Payments Will Incur a 3% Processing Fee
5. Sales tax, if applicable, is subject to change upon shipping or delivery
6. *All sales are considered final. In rare cases, a return may be requested within 90 days of receipt of the order. If approved and authorized by TraffiCalm, it will incur a 30% restocking fee of the original sale cost. Returned material must be in original packaging and have never been installed or electrically powered. Credit will only be given once this has been verified by the TraffiCalm Quality Department. The cost of return shipping in an undamaged manner is the responsibility of the customer.*

Notes:

Customer Acceptance (sign below):
It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure above, has been lawfuly appropriated or authorized or directed for such purpose and is in the Treasury. (Municipalities and Government Agencies) I am authorized to financially bind this entity to the terms of this agreement.

x_____

Print Name: _____ DATE: _____/_____/_____

DRIVER FEEDBACK SIGNS

IQ1200 Portable Driver Feedback Sign



Part #: M75-12DFB-PK0x

The IQ1200 Series of Radar Driver Feedback Signs offers solutions for increasing driver speed awareness and road safety. The bright 12" characters can be seen from up to 600' away, and help increase driver speed awareness on neighborhood streets where so many small accidents occur every year. SafetyCalm data collection software allows you to gather hard data of traffic patterns and program the sign to help keep streets safer. The IQ1200 Portable Driver Feedback Sign offers multi-site versatility.

Temporarily deploy the lightweight sign to locations of your choice with the ease of our two-bolt mounting system. Individual mounting brackets are available as an accessory, and one is required per location.

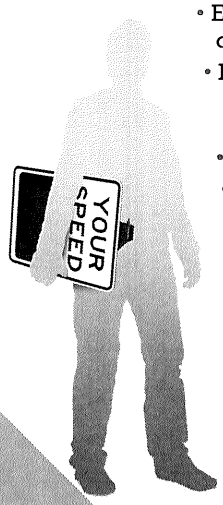
TraffiCalm™ Driver Feedback Signs are manufactured in the USA in an ISO 9001:2015 certified facility, meeting and exceeding industry standards and state testing requirements. TraffiCalm™ signs are unmatched in durability, accuracy, ease of use and affordability.



The IQ1200 Portable Sign is also available as a Variable Speed Limit sign with data logging and driver feedback (speed awareness) features. When ordering, select VSL.

Features:

- Bluetooth wireless programming
- SafetyCalm Configuration and Traffic Data Collection software and Android App included free
- Emoticon display options to increase driver awareness
- Programmable full matrix display allows the sign to display speed numbers as well as messages like 'SLOW DOWN'.
- 100% MUTCD compliant
- Built in 30Ah battery pack and Smart AC charger for charging between deployments
- K-band (24.15GHz) radar, range 450+ feet.
- Unlimited tech support and customer service from our USA facility for the life of the sign
- Fast delivery- typically ships within 2 weeks of order
- 3 year limited warranty



Package Includes:

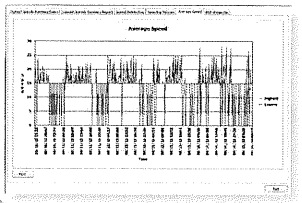
Driver Feedback sign, mounting bracket, Smart AC charger, SafetyCalm™ Configuration and Traffic Data Collection Software, installation and user manual.

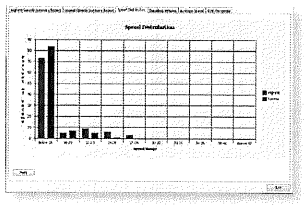
Why TraffiCalm™?

- ISO 9001:2015 Certified USA based facility
- All signs 100% MUTCD compliant
- Vandal resistant designs
- Broadest range of sizes and options in the industry
- Industry leading turnaround from order to delivery
- Unlimited tech support and customer service from our USA facility
- Industry Pioneers in Enhanced Road Signage

SafetyCalm

SafetyCalm Configuration and Traffic Data Collection Software allows you to program your sign from your laptop and collect and graphically display traffic data





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12" Portable Driver Feedback Smart Sign Spec Sheet

Part #: M75-12DFB-PK0x

Feature	Specifications
LED and Radar Components	
Speed Display Height	12" high numbers
Text & Emoticon Height	5" high two lines 'SLOW DOWN' text; 12" high 'smile' or 'sad' face emoticon
"YOUR SPEED" Legend	4" high highway gothic font (MUTCD compliant)
LED, 1/2 Cone Angle	Amber (590nM); ½ Angle 15°; Rated 100,000 hours; 20,000 CDA/ M^2, Auto Dimming employed
Amber LED on Axis Intensity	20,000 CDA/SQ meter
Sign Legibility	Viewable range: 750 feet; legible range: 600 feet
Speed Resolution and Range	Min 5 mph; Max 143 mph in 1 mph steps (min 8 kph, max 230 kph in 1.6 kph steps)
Radar Specification and Range	K-band (24.15GHz) direct sensing; license free (FCC part 15 compliant); average range at 450 feet (plus 400' or minus 100' depending on vehicle size)
Materials and Construction	
Chassis Size/Total Weight	24" width x 30" height x 2-1/4" depth;under 28 pounds with bracket
Front Face Sheeting	3M™ Diamond Grade™, high visibility prismatic, long life protective sheeting
Sign Face Color	White; fluorescent yellow-green; with additional colors optional
Sign Mounting Construction	1/8" thick aluminum brackets and face; standard 3% tilt bracket configuration; flat mount brackets optional
Vandal Resistant Construction	Sealed electronics box (ECS) 1/16" thick aluminum enclosure attached to a 1/8" thick mounting plate.
	3/16" high impact polycarbonate face with high contrast mask; anti-glare graffiti and sunlight resistant
	Provisions for padlocking in place are provided
	Standard DOT powder coat green color with additional colors optional
Electronics Enclosure Rating	Weatherproof; NEMA 3R
Electrical Specifications	
Power Requirements	2W stealth; 300MW standby; 6W night; 28W day
Voltage Requirements	9V-30VDC; 12VDC Nominal (Battery protection at 11.5VDC and 10.8VDC; startup at 12.3VDC)
Power Options	Indoor rated AC charging adapter included
Operating Temperature	Internal components: -34°C to +74°C/-29°F to +165°F
	Ambient environment: -34°C to +60°C/-29°F to 140°F
Warranties	3 year limited warranty.
SafetyCalm™ Configuration and Traffic Data Collection Software	
Data Collection	SafetyCalm™ software, license free
Event Logging with Time Stamp	Event data: 60 days with a circular buffer; applied voltage (VDC); internal temperature (°C); ambient light (lux); display functional status; traffic status; shock sensor events; parameter events
Vehicle Data Logging Capacity	Speed Data: 90 days with circular buffer (oldest reading replaced by newest) based on 24/7 operation
Programmable Display Features	Min. speed limit; speed limit; over speed; and maximum speed to display
	Display type: blank (stealth mode); actual speed; speed limit; flashing digits; steady digits; strobing digits and strobing 'SLOW DOWN' text
	Programmable integrated "SLOW DOWN" Message; external beacon control
Schedules	Repeating daily: 9 events; repeating weekly: 9 events; non-repeating dated: 9 events; (27 events in one 24 hour period; 365 days per year while powered)
Communications	Bluetooth Class 1 connectivity (V2.1 +EDC) min at 30' (FCC certified); RS232 port
	Android App available on play store free of charge
System Requirements	Operating system: Windows XP, Windows Vista, Windows 7; Windows 10
	Screen resolution: 1024 x 768 or better
	Communications interfaces: Bluetooth Class 1 or 2 adapters (capabilities: V1.0, V1.2, V2.0, V2.1 + EDC)
	Disk space: 16.5MB minimum

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released: 20200612

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RESOLUTION 2021-XXX

APPROVING THE HIRE OF PART-TIME LIQUOR STORE CLERK II FOR EMILY NELSON

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk II position; and,

WHEREAS, Emily Nelson was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. The offer is 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. Emily Nelson has been selected for the Part-Time Liquor Store Clerk II position.
2. Emily Nelson shall be eligible to start in the position on or after February 3rd, 2021.
3. That Emily Nelson shall start at Step 1 of the Wage Scale at $14.47 per hour.
4. This position is part time and not eligible for benefits.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 2nd day of February 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Jaden Strand, City Clerk
Date: February 2, 2021
Subject: Conflict of Interest Policy Annual Review

Background:
The Conflict of Interest Policy is reviewed annually and all members of the City Council and Board Members are required to fill out the Conflict of Interest Disclosure Form provided by the City Clerk.

Request:
Staff is requesting City Council review this policy and then fill out the Conflict of Interest form.

Attachments:
- Conflict of Interest Policy

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.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 16, 2021 – 7:00 P.M.
CITY HALL

Seating may be limited. If you would like to send in a comment for Public Comment or a Public Hearing to be read on your behalf, please submit to the City Clerk jstrand@cityofisanti.us or (763) 762-5759

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. February 2, 2021- Regular Meeting of the City Council
2. January 5, 2021 Economic Development Authority Meeting

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, February 23, 2021 at 6:00 p.m.
2.	City Council Meeting	Tuesday, March 2, 2021 at 7:00 p.m.
3.	EDA Meeting	Tuesday, March 2, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood

1. Ordinance-XXX Amending City Code, Chapter 227; Parking and Storage

City Engineer Jason Cook

2. Engineering Proposal to Create a Preliminary Report for the 2021 Main Street Reconstruction Project
    - **a.** Resolution 2021-XXX Authorizing Engineering Services for the Main Street Reconstruction Preliminary Engineering Report
    - **b.** Resolution 2021-XXX Requesting Advancement of Municipal State Aid Funds
3. Engineering Proposal for Survey, Design & Construction for Services for: Eagle Park Parking Improvements & Heritage Boulevard Walk Improvements
    - **a.** Resolution 2021-XXX Authorizing Engineering Services for the Eagle Parking Improvements & Heritage Boulevard Walk Improvements

L. Approve Consent Agenda
1. Consider Payroll in the Amount of $114,925.19 Accounts Payable in the Amount of $357,604.62
2. Resolution 2021-XXX (Amending Resolution 2021-008) Designating the Data Practices Responsible Authority and Designee for the City of Isanti

3. Resolution 2021-XXX Resolution in Support of Paying Local Government Aid in Full and On Time
4. Data Access Agreement
5. Resolution 2021-XXX Approving Staff to Amend Police Department Budget for 2021
6. Resolution 2021-XXX Offering the Position of Parks, Recreation and Events Coordinator to Alyssa Olson

M. Other Communications

1. January Police Department Reports
2. January Code Enforcement Officer Report
3. January Building Inspector Report
4. February Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 2, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison (via telephone)

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, City Engineer Jason Cook, Finance Director Mike Betker and Chief of Police Travis Muyres

D. Public Comment
Chris Page, owner of PJ's mobile food truck, shared his concerns regarding the fees for acquiring a mobile food truck license.

City Administrator Josi Wood stated that this is beyond public comment and her recommendation is to add this to the agenda for further discussion.

Mayor Johnson stated that this will be added to the agenda that evening as a business item under K.5 for further discussion.

E. Adopt Agenda
Revised Agenda:
Add K.5 Mobile Food Truck Fees

Motion by Bergley, second by Gordon to approve agenda with the modification listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. January 19, 2021- Regular Meeting of the City Council
2. January 19, 2021- Committee of the Whole Meeting
3. January 19, 2021- Goal Setting Session
4. December 15, 2020- Planning Commission Meeting

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1. CITY OFFICES CLOSED	Monday, February 15, 2021 *(In Observance of Presidents Day)*
2. Committee of the Whole	Tuesday, February 16, 2021 at 5:00 p.m.

3. City Council Meeting — Tuesday, February 16, 2021 at 7:00 p.m.
4. Planning Commission Meeting — **CANCELLED**

I. Council Committee Reports

Councilor Lundeen shared that he attended the Fire District meeting and there was discussion on the Fire Board about purchasing the City owned building that they are in. Lundeen further shared that there were a few clarifications that City Administrator Wood can elaborate on but in whole it is moving forward.

City Administrator Wood stated that all that is left is that the Fire District requested to have it be a recorded document so there needs to be some reformatting of the document but otherwise there were no modifications requested.

J. Public Hearings

None

K. Business Items

1. **Resolution 2021-019** Approving Partnership Agreement Between the City of Isanti and the East Central Regional Library *(Rachel Howell)*

East Central Regional Library Assistant Director Rachel Howell shared that the library in City Hall is great for those patrons that cannot make the drive to Cambridge or any of their other locations. Howell further shared that even with the pandemic they were still able to provide services. When Covid-19 happened, all locations were closed by mid-March but by the end of that month they had started a remote phone service to be able to provide assistance to patrons throughout the region. Also, East Central Regional Library added online services including tutoring help and job assistance. By April the library began offering curb side pickup to provide service but to allow for social distancing requirements and that service was available in Isanti by June. As they were able to get back into their buildings to provide face to face services, they followed City, CDC and Health Organization guidelines and limited the number of people allowed in the library. When City Hall had to close again, services were again provided via curb side. Howell continued to share that despite all of that, the library statistics show that the usage was consistent with the previous year. East Central Regional Library was at Isanti City Hall for 38 days in 2020. This number is down about 11 days from the number of days in 2019. Howell thanked Isanti for allowing them to provide service for 10 years and she looks forward to another fruitful year.

Motion by Lundeen, second by Collison to approve the resolution as presented. Motion passed 5-0. Motion carried.

City Administrator Josi Wood

2. **Resolution 2021-020** A Policy on Metal Detecting on City Property

City Administrator Josi Wood shared that this was an item that was postponed from the last City Council meeting for further discussion. Wood further shared that a letter had been received from Nicole O'Connor in regards to metal detecting. O'Connor was unable to attend the meeting however; John Oliver was in attendance and read O'Connor's letter on her behalf.

O'Connor's letter explained her passion for metal detecting and the code of ethics from the Minnesota Metal Detecting group.

Wood suggested including in the policy that the City will have first right of refusal along with including that the individual doing the metal detecting must follow the Minnesota Metal Detecting Code of Ethics.

Collison stated that he was reached out to regarding concerns in areas with cultural importance especially Legacy Park.

Wood stated she would include that the City has the right to limit access to certain areas of City property.

Motion by Lundeen to approve resolution with including the language that "the individual doing the metal detecting activity must follow the Minnesota Metal Detecting Code of Ethics, "limit access to certain areas" as well as including language stating "the City will have first right of refusal for items of historical or monetary significance", motion was seconded by Collison. Motion passed 5-0. Motion carried.

Community Development Director Sheila Sellman

3. Resolution 2021-021 Approving the Preliminary Plat for Fairway Greens North

Community Development Director Sheila Sellman shared that this is a request by Hompride, Inc for consideration of a Preliminary Subdivision and a Planned Unit Development called "Fairway Greens North." Sellman continued to share that this is the 80 acres North of Cajima and adjacent to the golf course. They are proposing 167 single family lots that range in size from 9,600 square feet to as large as 2.52 acres. The developer has designed this plat using the R-3 zoning district as a guide but is requesting reduced setbacks. This will be accomplished through a Planned Unit Development. On January 19th the Planning Commission held a Public Hearing and no one was there to speak. Planning Commission and staff recommended approval.

Motion by Lundeen, second by Gordon to approve resolution as presented. Motion passed 5-0. Motion carried.

4. Resolution 2021-022 Approving the Preliminary Plat, Final Plat Isanti Centennial Complex 7th Rearrangement

Community Development Director Sheila Sellman shared that this is a request by the City of Isanti EDA for a Preliminary and Final subdivision to subdivide 15 acres of a shovel ready site into three 5-acre lots. This breaks down into three lots and selling two of them as there is a purchase agreement and the City will maintain the lot on the Southern end and it will have a little over three acres of buildable area to maintain as a shovel ready site.

Motion by Lundeen, second by Bergley to approve as presented. Motion passed 5-0. Motion carried.

5. Mobile Food Truck Fees

Mayor Johnson stated that this is the item that was added to the agenda.

Councilor Bergley asked why the background fee is $75.

City Administrator Josi Wood responded she did not know why the fee was set at $75 and that it has been $75 as long as she has been with the City. Wood further shared that when adding mobile food trucks to the ordinance, fees were discussed and the background check fee was never brought up and it has always been in the fee schedule at $75.

Bergley asked if there was a lot of staff involvement with a background check.

Wood responded that she did consult with Chief of Police Travis Muyres and the staff time is approximately 20 minutes from his administrative staff at the Police Department and 10 minutes of Chief Muyres' time. The math figured in with their salaries and all included staff costs is approximately $27.34.

Councilor Lundeen suggested changing the background fee to $30.

Recommendation from City Council is for staff look into cost of other cities and bring back to Committee of the Whole for further discussion.

L. Approve Consent Agenda

1. Payroll in the Amount of $113,930.76 Accounts Payable in the Amount of $395,182.73
2. **Resolution 2021-023** Authorizing the Repair of Well II Pump
3. **Resolution 2021-024** Authorizing the Replacement of the Isanti Community Center Sprinkler System
4. **Resolution 2021-025** Requesting Advancement of Municipal State Aid Funds
5. **Resolution 2021-026** Extending Agreement with Falcon National Bank for Banking Services
6. **Resolution 2021-027** Authorizing Purchase of Radar Speed Sign
7. **Resolution 2021-028** Approving the Hire of Part-Time Liquor Store Clerk II for Emily Nelson

Councilor Gordon asked if the leaks in the sprinkler system could be repaired instead of replacing it.

City Administrator Josi Wood responded that this is the overhead sprinkler system and is approximately 50 years old. It was inspected 2 years ago and was slated to get done last year but because of getting quotes and getting everything lined up and sufficient amount of time with no renters in there it had to be pushed back a year. Repairs have been done in the past on the rubber gaskets that dry out and cause the leaking. Wood went on to share that because it is a dry pressurized system, the integrity keeps there because if the pressure is dropped it floods the system and the facility which has happened in the past. Staff believes that all repairs have been done that can be made and it is time to replace the system.

Motion by Lundeen, second by Bergley to approve consent agenda as presented. Motion passed 5-0. Motion carried.

M. Other Communications

1. Review Conflict of Interest Policy

N. Closed Session

1. Closed Session for Discussions to Purchase Real Property PID 16.077.0020 Pursuant to Minnesota Statutes Section 13D.05 Subd3(c)

Mayor Johnson stated that the Council was going into closed session at 8:39 p.m. regarding discussion to purchase real property PID 16.077.0020 Pursuant to Minnesota Statutes Section 13D.05 Subd3(c).

Upon reopening of the meeting at 8:49 p.m., no further action was taken.

Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 8:50 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

Economic Development Authority
Meeting Minutes
January 5, 2021
VIA ZOOM

1. **Call to order:** Mayor Johnson called the meeting to order at 9:11pm.
    a. **Pledge of Allegiance**
    b. **Roll Call**: Members present: Jeff Johnson, Jimmy Gordon, Steve Lundeen, Dan Collison, Luke Merrill, Justin Nielson. Absent: Paul Bergley. Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
    c. **Agenda Modifications** – None

2. **Consider Adoption of Resolution Approving Organization of Advisory Body**. Luke Merrill was sworn in as a full time EDA member. Motion by Lundeen, Second by Gordon to keep the officers the same as 2020. President: Mayor Johnson, Vice President: Steve Lundeen, Secretary: Sheila Sellman, Treasurer: Mike Betker, motion passed 6-0.

3. **Approve minutes of December 1, 2020 regular Economic Development Authority meeting.** Motion to approve Lundeen, Second by Nielson. Motion passed 6-0.

4. **Public Hearing**
    a. First Amendment to the Purchase Agreement with LTL LED LLC. Sellman explained that the original purchase agreement indicated that the EDA would sell the southern two lots to LTL once subdivided, but upon further review LTL would like to buy the northern two parcels. This does not change the merits of the deal just the description of the land. No one from the public commented on this item. Motion by Lundeen, second by Merrill to approve the amendment, motion passed 5-0 with Nielson abstaining.

5. **Business Item**
    a. GPS:45:93 Membership: In 2020 the EDA directed Sellman to evaluate this membership and to bring this back for discussion when the membership for 2021 is due. Sellman indicated this organization has value to many of its members but there hasn't been significant value to the City of Isanti in the past few years. Sellman suggested opting out of this membership to explore other options. Motion by Lundeen, second by Gordon to not renew this membership, motion passed 6-0.

6. **Other Business/Updates/Communication:** Sellman gave an update that ECRDC still has COVID loan money available in loans up to $10,000. Sellman will be attending a webinar on the COVID-19 Relief Bill and will report back any pertinent information.

7. **Adjournment:** Lundeen moved to adjourn, second by Merrill, motion passed 6-0, meeting adjourned at 9:24pm.

Respectfully submitted – Sheila Sellman Community Development Director/EDA Secretary

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: February 16, 2021
Subject: Ordinance 2021-XXX Parking and Storage, Amending Chapter 227

Background:

A repeal and replacement of Chapter 227 was approved in January, however, Staff found that there were a few minor language additions that are necessary for clarification of the intent on improved and impervious surface.

The Ordinance draft has been posted for the required 10 – day notice period.

Request:
Staff is requesting action on this item.

Attachment:

- ORD 2021-XXX Amendment

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 749, ADOPTED ON JANURARY 5, 2021 AND AN ORDINANCE AMENDING ORDINANCE NO. 122, ADOPTED ON AUGUST 21, 1984 AND ORDINANCE NO. 397, ADOPTED ON MAY 1, 2007 AND ORDINANCE NO. 600, ADOPTED ON APRIL 7, 2015 AND ORDINANCE NO. 603, ADOPTED ON APRIL 21, 2015 AND ORDINANCE NO. 614, ADOPTED ON JULY 21, 2015 AND ORDINANCE NO. 634, ADOPTED ON MARCH 15, 2016 AND ORDINANCE NO. 640, ADOPTED ON APRIL 19, 2016 AND ORDINANCE NO. 656, ADOPTED ON OCTOBER 18, 2016 AND ORDINANCE NO. 674, ADOPTED ON JUNE 6, 2017 AND ORDINANCE NO. 679, ADOPTED ON SEPTEMBER 19, 2017 AND ORDINANCE NO. 703, ADOPTED ON JUNE 4, 2019 AND TITLED PARKING AND STORAGE

THE CITY COUNCIL OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Amendment. Ordinance 749, Ordinance 122, Ordinance 397, Ordinance 600, Ordinance 603, Ordinance 614, Ordinance 634, Ordinance 640, Ordinance 656, Ordinance 674, Ordinance 679, Ordinance 703, Ordinance Codified in Chapter 227 of the City Code, are hereby amended as follows:

Chapter 227

PARKING AND STORAGE

§227-1. Definitions.
The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

IMPROVED SURFACE - Areas consisting of pavers or patio block less than 60 mm, 2 3/8 inches thick, and with gaps exceeding 1/4 of an inch (not to exceed one inch) or large (minimum 1.5 inches) crushed rock, gravel, or Class 5 to a depth of not less than six inches.

§ 227-8. Storage and parking restrictions.

B. Personal vehicles, company vehicles, recreational vehicles, trailers, and fish houses may be parked or stored outdoors in a residentially zoned district only on the property of the owner, resident or authorized user of such unit and in accordance with the provisions of this section:

(1) All motorized vehicles and units shall be parked or stored on an impervious surface. The impervious surface area shall be a continuous surface no smaller than the entire

footprint of the vehicle or unit.

(2) All non-motorized vehicles and units shall be parked or stored on an improved surface with the exception of § 227-8 B. (13). The improved surface area shall be a continuous surface no smaller than the entire footprint of the vehicle or unit.

Section 2 – Effective Date.

This ordinance shall take effect upon its passage and publication in the official City newspaper.

Adopted by the City Council this 16th day of February 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posted on: 2/4/2021
Adopted on:
Published on:
Effective Date:

BOLTON & MENK

Real People. Real Solutions.

K.2.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 3, 2021

To: Honorable Mayor Johnson and Members of the City Council
City of Isanti

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Proposal to create a Preliminary Engineering Report for the 2021 Main Street Reconstruction project
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal for professional engineering services for the preliminary engineering evaluation and preparation of a Preliminary Engineering Report for the 2021 Main Street Reconstruction project.

The proposed project would reconstruct Main Street from Whiskey Road NW to 4th Avenue NW. This street segment is in poor condition and in need of surface rehabilitation. The 2019-2028 Capital Improvement Plan, adopted by the City, has this street segment scheduled for reconstruction in 2021.

This road segment is designated as a State Aid Route and the project is proposed to be funded through the Municipal State Aid program. Attached is an advance request resolution that is needed to be approved to lock in the use of the state aid funds.

This project is also proposed to be funded through the use of special assessments on the adjacent properties. This study is the first step in the required MS-429 assessment procedure.

Our scope of work will include the following:

- Survey the existing conditions
- Determine right-of-way limits
- Evaluate the type of rehabilitation needed on the street, sidewalk and curb & gutter.
- Evaluate the condition of the existing City utilities
- Evaluate the storm sewer issues at the intersection of Main Street & Whiskey Road.
- Create an Engineer's Estimate including testing and construction administration
- Prepare a Preliminary Engineering Report discussing our findings
- Create figures to supplement the report
- Provide a recommendation as to the feasibility of the project

We propose to complete the described scope of work for an hourly, not to exceed, fee of $18,400.

Thank you for the opportunity to present this proposal. Please contact me at (763) 200-2444 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2021-XXX

AUTHORIZING ENGINEERING SERVICES FOR THE MAIN STREET RECONSTRUCTION PRELIMINARY ENGINEERING REPORT

WHEREAS, it is proposed to reconstruct Main Street from Whiskey Road to 4th Avenue NW; and,

WHEREAS, the project is scheduled for construction in 2021 in the current Capital Improvement Plan; and,

WHEREAS, State Aid funds and Special Assessments are proposed to fund the majority of the project; and,

WHEREAS, A Preliminary Engineering Report is the first required step in the special assessment process; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete the preliminary engineering report for an hourly, not to exceed, fee of $18,400;

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

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for the proposed improvements and shall complete the preliminary engineering report as described in the supporting memo, for an hourly, not to exceed, fee of $18,400.

This resolution was duly adopted by the Isanti City Council this 16th day of February 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

REQUESTING ADVANCEMENT OF MUNICIPAL STATE AID FUNDS

WHEREAS, the City of Isanti has implemented Municipal State Aid Projects in 2021 which require State Aid funds in excess of those available in its Municipal Account; and,

WHEREAS, said City is prepared to pay for the construction of said projects through the use of an advance from the Municipal State Aid Construction Fund to supplement the available funds in their Municipal State-Aid Construction Account; and,

WHEREAS, the advance is based on the following determination of estimated expenditures; and,

	Total Project Cost	**State Aid Eligible**	**Total City Cost**
2021 Main Street Reconstruction	**$636,837.42**	**$636,837.42**	**$0**

Account Balance as of date 2/2/2021	($402,247.58)
Estimated Eligible Expenditures:	
Project #245-116-001– 2021 Main Street Reconstruction	($636,837.42)
Total Amount Currently Available for Advance	$636,837.42
Advance Amount Requested	$636,837.42

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota:

1. That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Highway Project(s) of the City of Isanti in an amount up to $636,837.42 in accordance with Minnesota Rules 8820.1500, Subp. 9.

2. The City Council authorizes repayments from subsequent accruals to the Municipal Account of said City from future year allocations until fully repaid.

This resolution was duly adopted by the Isanti City Council this 16th day of February 2021.

Motion by: _____ Seconded by: _____ Passed _____

_____
Attest: Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

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7533 Sunwood Drive NW
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Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 3, 2021

To: Honorable Mayor Johnson and Members of the City Council
City of Isanti

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Proposal for Survey, Design & Construction Services for:
- Eagle Park Parking Improvements
- Heritage Boulevard Walk Improvements

Bolton & Menk, Inc. is pleased to present this proposal for professional engineering services for the Eagle Park Parking Improvements project and the Heritage Boulevard Walk Improvements project.

Eagle Park Parking Improvements:

The proposed project would reconstruct Eagle Park parking lot. This parking lot is in poor condition and in need of reconstruction. The 2019-2028 Capital Improvement Plan, adopted by the City, had this parking lot for reconstruction in 2020 but was pushed back to this year's budget and construction season.

Heritage Boulevard Walk Improvements:

The proposed project would construct a new walkway from Hillock Court to the school parking lot along the north side of Heritage Boulevard. This will fill in some of the missing trail segments along the north side of Heritage Boulevard. The 2019-2028 Capital Improvement Plan, adopted by the City, has this project scheduled to be completed in 2021 and has been budgeted for in this year.

Our scope of work will include the following:

- Survey the existing conditions & Determine right-of-way limits.
- Evaluate the condition of the existing City utilities and any drainage issues.
- Create an Engineer's Estimate including testing and construction administration
- Prepare plans and specifications to be included with the 2021 Pavement Management project.

Once awarded the scope will also include:

- Construction staking and inspection, and
- Construction administration including shop drawing review, pay requests, contract management, and final project closeout.

We propose to complete the described scope of work for the Eagle Park Parking Improvements for an hourly, not to exceed, fee of $18,600.

We propose to complete the described scope of work for the Heritage Boulevard Walk Improvements for an hourly, not to exceed, fee of $27,200.

Thank you for the opportunity to present this proposal. Please contact me at (763) 200-2444 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2021-XXX

AUTHORIZING ENGINEERING SERVICES FOR THE EAGLE PARK PARKING IMPROVEMENTS & HERITAGE BOULEVARD WALK IMPROVEMENTS

WHEREAS, it is proposed to reconstruct the Eagle Park Parking Lot and construct a walkway along Heritage Boulevard from Hillock Court NW to the school parking lot; and,

WHEREAS, these projects are scheduled for construction in 2021 in the current Capital Improvement Plan; and,

WHEREAS, these projects are proposed to be added to the 2021 Pavement Management project bid package to receive the most competitive bids; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete the survey, design, and construction services for the Eagle Park Parking Improvements for an hourly, not to exceed, fee of $18,600; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete the survey, design, and construction services for the Heritage Boulevard Walk Improvements for an hourly, not to exceed, fee of $27,200;

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

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for the proposed improvements and shall complete the Eagle Park Parking Improvements services as described in the supporting memo, for an hourly, not to exceed, fee of $18,600.

2. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for the proposed improvements and shall complete the Heritage Boulevard Walk Improvements services as described in the supporting memo, for an hourly, not to exceed, fee of $27,200.

This resolution was duly adopted by the Isanti City Council this 16th day of February 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

City of Isanti

Gross Payroll	99,277.97
Social Security & Medicare	5,535.82
Public Employees Retirement	10,111.40
Total City Expense	114,925.19

Pay Date 2/5/2021

Pay Period 3 (1/17-1/30/21)

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 1/29/2021 - 1/29/2021 | Jan 29, 2021 03:11PM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/21	01/29/2021	55230	12	POSTMASTER	603-20200	1,900.00
Grand Totals:						1,900.00

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/21	02/03/2021	55315	1231	ACE SOLID WASTE INC	101-20200	663.49
02/21	02/03/2021	55316	53	BELLBOY CORPORATION	609-20200	9,669.45
02/21	02/03/2021	55317	9	BERNICKS PEPSI-COLA	609-20200	961.72
02/21	02/03/2021	55318	2319	BREAKTHRU BEVERAGE	609-20200	9,060.28
02/21	02/03/2021	55319	2221	C & L DISTRIBUTING	609-20200	238.14
02/21	02/03/2021	55320	421	CARGILL INC	101-20200	1,745.93
02/21	02/03/2021	55321	1047	CENTRAL TRUCK SERVICE INC	101-20200	100.00
02/21	02/03/2021	55322	1629	CITY OF ISANTI	226-20200	13,330.66
02/21	02/03/2021	55323	1472	CRAWFORDS EQUIPMENT INC	101-20200	191.12
02/21	02/03/2021	55324	918	CRYSTAL SPRINGS ICE	609-20200	90.72
02/21	02/03/2021	55325	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,123.20
02/21	02/03/2021	55326	2874	ENVIRO-CARE COMPANY	602-20200	324.69
02/21	02/03/2021	55327	2933	FALCON NATIONAL BANK	101-20200	9,735.49
02/21	02/03/2021	55328	1682	FERGUSON WATERWORKS	601-20200	439.47
02/21	02/03/2021	55329	2830	GDO LAW	101-20200	4,083.33
02/21	02/03/2021	55330	134	GOPHER STATE ONE-CALL INC	601-20200	32.40
02/21	02/03/2021	55331	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,009.62
02/21	02/03/2021	55332	5	KAWALEK TRUCKING	609-20200	296.00
02/21	02/03/2021	55333	2587	LEAGUE OF MN CITIES INSURANCE TRUST	609-20200	188,995.00
02/21	02/03/2021	55334	17	MCDONALD DISTRIBUTING CO	609-20200	8,110.35
02/21	02/03/2021	55335	616	MENARDS - CAMBRIDGE	101-20200	286.06
02/21	02/03/2021	55336	2500	METRO SALES INC.	101-20200	206.47
02/21	02/03/2021	55337	1536	MINNESOTA DEED	219-20200	833.33
02/21	02/03/2021	55338	2208	MINNESOTA EQUIPMENT INC	101-20200	23.62
02/21	02/03/2021	55339	2080	MVTL LABORATORIES INC	602-20200	166.77
02/21	02/03/2021	55340	1411	NORTH TH 65 CORRIDOR COALITION	101-20200	250.00
02/21	02/03/2021	55341	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,180.95
02/21	02/03/2021	55342	2827	RATWIK, ROSZAK & MALONEY, P.A.	609-20200	3,417.00
02/21	02/03/2021	55343	2341	RED BULL DISTRIBUTION	609-20200	389.00
02/21	02/03/2021	55344	2473	RITEWAY BUSINESS FORMS	101-20200	162.46
02/21	02/03/2021	55345	1401	ROAD MACHINERY &	101-20200	46.20
02/21	02/03/2021	55346	315	ST.PAUL STAMP WORKS	101-20200	225.95
02/21	02/03/2021	55347	2156	SUMMIT FIRE PROTECTION	101-20200	650.50
02/21	02/03/2021	55348	2156	SUMMIT FIRE PROTECTION	101-20200	8.00
02/21	02/03/2021	55349	1290	THE AMBLE GROUP	101-20200	407.35
02/21	02/03/2021	55350	2944	UNIFIRST CORPORATION	101-20200	650.15
02/21	02/03/2021	55351	686	VERIZON WIRELESS	101-20200	1,436.80
02/21	02/03/2021	55352	42	VIKING COCA-COLA BOTTLING CO	609-20200	292.15
02/21	02/03/2021	55353	1922	WEX BANK	101-20200	3,831.44
02/21	02/03/2021	55354	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	4,183.00
Grand Totals:						291,848.26

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/21	02/11/2021	55361	494	ALLINA HEALTH SYSTEM	603-20200	90.00
02/21	02/11/2021	55362	598	ASPEN MILLS INC	101-20200	241.30
02/21	02/11/2021	55363	53	BELLBOY CORPORATION	609-20200	5.80
02/21	02/11/2021	55364	2853	BENEFIT EXTRAS, INC	101-20200	33.00
02/21	02/11/2021	55365	9	BERNICKS PEPSI-COLA	609-20200	1,579.17
02/21	02/11/2021	55366	722	BIRKHOLZ, JULIANNE	601-20200	16.23
02/21	02/11/2021	55367	2981	CANNON RIVER WINERY	609-20200	156.00
02/21	02/11/2021	55368	421	CARGILL INC	101-20200	6,921.27
02/21	02/11/2021	55369	2923	CB COMPANIES LLC	601-20200	35.38
02/21	02/11/2021	55370	1198	CENTER POINT ENERGY	101-20200	4,265.94
02/21	02/11/2021	55371	1822	CENTURYLINK BUSINESS SERVICES	101-20200	21.64
02/21	02/11/2021	55372	187	CRYSTEEL TRUCK EQUIPMENT INC	101-20200	1,457.17
02/21	02/11/2021	55373	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,023.18
02/21	02/11/2021	55374	3021	DIMBERIO, JOSH & VANESSA	601-20200	168.43
02/21	02/11/2021	55375	385	FEDERATED CO-OPS INC	409-20200	1,912.27
02/21	02/11/2021	55376	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	128.06
02/21	02/11/2021	55377	3022	FIRST NATIONAL TITLE INSURANCE COMPANY	601-20200	68.41
02/21	02/11/2021	55378	1851	FLAHERTYS HAPPY TYME COMPANY	609-20200	332.50
02/21	02/11/2021	55379	3023	HOME SECURITY ABSTRACT TITLE & CO	601-20200	83.57
02/21	02/11/2021	55380	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	14.69
02/21	02/11/2021	55381	114	ISANTI COUNTY RECORDER	101-20200	46.00
02/21	02/11/2021	55382	1563	ISANTI ELECTRIC INC	101-20200	444.00
02/21	02/11/2021	55383	2938	ISANTI HOTEL PARTNERS, LLC	101-20200	6,189.86
02/21	02/11/2021	55384	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,018.43
02/21	02/11/2021	55385	5	KAWALEK TRUCKING	609-20200	151.00
02/21	02/11/2021	55386	1479	LOFFLER	108-20200	193.48
02/21	02/11/2021	55387	3016	LOFFLER COMPANIES INC	108-20200	238.45
02/21	02/11/2021	55388	17	MCDONALD DISTRIBUTING CO	609-20200	8,568.82
02/21	02/11/2021	55389	616	MENARDS - CAMBRIDGE	101-20200	168.91
02/21	02/11/2021	55390	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
02/21	02/11/2021	55391	2080	MVTL LABORATORIES INC	602-20200	278.91
02/21	02/11/2021	55392	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,361.33
02/21	02/11/2021	55393	1762	THE TITLE GROUP	601-20200	80.51
02/21	02/11/2021	55394	1740	TOSHIBA FINANCIAL SERVICES	108-20200	198.32
02/21	02/11/2021	55395	1820	URBANS HARDWARE INC	226-20200	115.81
02/21	02/11/2021	55396	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
02/21	02/11/2021	55397	42	VIKING COCA-COLA BOTTLING CO	609-20200	518.70
02/21	02/11/2021	55398	1286	VINOCOPIA INC	609-20200	351.50
02/21	02/11/2021	55399	4	WATSON CO INC	609-20200	1,521.73
02/21	02/11/2021	55400	2867	WIN-911	602-20200	660.00
02/21	02/11/2021	55401	780	WINE MERCHANTS	609-20200	1,140.00
02/21	02/11/2021	55402	2067	ZABINSKI BUSINESS	609-20200	875.00
Grand Totals:						63,856.36

RESOLUTION 2021-XXX
Amending Resolution 2021-008

DESIGNATING THE DATA PRACTICES RESPONSIBLE AUTHORITY AND DESIGNEE FOR THE CITY OF ISANTI

WHEREAS, the City Council has adopted Data Practices Procedures/Policies and Data Inventory for the City of Isanti; and,

WHEREAS, this policy specifically identifies and designates the Data Practices Responsible Authority and Data Practices Designee. This individual serves as City Clerk for the City of Isanti; and,

WHEREAS, the Police Department designee for law enforcement records will be designated by the Police Chief; and,

WHEREAS, upon change in the Human Resources/City Clerk position, the new official must be designated by the City Council;

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

1) Jaden Strand, City Clerk, is designated as the Data Practices Responsible Authority and Data Practices Designee for the City of Isanti, pursuant to Data Practices Policies, adopted by Resolution 2017-175.
2) Police Department designee for law enforcement records will be designated by the Police Chief.

This Resolution was duly adopted by the Isanti City Council this 16th day of February 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

RESOLUTION IN SUPPORT OF PAYING LOCAL GOVERNMENT AID IN FULL AND ON TIME

WHEREAS, Minnesota's cities are on the front lines of the COVID-19 response and need to be strong to provide services to support the economic recovery; and,

WHEREAS, Local Government Aid (LGA) is an essential aid program to Minnesota cities, helping to restrain local property taxes; and,

WHEREAS, LGA helps cities pay for critical needs and services such as public safety, street maintenance & repairs, libraries, parks and trails, economic development and housing; and,

WHEREAS, the $564 million LGA appropriation in 2021 represents just 2.2% of the state's general fund; and,

WHEREAS, our state (and nation) is facing one of the worst economic struggles in its history; and,

WHEREAS, our city has taken steps to support our residents and businesses, such as suspending municipal utility disconnections and associated late fees, distributed $77,377 in grants to local businesses, and reducing the city tax rate each of the last 4 years by a total of 29.7%; and,

WHEREAS, the most important thing the Minnesota Legislature can do this session to keep cities strong and healthy is to ensure that LGA is paid on time and in full; and,

WHEREAS, Isanti's ability to reduce the tax rate and continue to do so is heavily dependent on consistent funding and reliable receipt of Local Government Aid;

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

1. Urges through this Resolution to its lawmakers that the state resolve the state budget for 2022-2023 without reductions to Local Government Aid.
2. That this resolution be transmitted to Representative Brian Johnson, Senator Mark Koran, Speaker of the House Melissa Hortman, Senate Majority Leader Paul Gazelka, House Minority Leader Kurt Daudt, Senate Minority Leader Susan Kent, and Governor Tim Walz.

This Resolution is hereby approved by the Isanti City Council this 16th day of February 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: February 16th, 2021
Subject: Data Access Agreement

Background:

The Isanti County Sheriff's Office utilizes a management system to monitor inmate communication. For past upgrades there has not been an agreed upon financing mechanism for funding. The Isanti County Sheriff's Office requested all users to enter into an agreement for data access. This agreement outlines the responsibility of Isanti Police Department in monitoring lawful data access and dissemination. The Isanti County Sheriff's Office does not foresee any costs to be incurred by the City of Isanti.

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Authorize staff to sign Data Access Agreement for Reliance System with Isanti County Sheriffs Office.

Attachments:

- Data Access User Agreement

Sheriff Christopher L. Caulk Chief Deputy Lisa Lovering

Dedicated To Serve All The People

DATA ACCESS AGREEMENT FOR RELIANCE SYSTEM

This Data Access Agreement for Reliance System ("Agreement") dated 1-29-2021, is by and between the Isanti County Sheriff's Office ("ICSO"), on behalf of itself and the County of Isanti, and the City of Isanti Police Department ("IPD"), on behalf of itself, its personnel, and the City of Isanti.

WHEREAS, the Reliance System is ICSO's record information system for jail calls and messages to and from inmates in the Isanti County Jail;

WHEREAS, pursuant to Minn. Stat. § 13.84, subd. 5, of the Minnesota Government Data Practices Act ("MGDPA"), any private or confidential corrections and detention data may be released to any law enforcement agency if necessary for law enforcement purposes; and

WHEREAS, IPD is a law enforcement agency that wishes to access data, information, and records in Reliance as necessary for law enforcement purposes.

NOW, THEREFORE, IPD understands that by signing this Agreement, IPD agrees to the following terms and condition so that IPD and its personnel may access Reliance:

1. IPD may access, collect, and use data, information, and records in Reliance when necessary for law enforcement purposes. IPD's access to Reliance is restricted to IPD personnel who need access for law enforcement purposes and performance of their job duties.

2. IPD and its personnel must not disclose or share any username, password, code, or other Reliance login information with anyone accept authorized IPD personnel to the extent that employee needs access to Reliance for law enforcement purposes.

3. IPD will not use any data, information, or records in Reliance for personal or non-law enforcement purposes. IPD is responsible for its and its employees' access to and use of Reliance and any consequences or results from such access and use of Reliance.

4. IPD understands that any improper use or dissemination of data, information, or records in Reliance by IPD or any of its personnel is a violation of this Agreement and state and federal law and will result in the immediate suspension or cancellation of its access to Reliance and could result in criminal or civil penalties.

5. IPD must immediately report to ICSO any confirmed or suspected misuse of Reliance by any of its personnel. If necessary, ICSO will report any misuse to the appropriate law enforcement, government, or other authority. IPD's failure to report confirmed or suspected misuse of Reliance may result in suspension or cancellation of IPD's access to Reliance.

6. IPD must ensure that any access to Reliance by its personnel is protected and secure and that any data, information, or records they obtain from Reliance is protected and securely stored.

7. IPD must pay any and all costs and fees associated with its access to and use of Reliance by the deadline provided on each bill it receives from Reliance or ICSO.

8. IPD must safely and securely destroy any and all data, information, or records from Reliance when no longer needed for law enforcement purposes and no longer subject to data retention policies or laws requiring preservation by IPD.

9. IPD is responsible for informing and training all of its personnel on the proper and legal use and dissemination of any data, information, or records in Reliance.

10. IPD must immediately terminate and disable access to Reliance by any individual when he or she is no longer employed by IPD or no longer needs access to Reliance.

11. IPD must allow ICSO to review and inspect any and all data, information, or records IPD collects, uses, or maintains from Reliance upon ICSO's request for the purpose of confirming compliance with this Agreement.

12. IPD will indemnify, save, and hold harmless Isanti County, ICSO, and their agents and employees from any and all damages, harm, injuries, claims, or causes of actions of any kind, including attorney's fees incurred by ICSO or Isanti County, arising from the performance of this Agreement by IPD or its personnel, including, but not limited to, the access and use of Reliance by IPD and its personnel and the access, use, collection, creation, maintenance, or dissemination of data, information, or records in Reliance by IPD or its personnel.

13. IPD must comply with the MGDPA and all other applicable state and federal laws that apply to the data accessed, created, collected, stored, used, maintained, or disseminated by IPD under this Agreement.

14. ICSO may terminate this Agreement at any time and for any reason, with or without cause, upon written notice to IPD.

IN WITNESS WHEREOF, ICSO and IPD have knowingly and voluntarily executed this Agreement as of the dates below.

CAMBRIDGE POLICE DEPARTMENT

Dated: _____ _____

Travis Muyres, CPD Chief of Police

ISANTI COUNTY SHERIFF'S OFFICE

Dated: _____ _____

Chris Caulk, Isanti County Sheriff

RESOLUTION 2021-XXX

APPROVING STAFF TO AMEND POLICE DEPARTMENT BUDGET FOR 2021

WHEREAS, City staff has been notified of software upgrade to 6 Police Department computers in the amount of $1500; and,

WHEREAS, this item was not identified in the 2021 budget;

WHEREAS, the form will be reviewed and approved by the City Administrator or designee;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota amend budget to reduce expenditures in Police Auto Expense (101-42110-335) by $1,500 and increase expenditures in Police Technology (101-42110-305) by $1,500.

This Resolution is hereby approved by the Isanti City Council this 16th day of February 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

OFFERING THE POSITION OF
PARKS, RECREATION AND EVENTS COORDINATOR
TO ALYSSA OLSON

WHEREAS, the City Council of the City of Isanti is required to approve hiring of all employees; and,

WHEREAS, the City Council has approved the Parks, Recreation and Events Coordinator position; and,

WHEREAS, the Interviewing Panel has selected Alyssa Olson as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing the background investigation and reference check;

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

1. Human Resource Director has offered the Parks, Recreation and Events Coordinator position to Alyssa Olson for the City of Isanti.
2. This position is full-time, non-exempt, and eligible for full benefits.
3. The expected start date in that position is March 8, 2021.
4. The wage will start at Step 5 of the wage scale at $31.31 and in 6 months with successfully demonstrated performance review and proficiency will receive Step 6 at $32.25 per hour.
5. That Alyssa Olson will receive 48 hours (6 days) of vacation to begin and accrue at the first-year rate.
6. Human Resources Director is to complete all required documentation for the completion of the employment offer and place a copy of this Resolution in the employee's personnel file for future reference.

This resolution is hereby approved by the Isanti City Council this 16th day of February 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Isanti Police Department Monthly Report

January 2021

Reported Crime	Month to Date	Year to Date
Theft	7	7
Assault	3	3
Vandalism/Damage to Property	2	2
Narcotics	0	0
Burglary	0	0
Domestics	6	6
Crim Sex	2	2
Robbery	0	0
Loud Party/Disturbance	2	2
Medical	37	37
Permit to Purchase	15	15
Security Check / Extra Patrol	464	464

Traffic Offenses	Month to Date	Year to Date
No Insurance	9	9
DUI	1	1
Accidents	14	14
Hit & Run	0	0
Warrant P/U	4	4
Speed	14	14
DAR/DAS	3	3
Administrative Citations (Including Speed)	14	14

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	96,196	395	395
Ford Explorer 224	93,886	849	849
Ford F150 225	41,962	690	690
Chevy Impala 223	98,196	179	179
Dodge Durango 226	25,994	1,537	1,537
Dodge Durango 227	32,404	996	996
Dodge Durango 228	9,441	1,755	1,755
Chevy Tahoe 229	2,602	2,602	2,602

CEZT REPORT JANUARY 2021

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD												9
NEW CASES OPENED THIS MONTH												9
NEW CRIMINAL CITATIONS ISSUED THIS MONTH												
NEW ADMIN CITATIONS ISSUED THIS MONTH												
OPEN CASES NOT INCL CITATIONS (End of month)												5
OPEN CRIMINAL CITATIONS END OF MONTH												4
OPEN ADMIN CITATIONS END OF MONTH												
CLOSED CASES THIS MONTH												9
CAN-Proh Animals												
CCV-Comm Vehicle Storage												
CDO--Dogs												2
CPA-Park & Store. 227-8												5
CSN-Snow Removal 216-2-Q												2
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass/weed length. 216-2-H												
Nuisance Junk/rubbish/salvage. 216-2-L												4
NJU--Junk/Brush												
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates. 216-2-L												
RNT-Unlicensed rental												
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence. 216												
Compliance Letters Mailed this month												8
Abated Properties this month												
Admin Hearings Requested												
Admin Hearings Held - positive judgement												
Criminal trials - positive judgement												

CITY OF ISANTI MONTHLY REPORT

January 2020

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	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		
ROOF / SIDING	1	1	$0.00	$0.00	$1.00	$1.00	$80.00	$80.00		
DECK	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
LL FINISH	5	5	$84,970.00	$84,970.00	$45.49	$45.49	$2,649.25	$2,649.25		
REMODEL / ADDITION	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	8	9	$0.00	$0.00	$8.00	$9.00	$960.00	$1,110.00		
SINGLE DWELLINGS	2	2	$399,205.68	$399,205.68	$187.42	$187.42	$4,750.00	$4,750.00		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	12	12	$0.00	$0.00	$12.00	$12.00	$900.00	$900.00		
PLUMBING	10	10	$0.00	$0.00	$10.00	$10.00	$660.00	$660.00		
RESIDENTIAL TOTAL	**38**	**39**	**$484,175.68**	**$484,175.68**	**$263.91**	**$264.91**	**$9,999.25**	**$10,149.25**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	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		
ROOF / SIDING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	1	3	$3,000.00	$3,000.00	$1.50	$3.50	$153.45	$265.70		
COMMERCIAL TOTAL	**1**	**3**	**$3,000.00**	**$3,000.00**	**$1.50**	**$3.50**	**$153.45**	**$265.70**		
RESIDENTIAL/COMMERCIAL TOTAL	**39**	**42**	**$487,175.68**	**$487,175.68**	**$265.41**	**$268.41**	**$10,152.70**	**$10,414.95**	**$11,965.00**	**$11,965.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 1/31/2020

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
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	33	3	0	0	$510,011.00	$10,341.45	$13,944.00
2019	37	0	0	0	$146,958.00	$6,749.70	$0.00
2020	42	2	0	0	$487,175.68	$10,414.95	$11,965.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	3	$0.00	$262.25
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	42	$487,175.68	$10,414.95

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MEMORANDUM

Date: February 10, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: 0R1.123310

Please find listed below a status report of the current projects in the City of Isanti:

1) Liquor Store Site Design

We will complete the site design and site plan sheets this month.

2) Main Street Reconstruction

We will bring a services proposal to the February 16, 2021 council meeting to complete the Preliminary Engineering Report including survey, ditch evaluation, assessment evaluation, and funding sources.

3) Eagle Park Parking Lot Reconstruction

We will bring a services proposal to the February 16, 2021 council meeting to perform engineering services for this project.

4) Heritage Walk Improvements

We will bring a services proposal to the February 16, 2021 council meeting to perform engineering services for this project.

5) 2021 Pavement Management Project

We will complete the plan development this month.

6) 2021 Storm System Management Project

We will complete the plan development this month.

7) 6th Avenue Rehabilitation

Punchlist items will be completed this spring.

8) Legacy Pines 2nd & 3rd Additions

Punchlist items will be addressed in the spring on 2nd Addition. Sidewalks and final pavement surfaces will be completed in the spring on 3rd Addition Phases 1 & 2.

8) MS4 Implementation

We will continue to assist the City as requested to meet MS4 requirements.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 2, 2021 – 7:00 P.M.
CITY HALL

Seating may be limited. If you would like to send in a comment for Public Comment or a Public Hearing to be read on your behalf, please submit to the City Clerk jstrand@cityofisanti.us or (763) 762-5759

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes
1. February 16, 2021- Regular Meeting of the City Council
2. February 16, 2021- Committee of the Whole Meeting

H. Announcements

1. Committee of the Whole	Tuesday, March 16, 2021 at 5:00 p.m.
2. City Council Meeting	Tuesday, March 16, 2021 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, March 16, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Isanti Area Joint Fire District Annual Report Presentation *(Fire Chief Al Jankovich)*

City Administrator Josi Wood
2. Consideration of the Lease Purchase Agreement Between the City of Isanti and IAJOFD
3. Ordinance-XXX Amending City Code, Chapter 160; Fees
4. Liquor License and Pawnshop Renewals
    a. Resolution 2021-XXX Approving the On-Sale and Sunday Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
    b. Resolution 2021-XXX Approving the On-Sale and Sunday Liquor License Renewal for Rum River VFW 2735
    c. Resolution 2021-XXX Approving the On-Sale and Sunday Liquor License Renewal for Wintergreen's Golf & Grill
    d. Resolution 2021-XXX Approving the Brewer Off-Sale and Tap Room On-Sale Sunday Renewal for Thunder Brothers Brewery, Inc.

e. Resolution 2021-XXX Approving the On-Sale 3.2 Percent Malt Liquor License Renewal for Patlok Design, Inc. DBA Sanbrook Golf Course
f. Resolution 2021-XXX Approving the Pawnshop License Renewal for Northern Pawn, Inc.

5. Resolution 2021-XXX Approving Goals and Organizational Chart for 2021

L. Approve Consent Agenda

1. Payroll in the Amount of $107,004.66 Accounts Payable in the Amount of $218,488.45
2. Resolution 2021-XXX Adopting Public Use of Chambers Conference Room Policy
3. Approving Request for Proposal for Cleaning Services
4. Resolution 2021-XXX Approving Card Connect Payment Services Proposal for Credit Card Processing Services

M. Other Communications

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 16, 2021 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:04 p.m.

The Pledge of Allegiance was recited.

Member Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, City Engineer Jason Cook, Finance Director Mike Betker and Chief of Police Travis Muyres

D. Public Comment

Councilor Lundeen requested a moment of silence for the passing of previous Liquor Store Manager Bozo Polzin.

A moment of silence was held.

Lundeen suggested a sign in honor of Bozo at the new liquor store.

E. Adopt Agenda

Revised Agenda:
Add K.4 Resolution 2021-032 Take Home Vehicle Use Policy

Motion by Lundeen, second by Collison to approve agenda with the modification listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards

None

G. Approve City Council Minutes

1. February 2, 2021- Regular Meeting of the City Council
2. January 5, 2021 Economic Development Authority Meeting

Motion by Lundeen, second by Collison to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, February 23, 2021 at 6:00 p.m.
2.	City Council Meeting	Tuesday, March 2, 2021 at 7:00 p.m.
3.	EDA Meeting	Tuesday, March 2, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. Ordinance-753 Amending City Code, Chapter 227; Parking and Storage

City Administrator Josi Wood shared that a repeal and replace was approved in January, however, Staff found that there were a few minor language additions that are necessary for clarification of the intent on improve and impervious surface. The Ordinance has been posted for the required 10 days.

Motion by Lundeen, second by Gordon to approve Ordinance as presented. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

2. Engineering Proposal to Create a Preliminary Report for the 2021 Main Street Reconstruction Project

- **a. Resolution 2021-029** Authorizing Engineering Services for the Main Street Reconstruction Preliminary Engineering Report
- **b. Resolution 2021-030** Requesting Advancement of Municipal State Aid Funds

City Engineer Jason Cook shared that this is for the Main Street Reconstruction from Whiskey Road to 4th Ave. Cook continued to share that this in the Budget and the Capital Improvement Plan to be done this year but is reliant on using State Aid Funds to cover almost the entire cost. Cook went on to share that with how the gas tax effected the State Aid Balance Sheets it was unclear if the money would be available however, as of a week and a half ago the City of Isanti is one of 12 Cities that was given the ok to get the State Aid Funds to cover the project as planned. This is also the type of project that applies special assessments and the proposal is to do the first step of special assessments to do the feasibility report and the report will lay out the timelines to go through the MS-429 process, schedules and estimated project cost.

Mayor Johnson asked if an open house will be held.

Cook confirmed an open house will be held.

Motion by Lundeen, second by Bergley to approve resolution 2021-029 and resolution 2021-030 as presented. Motion passed 5-0. Motion carried.

3. Engineering Proposal for Survey, Design & Construction for Services for: Eagle Park Parking Improvements & Heritage Boulevard Walk Improvements

- **a. Resolution 2021-031** Authorizing Engineering Services for the Eagle Parking Improvements & Heritage Boulevard Walk Improvements

City Engineer Jason Cook shared that this is two items combined for simplicity purposes. Eagle Park parking lot is in a failed condition and has been identified needing to be rehabbed for quite some time. It was scheduled to be done in 2020 but got pushed back to this year and has also been budgeted for this year. Cook recommended to add it to the bid package that will be done in the 2021 Street Maintenance Project to get a little bit better cost savings. Cook stated that this

would essentially be anticipated to be surveyed and verify property lines and that he expects it to be a reclaim and pavement type project.

Councilor Gordon asked if the area serves a purpose to where it needs to be a gravel parking lot.

Mayor Johnson stated to keep in mind that when the police department moves into the old liquor store the farmers market will likely not be held there anymore and will need a place to go.

Councilor Lundeen asked if it would be better off turned into a green space.

Lundeen further stated that the reason it is called Eagle Park is that Paul Nordstrom donated money years prior and his business was called Eagle Elevators.

City Administrator Josi Wood shared that previously there was not a lot of interest in spending money on the area which is why there is no sign because it is so small. Wood further shared that it is used for downtown parking as it comes off of Main Street. Parking is also used for events such as the street dances and vendor fairs along with use from the post office and meat market.

Gordon stated that its $18,000 for engineering fees and asked what the cost is for this type of project.

Finance Director Mike Betker stated that approximately $98,000-$99,000 is budgeted and is a project that was identified 10 years ago.

Councilor Bergley stated that to fully evaluate Eagle Park it should be done during the warmer months because you get the full feel of it.

Lundeen stated that he thinks the survey should be done because it needs to get done sooner or later. Even if Council decides to turn it into green space it needs to be surveyed.

A motion was made by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

4. **Resolution 2021-032** Take Home Vehicle Use Policy
   Councilor Gordon asked if there will be any language added about GPS' on the squads.

City Administrator Josi Wood stated that it was not in the resolution as it was drafted for Committee of the Whole before GPS had been discussed but if the recommendation is that it should be on the two vehicles that are also driven by patrol which would be the Lieutenant and the Investigator. The cost would be $720 plus the cost of the two devices which would be unbudgeted and can be added to the resolution after the fact.

There was additional discussion held regarding GPS in the units.

Motion by Lundeen to approve 15-mile radius and GPS in two of the squad vehicles and no GPS in the Police Chief's vehicles, second by Collison. Motion passed 4-1 with Gordon voting nay.

L. Approve Consent Agenda

1. Consider Payroll in the Amount of $114,925.19 Accounts Payable in the Amount of $357,604.62
2. **Resolution 2021-033** (Amending Resolution 2021-008) Designating the Data Practices Responsible Authority and Designee for the City of Isanti
3. **Resolution 2021-034** Resolution in Support of Paying Local Government Aid in Full and On Time

4. Data Access Agreement
5. **Resolution 2021-035** Approving Staff to Amend Police Department Budget for 2021
6. **Resolution 2021-036** Offering the Position of Parks, Recreation and Events Coordinator to Alyssa Olson

Mayor Johnson asked what L.3 is.

Finance Director Mike Betker shared that it is a model resolution from the League of Minnesota Cities. The current situation of the budget for the state is the League is trying to make a play to the state legislature that it's important to continue to make those payments that LGA city's like Isanti keep tax rates down and it is noted in the resolution that it will be forwarded to the representatives that the City has done a good job keeping the tax rates down in large part because of LGA and the City does not want to see it reduced or delayed.

Motion by Lundeen, second by Collison to approve consent agenda as presented. Motion passed 5-0. Motion carried.

M. Other Communications

1. January Police Department Reports
2. January Code Enforcement Officer Report
3. January Building Inspector Report
4. February Engineering Project Status Report

Adjournment

A motion was made by Bergley, seconded by Collison to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:56 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, FEBRUARY 16, 2021 – 5:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (arrived at 5:01 p.m.), Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, City Engineer Jason Cook, Liquor Store Manager John Jacobi, Public Services Director Matt Sylvester, Finance Director Mike Betker and Chief of Police Travis Muyres

D. Public Comment

None

E. Committee Meeting Items

1. Police Updates

- Speed sign has been ordered and there is a 6-8-week turnaround.
- Police interviews are being held for the vacant police officer position and then the Police Department will be fully staffed.

2. Liquor Updates

- The liquor store changed to Zabinski Services for Firewall protection as the Liquor Store was using Phoenix Sentry which costs $660 a year. With Zabinski it costs $423 a year for a 3-year prescription.
- Every year credit card processing fees go up and switching to Card Connect saves the City $224-$248.67 per month.
- Staff has been weighing options for a website online ordering system for online orders and curbside.
- Product planning and replacement will be performed by vendors and approved my Liquor Store Manager John Jacobi prior to the new store opening.

3. Council Chamber Rental Policy

- This policy is from 2008 and was outdated.
- Changes to the policy include:
    - Requirements for Damage Deposit.
    - Updated tobacco use policy.
    - Removal of Library Room rental.
- Recommendation from Committee is to move forward and bring to City Council for consideration.

4. Veterans Memorial Discussion
   - Cost for memorial widely varies depending on materials used.
   - Recommendation from Committee is not to include this with the amphitheater and for Parks, Recreation and Events Coordinator reach out to the Lions Club, VFW, etc. to see if they would like to donate to the implementation of a Veterans Memorial site.

5. Lighting and Snow Maker for Sledding Hill
   - If lighting was added to the sledding hill now it would be approximately $5,104.00.
   - The other option is to wait until the amphitheater is constructed and install lighting at that time.
   - The cost to purchase a snow making machine would be approximately $2,500.
   - Recommendation from Committee is to wait to install lighting with the amphitheater and staff to reevaluate snow making machine purchasing in August.

6. Irrigation Controller Program and Zoning Requirements
   - Consideration of an irrigation reimbursement program was discussed at Goal Setting in January to reduce water usage for residents thus paying less and reducing the cost to the City to treat the water.
   - It was discussed that this program could be similar to the raingarden incentive program where there would be a maximum amount allocated per year.
   - The current zoning requirements for irrigation of new homes was reviewed.
   - Recommendation from Committee is that the zoning requirements do not need to be amended as new homes are not required to put in irrigation, only the green spaces in development areas and further discuss irrigation controller program during budgeting.

7. Take Home Vehicle Use Policy
   - Take home vehicle use was discussed at the last COW meeting. It was decided that the Chief of Police and Police Lieutenant will the positions for consideration as to whether to be assigned a take home vehicle.
   - It was discussed that a maximum distance that the employee can drive to/from their home should be further considered.
   - Consensus from Committee is for the maximum distance be 15 radius miles and have added GPS and bring to City Council later that night for further consideration.

8. Lighting Infill
   - The Capital Improvement Plan (CIP) for the years 2021-2030 has funds available for lighting in-fill.
   - Staff was asked to provide locations and a timeframe on when these lights could be installed per CIP.
   - 22 locations have been identified that would need additional lighting.
   - Recommendation from Committee is to reach out to County to see if they would like to help the cost of lights on County Road 5 and Highway 65 and bring a formal schedule back to Council for further discussion.

9. Holiday Lighting Event

- This event would need public/private partnership.
- Proper course of action is establishing a budget for the partnership through the end of the year.
- Parks, Recreation and Events Coordinator talk with businesses to identify those willing to purchase displays through donation/sponsorship.
- Displays range from $270-$25,000.
- For those that donate a sign would go in front of the display of who donated it.
- Recommendation from Committee is for Parks, Recreation and Events Coordinator look into details of the event and if businesses want to donate displays.

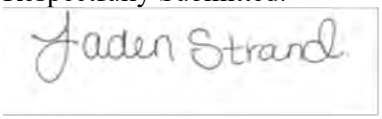
10. Easter Egg Hunt Event
- At 2020 Goal Setting there was discussion on Isanti hosting an Easter Egg Hunt.
- Staff did not have enough time to put together an Easter egg hunt for 2020.
- The Isanti VFW does host an Easter egg hunt each Spring and will likely have one again this year. The VFW has not set a date yet on when that will be.
- Recommendation from Committee is to talk to VFW about joining efforts for an Easter egg hunt and not to host a City egg hunt independently.

11. Mobile Food Truck Chapter 160; Fees Discussion
- Recommendation from Committee is to change background investigation fee in Chapter 160 to $35.00, daily license fee of $10.00, monthly fee of $50.00 and yearly fee of $130.00 and post for 10 days and bring to City Council for consideration of approval.

F. Adjournment

Meeting was adjourned at 6:09 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

2020

City of Isanti

ANNUAL REPORT



ISANTI FIRE DISTRICT
Est. 1907

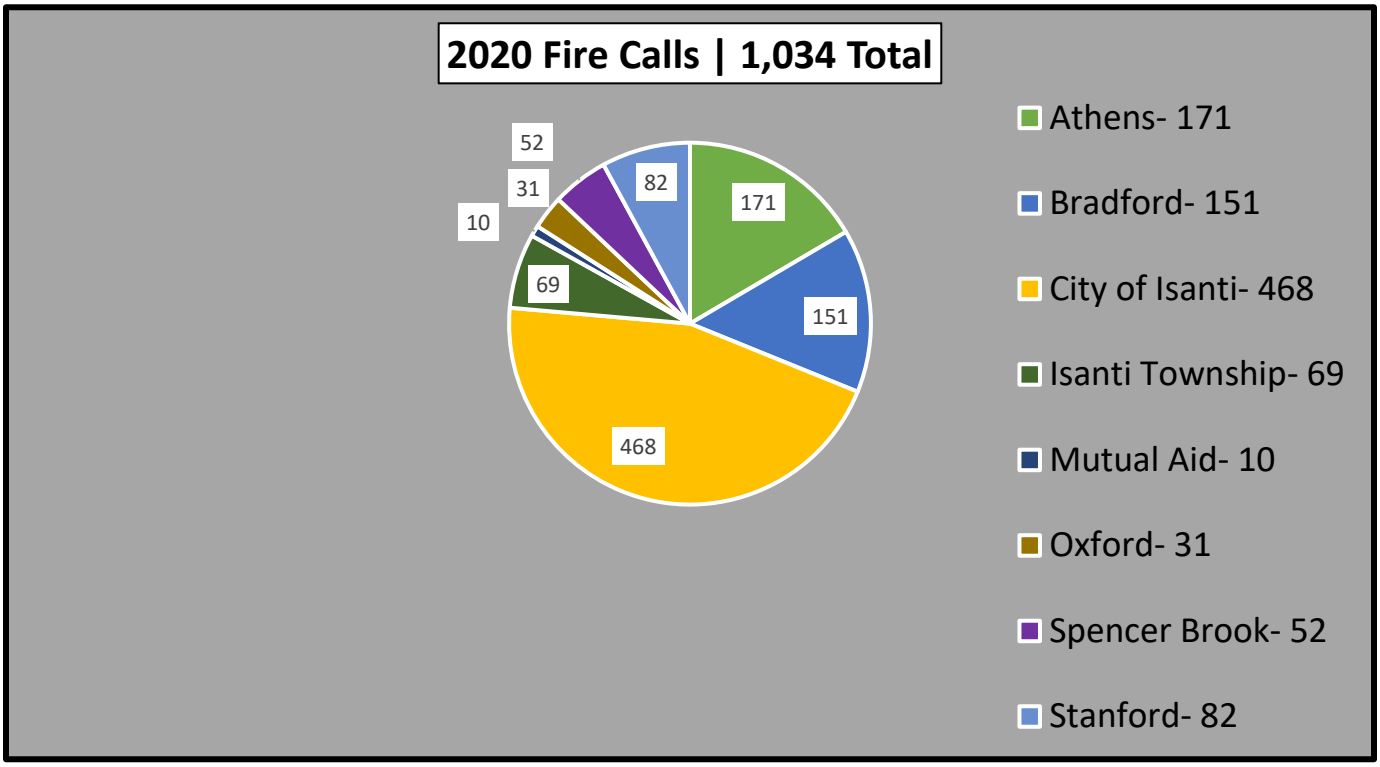
2020 Isanti Fire District Annual Report

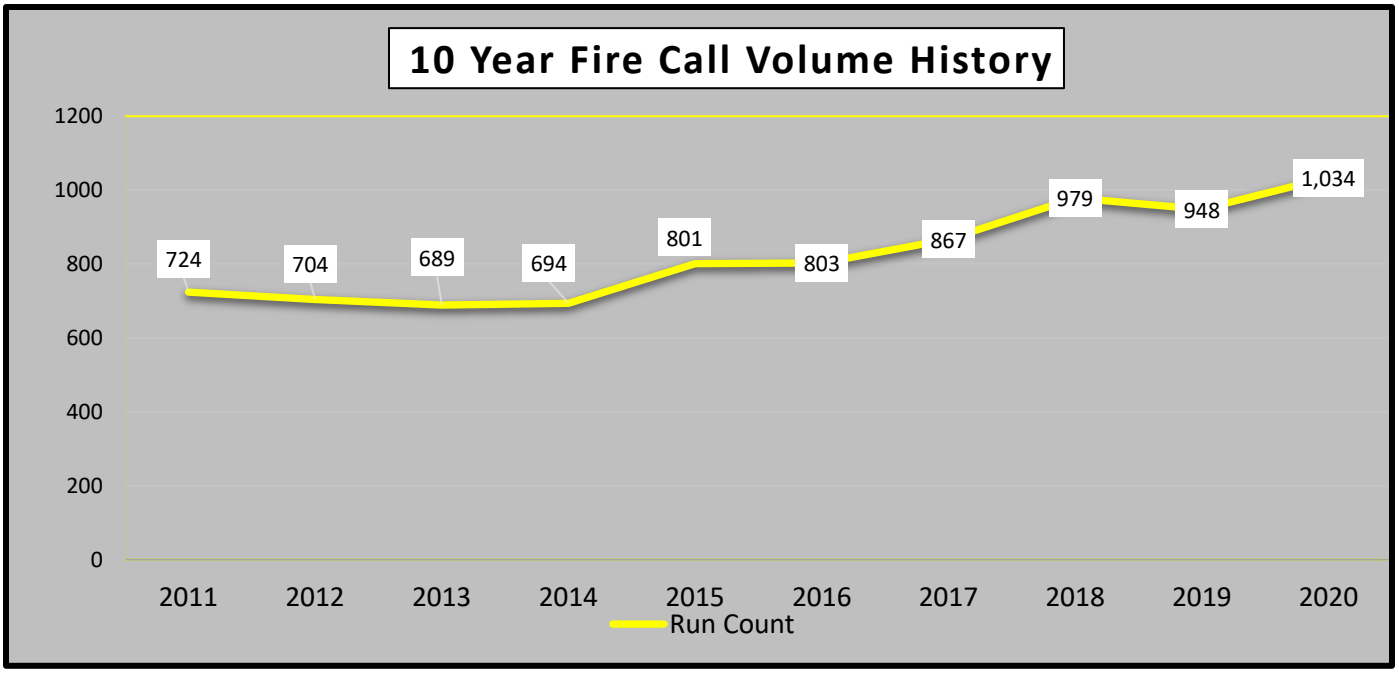
City of Isanti



Firefighter Name	YOS	Firefighter Name	YOS
Alan Jankovich- Fire Chief	22	Jeff Holmgren	9
Tad Hitchings - Assistant Chief	17	Erik Kvamme	2
Marc Volk - Captain	11	Ray Nash	19
Zach Lundberg - Lieutenant	11	Steve Nelson	2
John Almos	6	TJ Pagel	7
Brent Anderson	5	Jim Peterson	11
Nick Bartz	6	Jason Polzin	24
Brandon Boettcher	4	Corey Schaefer	2
Steve Brown	6	Brad Seiberlich	1
Tony Brown	1	Lance Thompson	2
Paul Cesafsky	1	Brett Wittman	1
Rick Cieluch Jr	5		
Mitch Gerold	4		
Jimmy Gordon	2		
Cory Haskamp	1		
Jon Hass	1	TOTAL YOS	187
Gabe Hermanson	4	AVERAGE YOS	7

RUN VOLUME


2020 Fire Calls | 1,034 Total
171
151
468
69
10
31
52
82
Athens- 171
Bradford- 151
City of Isanti- 468
Isanti Township- 69
Mutual Aid- 10
Oxford- 31
Spencer Brook- 52
Stanford- 82


10 Year Fire Call Volume History
1200
1000
800
600
400
200
0
724
704
689
694
801
803
867
979
948
1,034
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
Run Count

RUN TYPES

2020 IFD Incident Types | DISTRICT WIDE		
Incident Type	**Total Incidents**	**Total Incidents % of Incidents**
Category: 1 - Fire		
111 - Building fire	18	1.7%
114 - Chimney or flue fire, confined to chimney or flue	1	0.1%
118 - Trash or rubbish fire, contained	2	0.2%
121 - Fire in mobile home used as fixed residence	1	0.1%
131 - Passenger vehicle fire	10	1.0%
132 - Road freight or transport vehicle fire	1	0.1%
134 - Water vehicle fire	1	0.1%
136 - Self-propelled motor home or recreational vehicle	1	0.1%
138 - Off-road vehicle or heavy equipment fire	1	0.1%
142 - Brush or brush-and-grass mixture fire	9	0.9%
143 - Grass fire	14	1.4%
151 - Outside rubbish, trash or waste fire	1	0.1%
154 - Dumpster or other outside trash receptacle fire	1	0.1%
162 - Outside equipment fire	1	0.1%
	Total: 62	**Total: 6.0%**
Category: 3 - Rescue & Emergency Medical Service Incident		
311 - Medical assist, assist EMS crew	576	55.7%
321 - EMS call, excluding vehicle accident with injury	7	0.7%
322 - Motor vehicle accident with injuries	49	4.7%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.2%
324 - Motor vehicle accident with no injuries.	9	0.9%
340 - Search for lost person, other	2	0.2%
381 - Rescue or EMS standby	4	0.4%
	Total: 649	**Total: 62.8%**
Category: 4 - Hazardous Condition (No Fire)		
400 - Hazardous condition, other	1	0.1%
411 - Gasoline or other flammable liquid spill	1	0.1%
412 - Gas leak (natural gas or LPG)	13	1.3%
413 - Oil or other combustible liquid spill	1	0.1%
424 - Carbon monoxide incident	4	0.4%
440 - Electrical wiring/equipment problem, other	2	0.2%
444 - Power line down	5	0.5%
445 - Arcing, shorted electrical equipment	1	0.1%
480 - Attempted burning, illegal action, other	1	0.1%
	Total: 29	**Total: 2.8%**
Category: 5 - Service Call		
500 - Service call, other	1	0.1%
510 - Person in distress, other	8	0.8%
531 - Smoke or odor removal	1	0.1%

RUN TYPES (Continued)

2020 IFD Incident Types | DISTRICT WIDE		
542 - Animal rescue	1	0.1%
550 - Public service assistance, other	3	0.3%
551 - Assist police or other governmental agency	20	1.9%
552 - Police matter	1	0.1%
	Total: 35	**Total: 3.4%**
Category: 6 - Good Intent Call		
611 - Dispatched and cancelled in route	195	18.9%
622 - No incident found on arrival at dispatch address	7	0.7%
631 - Authorized controlled burning	10	1.0%
650 - Steam, other gas mistaken for smoke, other	2	0.2%
651 - Smoke scare, odor of smoke	3	0.3%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.1%
	Total: 218	**Total: 21.1%**
Category: 7 - False Alarm & False Call		
700 - False alarm or false call, other	5	0.5%
730 - System malfunction, other	1	0.1%
733 - Smoke detector activation due to malfunction	1	0.1%
735 - Alarm system sounded due to malfunction	2	0.2%
736 - CO detector activation due to malfunction	2	0.2%
740 - Unintentional transmission of alarm, other	2	0.2%
741 - Sprinkler activation, no fire - unintentional	1	0.1%
743 - Smoke detector activation, no fire - unintentional	6	0.6%
744 - Detector activation, no fire - unintentional	1	0.1%
745 - Alarm system activation, no fire - unintentional	10	1.0%
746 - Carbon monoxide detector activation, no CO	10	1.0%
	Total: 41	**Total: 4.0%**
TOTAL OVERALL RUNS IN 2020	**1,034**	**Total: 100.0%**



New Custom Fire Inc. Engine 1



2020 TRAINING

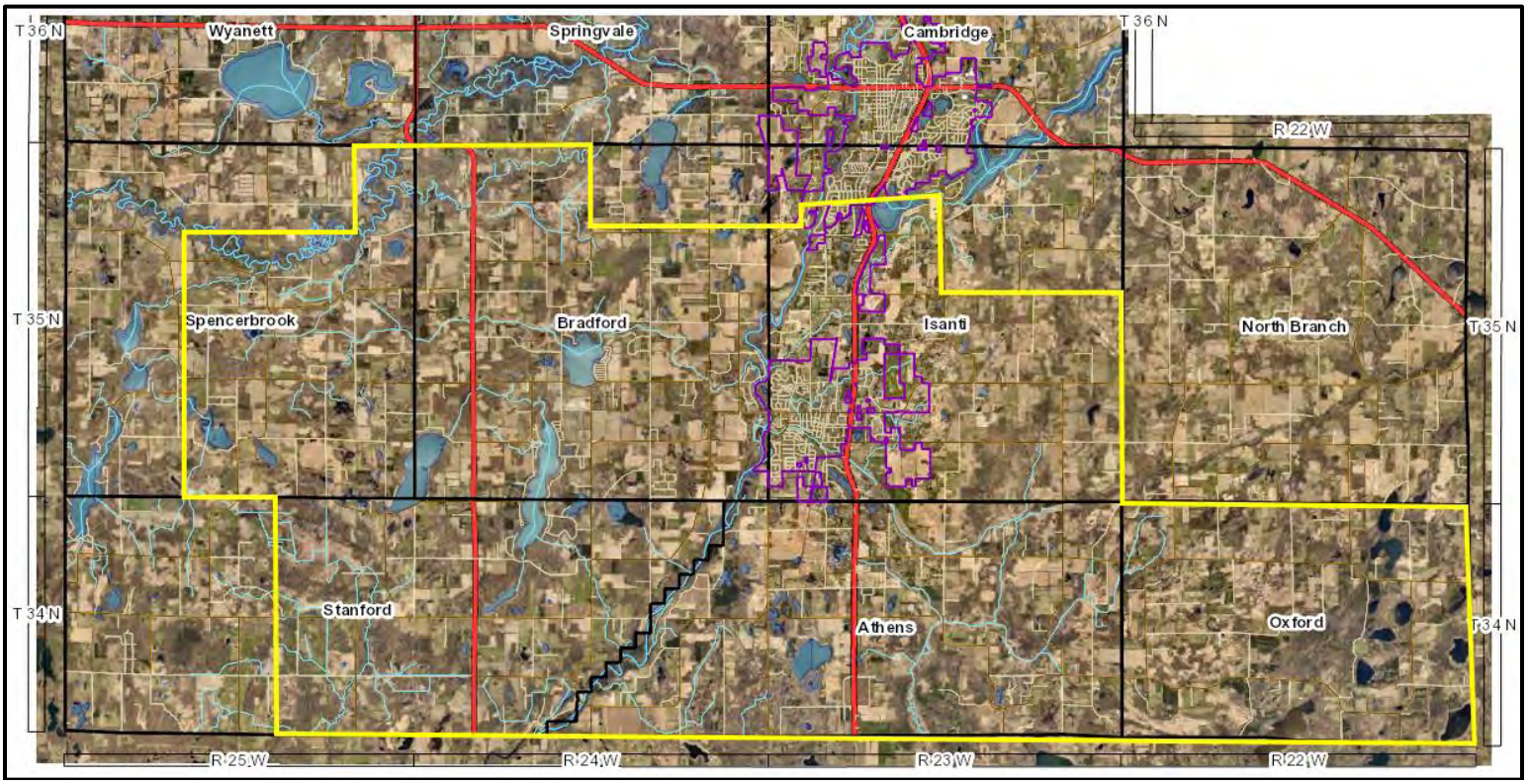
4-Gas Meters Operations
Auto Extrication- Battery, High Pressure Tools
Bloodborne Pathogens
BNSF Railroad Hazard Awareness
Building Construction
Coronavirus 101- What you Need to Know
COVID-19 Awareness
Drone Operations
EMS Incident Command System
EMS Medical Extrication & Rescue
Engine 1 Operation Training
FF Holiday Health - online
Fire Alarms Operations Refresher
Fire Behavior 2 Part Series
Fire Service Health & Safety
Firefighter Primary Search
First Due Operations
First In Operations- Hands On
First on Scene
First Responder EMS
Fog Streams vs Straight Streams
Hoseline Operations
Incident Command Review
Ladder Safety
Leadership Refresher
Live Burn
MnFIRE Awareness
NFPA 1001 Fire Hose
NFPA 1001 Fire Streams
NFPA 1001 Forcible Entry into a Structure
NFPA 1001 Self-Contained Breathing Apparatus
NFPA 1001 Ventilation
NFPA 1021 Incident Response Safety
NFPA 1500: Post-Traumatic Stress Disorder in the Fire Industry
Physical Agility - Ladders - Cold Water
Physical Health
Pipeline Emergencies
Positive Pressure Ventilation Tactics
Pumping Operations
Scene Size Up
Tactical Planning- Fire
TEAMS
Truck Operations
Vehicle Fires
Virus Safety for EMS
Wildland Firefighting

New Station 2
Epoxy Flooring- January 2020



SERVICE AREA

Town/City	Sections	Est. Pop	Valuation
Athens Township	ALL	2,168	$238,383,000
Bradford Township	Sec 4-9 & 13-36	3,002	$335,198,500
Isanti Township	Sections 8-9 & 13-36; Pt of Sec 4 & Pt of Sec. 7	1,458	$182,775,300
Oxford Township	ALL	993	$142,077,500
Spencer Brook Township	Sec 1; 12-16; 21-28; 33-36	773	$104,777,000
Stanford Township	Sections 11; 15-24 (R34-T24) & Sec 1-4; 11-14; 23-24 (R34-T25)	1,501	$199,551,000
City of Isanti	ALL	6,233	$533,603,900
TOTAL	157 SQ MI 5,853 Households	16,133	$1,736,366,200



FINANCIALS
December 31, 2020

Flagship Bank Checking/Budget

2020 Budget- $632,785.00

Grant Income- $84,728.76

1. Coronavirus Aid, Relief, and Economic Security (CARES) $77,136.41
2. MN Board of Firefighter Training and Education (MBFTE) | Training Costs- $7,592.35

Donation Income- $1,660.35

1. New Hope Community Church- $660.35
2. Flagship Bank- $1,000.00

Bank Account Interest Income- $5,251.22

Dividend return, rebates- $1,817.54

Services- $1,000

1. Four fire call collections @ $250.00

Isanti Firefighters Rodeo Association Donation (goods)- $4,275.62

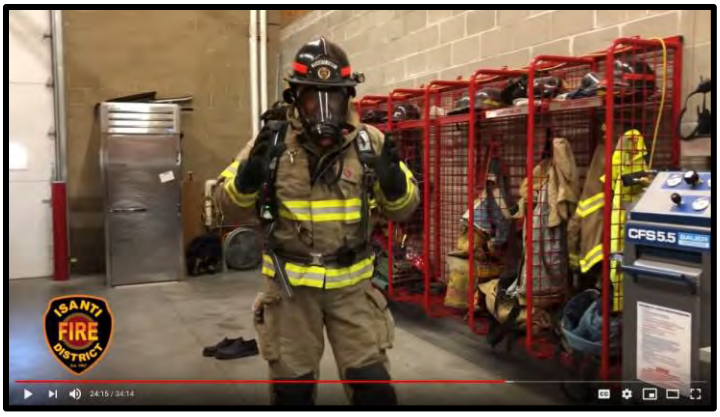
1. Awareness Service- $365.36
2. National Fire Safety Council- $200.00
3. Drone Equipment- $3,710.26

Flagship Bank Checking Account
Balance- $242,641.24

Flagship Bank Donations Savings Account
Balance- $7,924.91

Flagship Bank Fire Call Savings Account
Balance- $17,806.32

MinnCo Water Rescue Savings
Balance- $617.00



"Digital" fire prevention- Oct. 2020





4th of July display at Coborn's

CAPITAL ASSETS

Station 1

(Leased Building/City owned)
401 1st Ave NW
Isanti, MN 55040

Engine 1	2020 Custom Fire Freightliner | Waterous 2,000 gpm	**Command 2**	2010 Chevrolet Tahoe 2x4
Engine 12	2006 Custom Fire Peterbuilt|Waterous 2,000 gpm	**Rescue 1**	2015 Chevrolet Silverado 2500 4x4
Tanker 1	2000 (built in house) Sterling L7500| 2,000 gallon	**Rescue 12**	2012 Chevrolet Impala
Ladder 1	1988 Grumman Aerial Cat 102' Platform| Waterous 1,500 gpm	**Rescue 13**	2012 Chevrolet Impala
Command 1	2011 Chevrolet Tahoe 4x4	**Grass 1**	2005 Ford F350 4x4

Station 2

4891 Co Rd 5 NW
Isanti, MN 55040

Engine 2	2000 Custom Fire Freightliner|Waterous 1,500 gpm	**Grass 2**	2008 Ford F350 4x4
Engine 22	1982 Custom Fire Ford|Waterous 1,500 gpm	**Public Relations**	1963 International Loadstar 1700|Forstner Fire Engine
Tanker 2	2000 (built in house) Sterling L7500| 2,000 gallon	**Tech Rescue**	Featherlite Enclosed Trailer
Rescue 2	2001 Ford F350 4x4	**Misc**	Deck Over Tandem Axle Trailer
Light Tower	1997 Magnum portable light tower	**Misc.**	1986 Chevrolet K35 (govt. surplus)
		Misc.	2016 6x12 Enclosed P/R Trailer

Station 3

4243 269th Ave NE
Isanti, MN 55040

Engine 3	1986 Custom Fire Ford|Waterous 1,500 gpm	**Grass 3**	1988 Chevrolet K3500 4x4
Tanker 3	1989 (built in house) International 1854 4x4 1,500 gallon (govt. surplus)	**Rescue 3**	2006 Dodge Ram 2500 4x4

2020 INCIDENT TYPE | CITY OF ISANTI	Total Incidents	Total Incidents % of Incidents
Category: 1 - Fire		
111 - Building fire	3	0.6%
118 - Trash or rubbish fire, contained	1	0.2%
131 - Passenger vehicle fire	1	0.2%
134 - Water vehicle fire	1	0.2%
142 - Brush or brush-and-grass mixture fire	1	0.2%
143 - Grass fire	1	0.2%
154 - Dumpster or other outside trash receptacle fire	1	0.2%
	Total: 9	**Total: 1.9%**
Category: 3 - Rescue & Emergency Medical Service Incident		
311 - Medical assist, assist EMS crew	289	61.8%
321 - EMS call, excluding vehicle accident with injury	2	0.4%
322 - Motor vehicle accident with injuries	15	3.2%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.2%
324 - Motor vehicle accident with no injuries.	3	0.6%
340 - Search for lost person, other	1	0.2%
	Total: 311	**Total: 66.5%**
Category: 4 - Hazardous Condition (No Fire)		
411 - Gasoline or other flammable liquid spill	1	0.2%
412 - Gas leak (natural gas or LPG)	8	1.7%
424 - Carbon monoxide incident	2	0.4%
440 - Electrical wiring/equipment problem, other	1	0.2%
444 - Power line down	1	0.2%
	Total: 13	**Total: 2.8%**
Category: 5 - Service Call		
500 - Service call, other	1	0.2%
510 - Person in distress, other	6	1.3%
531 - Smoke or odor removal	1	0.2%
551 - Assist police or other governmental agency	8	1.7%
	Total: 16	**Total: 3.4%**
Category: 6 - Good Intent Call		
611 - Dispatched and cancelled en route	91	19.4%
631 - Authorized controlled burning	1	0.2%
650 - Steam, other gas mistaken for smoke, other	1	0.2%
	Total: 93	**Total: 19.9%**
Category: 7 - False Alarm & False Call		
700 - False alarm or false call, other	3	0.6%
736 - CO detector activation due to malfunction	1	0.2%
740 - Unintentional transmission of alarm, other	1	0.2%
741 - Sprinkler activation, no fire - unintentional	1	0.2%
743 - Smoke detector activation, no fire - unintentional	3	0.6%

2020 INCIDENT TYPE | CITY OF ISANTI	Total Incidents	Total Incidents % of Incidents
Category: 7 - False Alarm & False Call Continued		
744 - Detector activation, no fire - unintentional	1	0.2%
745 - Alarm system activation, no fire - unintentional	8	1.7%
746 - Carbon monoxide detector activation, no CO	8	1.7%
	Total: 26	**Total: 5.6%**
CITY OF ISANTI TOTAL	**468**	**Total: 100.0%**

2020 FIRE DEPARTMENT
BUDGET CONTRIBUTIONS
CITY OF ISANTI

TOTAL 2020 IFD BUDGET: $632,785.00

CITY OF ISANTI QUARTERLY CONTRIBUTION: $59,519.38

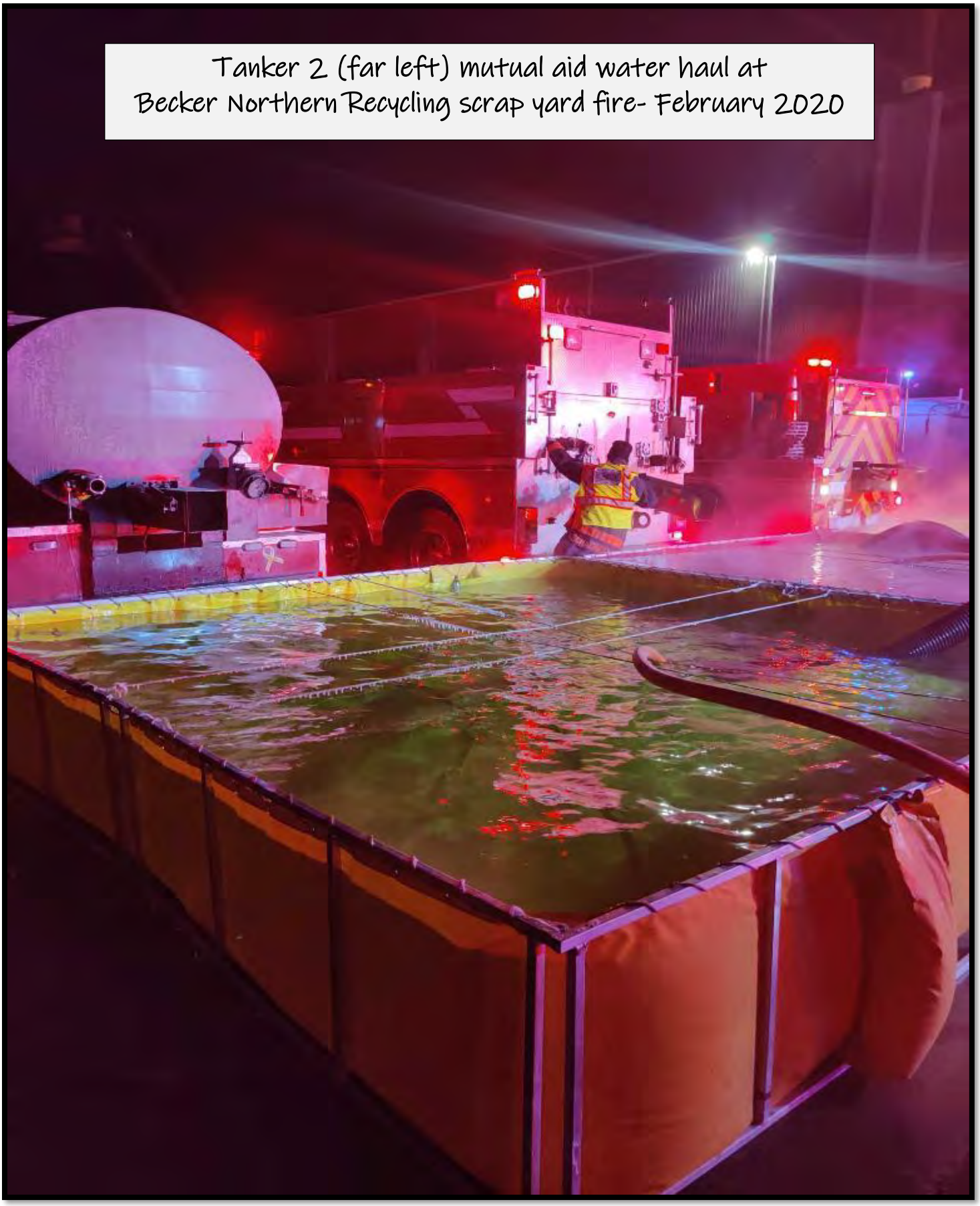
CITY OF ISANTI 2020 CONTRIBUTION: $238,077.52

CITY OF ISANTI % OF TOTAL 2020 FIRE DISTRICT BUDGET: 38%

CITY OF ISANTI % OF TOTAL 2020 FIRE DISTRICT CALL RESPONSES: 45%



Vehicle Extrication Training June 2020



Tanker 2 (far left) mutual aid water haul at
Becker Northern Recycling scrap yard fire- February 2020

Memo for Council

To: Mayor Johnson and Members of the City Council
From: City Administrator Josi Wood
Date: March 2, 2021
Subject: Consideration of the Lease Purchase Agreement between the City of Isanti and IAJOFD

Background:
The City Council began negotiations on October 6, 2020 with the Isanti Area Joint Operating Fire District regarding the lease to purchase of City owned property identified as 16.040.1030 and 16.040.0960. The agreed upon total sale price is $600,000.00.

The attached Lease Purchase Agreement has been reviewed by the City Attorney and the Isanti Area Joint Operating Fire District Board.

Request:
Staff is requesting action on this item for the following:

1. Approve the Lease Purchase Agreement for the sale of the City owned land in the amount of $600,000.00 with terms to be paid over years 2021 – 2025.
2. Staff to record the document with Isanti County and pay associated fees.

Attachment:

- Lease Purchase Agreement

RECORDING COVER SHEET

This cover sheet is for the recording of the City of Isanti and Isanti Area Joint Operating Fire District Lease Purchase Agreement dated March 2, 2021.

This page is not intended to alter the document/ certified copy to which this sheet might be attached.

LEASE PURCHASE AGREEMENT

This Agreement is made as of _____, 2021, between the **City of Isanti**, a Minnesota municipal corporation ("Seller"), and the **Isanti Area Joint Operating Fire District**, a Minnesota joint powers entity created under Minnesota Statute section 471.59 ("Buyer").

Recitals

A. Seller and Buyer entered into the Isanti Fire Hall Lease Agreement on or about December 28, 2005, a copy of which is attached hereto as Exhibit B, in which Buyer, as Lessee, agreed to lease the Isanti Fire Hall from Seller. The lease includes the Fire Hall building and the surrounding grounds historically used and occupied by the Isanti Fire Department.

B. The building also houses the Isanti Police Department. The Isanti Fire Hall Lease Agreement does not include that portion of the building used and occupied by the Police Department.

C. The Isanti Fire Hall is located at 401 First Avenue N., Isanti, Minnesota, on the parcel with Property ID No. 16.040.1031. Adjacent to the Isanti Fire Hall parcel is the parcel with Property ID No. 16.040.0960, which contains a portion of the Fire Hall parking lot and is otherwise vacant. The Isanti Fire Hall Lease Agreement does not include the vacant parcel to the west, Property ID No. 16.040.0960.

D. The parcel at 401 First Avenue N. (Parcel ID No. 16.040.1031) is adjacent to the Seller's well house and emergency generator (Parcel ID No. 16.040.1032). The Isanti Fire Hall Lease Agreement does not include the well house and generator, or the property underlying or immediately surrounding them (the Well House Property). Likewise, this Lease Purchase Agreement does not include the Well House Property.

E. Through lease extensions, the Lease Agreement continues in place as of the date of this Lease Purchase Agreement.

F. Buyer seeks to continue leasing the Isanti Fire Hall from Seller for additional five years (calendar years 2021 through 2025), with the next five annual lease payments, as hereinafter set forth, being applied toward the purchase price of the Property (as defined below) at the end of the lease term.

1. SALE OF PROPERTY. Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller the following legally described parcels (the Property):

See Exhibit A – Legal Description

Isanti County Property Identification: 16.040.1031 and 16.040.0960

An illustration of the Property is shown in Exhibit C.
An illustration of the Well House Property is shown in Exhibit D.

2. PURCHASE PRICE. The "Purchase Price" for the Property is $600,000.00.

3. AMENDMENT TO THE ISANTI FIRE HALL LEASE AGREEMENT. Notwithstanding any language in the Isanti Fire Hall Lease Agreement or its amendments to the contrary, the following terms shall apply:

a. The term is extended through December 31, 2025.
b. Beginning January 1, 2021, annual rent for each of the next five calendar years is $120,000.00, payable on or before April 1st of each year.
c. All other terms of the existing Lease Agreement will remain in effect except as otherwise modified by this Lease Purchase Agreement.

4. APPLICATION OF LEASE PAYMENTS. The base lease payments for the years 2021 through 2025, at $120,000.00 per year and totaling $600,000.00, shall be applied to the Purchase Price of the Property at Closing. All five base lease payments shall therefore be considered payments toward the Purchase Price. Any Additional Rent, as defined in the Isanti Fire Hall Lease Agreement, paid by Buyer to Seller or third parties during the extended term shall not be applied towards the Purchase Price.

5. CLOSING DATE. The purchase and sale of the Property shall close by January 31, 2026.

6. TITLE COMMITMENT.

a. Seller makes no representations or warranties with respect to the status of title to the Property. On or before October 1, 2025, Seller shall, at Seller's expense, obtain a commitment from a title company of Seller's choosing (the Title Company) to issue an owner's policy of title insurance insuring Buyer's title to the Property (the "Title Commitment") and deliver the Title Commitment and copies of or internet access to copies of all recorded documents referenced in the Title Commitment to Buyer.

b. Buyer shall have until the date 30 days after the receipt of the Title Commitment (Title) to review Title and to give Seller written notice of (i) any defects in the marketability of Seller's title to the Property or any encumbrances on Seller's title to the Property that are objectionable to Buyer, and (ii) the specific actions Buyer requests that Seller take with respect to each such defect or encumbrance (a Title Objection Notice). Any defects in or encumbrances on Seller's title that Buyer does not identify in a timely Title Objection Notice are each a Permitted Exception. Within three business days after Seller's receipt of a Title Objection Notice from Buyer, Seller will notify Buyer, in writing, of the actions, if any, that Seller is willing to take with respect to each of the matters identified in the Title Objection Notice and the time frame in which Seller will take those actions (Seller's Title Notice). If Seller's Title Notice indicates that Seller agrees to make Seller's title to the Property marketable on or before the closing date, the parties shall proceed to closing pursuant to the terms of this Agreement. If Seller's Title Notice indicates that Seller does not agree to make Seller's Title to the Property marketable on or before the closing date, Buyer may, at any time with three business days after Buyer's receipt of Seller's Title Notice, terminate this Agreement by written notice to Buyer in which case this Agreement

is terminated and Seller will refund as much of the Purchase Price as Buyer has paid, to Buyer (Buyer's Title Termination Notice). If Buyer does not deliver a Buyer's Title Termination Notice to Seller within the three business days after Buyer's receipt of Seller's Title Notice, then Seller must perform in accordance with Seller's Title Notice, Buyer shall be deemed to have waived Buyer's objections to the extent Seller has not agreed to address them in Seller's Title Notice, the matters to which Buyer objected and Seller did not agree to resolve are deemed Permitted Exceptions, and the parties shall proceed to Closing in accordance with the terms of this Agreement and the terms of Seller's Title Notice.

7. PROPERTY SOLD AS IS. Subject to Buyer's right to terminate this Agreement and receive a refund pursuant to the terms contained herein, Buyer agrees to accept the Property in its current condition, including, without limitation, its current environmental and geological condition, and in an "AS-IS" and with "ALL FAULTS" condition. Buyer's acceptance of title at Closing constitutes Buyer's acknowledgment and agreement that:

a. Seller has not made any written or oral representations or warranties of any kind with respect to the Property (including without limitation express or implied warranties of title, merchantability, or fitness for a particular purpose);

b. Buyer has not relied on any written or oral representation or warranty made by Seller, its agents or employees with respect to the condition or value of the Property;

c. Buyer has had an adequate opportunity to inspect the condition of the Property, including without limitation any environmental testing, and to inspect documents applicable thereto, and Buyer is relying solely on such inspection and testing; and

d. The condition of the Property is fit for Buyer's intended use.

e. Buyer accepts all risk of Claims (including without limitation all Claims under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation) whether past, present or future, existing or contingent, known or unknown, arising out of, resulting from or relating to the condition of the Property, known or unknown, contemplated or uncontemplated, suspected or unsuspected, including without limitation the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated from or to the Property.

8. DEFINITIONS. As used in this Agreement:

"**Claim**" or "**Claims**" means any and all liabilities, suits, claims, counterclaims, causes of action, demands, penalties, debts, obligations, promises, acts, fines, judgments, damages, consequential damages, losses, costs, and expenses of every kind (including without limitation any attorney's fees, consultant's fees, costs, remedial action costs, cleanup costs and expenses which may be related to any claims).

"**Environmental Law**" means the Comprehensive Environmental Response, Compensation and

Liability Act ("CERCLA"), 42 U.S.C. § 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq., the Federal Water Pollution Control Act (the Clean Water Act), 33 U.S.C. § 1251 et seq. the Clean Air Act, 42 U.S.C. § 7401 et seq., and the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq., all as amended from time to time, and any other federal, state, local or other governmental statute, regulation, rule, law or ordinance dealing with the protection of human health, safety, natural resources or the environment now existing or hereafter enacted.

"**Hazardous Substance**" or "**Hazardous Substances**" means any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical, substance or material listed or identified in or regulated by any Environmental Law.

9. RELEASE. By accepting the deed to the Property, Buyer, for itself, its directors, officers, stockholders, divisions, agents, affiliates, subsidiaries, predecessors, successors, and assigns and anyone acting on its behalf or their behalf hereby fully releases and forever discharges Seller from any and all Claims (including without limitation all Claims arising under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation), past, present and future, known and unknown, existing and contingent, arising out of, resulting from, or relating to the condition of the Property, and Buyer hereby waives any and all causes of action (including without limitation any right of contribution) Buyer had, has or may have against Seller and anyone acting on its behalf with respect to the condition of the Property, whether arising at common law, in equity or under a federal, state or local statute, rule or regulation. The foregoing shall apply to any condition of the Property, known or unknown, contemplated or uncontemplated, suspected or unsuspected, including without limitation the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated from or to the Property.

10. NOTICES. Notices permitted or required by this Agreement must be in writing and shall be deemed given when delivered in legible form to the party to whom addressed. Notices may be sent by certified mail or e-mail. Notices are effective two business days after they are mailed via certified mail, return receipt requested or, if sent by email, upon email transmission (provided that any email transmission that occurs after 5:00 pm Central Time will be deemed provided on the following day). If delivered at the Closing, a notice shall be deemed given when hand-delivered to the party's representative at the Closing. The business addresses of the parties are as follows:

Seller:
City Administrator City of Isanti
110 1st Avenue N.W.
P.O. Box 428 Isanti, MN 55040

Buyer:
Isanti Area Joint Operating Fire District
401 First Avenue North
P.O. Box 490 Isanti, MN 55040

With Copy To:
Peter Tiede
Tiede Grabarski PLLC
4770 White Bear Parkway Suite LL20
White Bear Lake, MN 55110

Notices not given in the manner or within the time limits set forth in this Agreement are of no

effect and may be disregarded by the party to whom they are directed.

11. CLOSING. The Closing shall take place at the offices of the Title Company, or at some other place as the parties may mutually agree. At the option of either Party, the executed closing documents, Purchase Price (to the extent not yet paid) and closing costs may be deposited with the Title Company and disbursed by the Title Company pursuant to avoid the necessity for a Closing at which the Parties are present.

a. **Seller's Obligations at Closing.** At Closing, Seller must deliver to Title Company, for delivery to Buyer:

i. A warranty deed, duly executed and acknowledged on behalf of the City, conveying title to the Property, subject to (A) matters that would be disclosed by an accurate survey of the Property; and (B) matters that constitute Permitted Exceptions;

ii. A certified copy of a duly adopted City Resolution authorizing Seller's sale of the Property to Buyer; and

iii. Seller's affidavits, settlement statement approved by Seller and Buyer, and any other documents required by the Title Company.

b. **Buyer's Obligations at Closing.** At Closing, Buyer must:

i. Provide a certified check in an amount equal to the amount of the Purchase Price adjusted to reflect Buyer's prior payment(s) and to reflect amounts Buyer must pay or will receive at Closing, to Title Company for disbursement to Seller and others pursuant to this Agreement and the Settlement Statement; and

ii. File or cause Title Company to file an Electronic Certificate of Real Estate Value, if required and necessary.

c. Closing Costs.

i. At Closing, the following Seller closing costs and expenses must be paid from the Purchase Price or, if the Purchase Price is not sufficient, paid by Seller:

1. Seller's portion of the prorated property taxes, if any.
2. One-half the cost of any closing fees.

ii. At Closing, Buyer must pay the following costs and expenses:

1. Buyer's portion of prorated property taxes, if any.
2. One-half the cost of any closing fees.
3. Documentary and recording fees for the deed(s).
4. The cost of the owner's title insurance policy, if Buyer elects to purchase an Owner's title insurance policy.
5. State deed tax.

d. **Possession.** Seller must deliver possession of the Property to Buyer at Closing.

12. REAL ESTATE BROKERS. Seller and Buyer represent and warrant to each other that they have dealt with no brokers, real estate agents, finders or the like in connection with this transaction.

13. ASSIGNMENT. This Agreement may not be assigned without the written consent of the non-assigning Party.

14. THIRD PARTY BENEFICIARY. There are no third party beneficiaries of this Agreement, intended or otherwise.

15. JOINT VENTURE. Seller and Buyer, by entering into this Agreement and completing the transactions described herein, shall not be considered joint venturers or partners.

16. CAPTIONS. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement.

17. ENTIRE AGREEMENT / MODIFICATION. This written Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the Property. There are no verbal agreements that change this Agreement and no waiver or modification of any of its terms will be effective unless in writing executed by the parties.

18. BINDING EFFECT. This Agreement binds and benefits the Parties and their successors and assigns.

19. CONTROLLING LAW. This Agreement is made under the laws of the State of Minnesota and such laws will control its interpretation.

20. REMEDIES.

a. If Buyer fails to perform any of the terms or conditions of this Agreement within the specified time limits, Seller may declare this Agreement terminated pursuant to Minnesota Statutes section 559.21. Seller may suspend the performance of its obligations under this Agreement and commence an action in Isanti County District Court to recover its actual damages arising from the default.

b. If Seller fails to perform any of the terms or conditions of this Agreement within the specified time limits, Buyer may elect to either have this Agreement specifically enforced and recover any incidental damages or terminate the Purchase Agreement in which case Seller shall refund the Purchase Price or so much of the same as has been paid to that date, to Buyer. Buyer waives all claims for consequential damages against Seller based on Seller's breach or alleged default hereunder.

21. WAIVER. Failure of Seller or Buyer to insist upon the performance of any of the covenants, agreements and/or conditions of this Agreement or to exercise any right or privilege herein shall not be deemed a waiver of any such covenant, condition or right.

22. SURVIVAL OF TERMS AND CONDITIONS. The terms and conditions of this Agreement shall survive and be in full force and effect after the delivery of the deed and shall not be deemed to have merged therein.

23. SEVERABILITY. Each provision of this Agreement shall apply to the extent permitted by applicable law and is intended to be severable. If any provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the legality or validity of the remainder of the Agreement.

24. CONSTRUCTION. The Parties acknowledge that this Agreement was initially prepared by Seller solely as a convenience and that all Parties and their counsel hereto have read and full negotiated all the language used in this Agreement. The Parties acknowledge that because all Parties and their counsel participated in negotiating and drafting this Agreement, no rule of construction shall apply to this Agreement to construe ambiguous or unclear language in favor of or against any Party.

25. COUNTERPARTS; DIGITAL COPIES. This Agreement may be executed in any number of counterparts and the signature pages of the separate counterparts combined into a single copy of this Agreement which will then constitute a fully executed version of this Agreement. A facsimile, .pdf file or digital copy of a signed counterpart or of an assemblage of counterparts of this Agreement shall be deemed to be an original thereof.

26. TIME PERIODS. The time for performance of any obligation or taking any action under this Agreement shall be deemed to expire at 5:00 p.m. Central Time on the last day of the applicable time period provided for in this Agreement. If the time for the performance of any obligation or taking any action under this Agreement expires on a Saturday, Sunday or legal holiday, the time for performance or taking such action shall be extended to the next succeeding day which is not a Saturday, Sunday or legal holiday.

27. EMERGENCY GENERATOR.

a. Equipment. For purposes of this Agreement, the "Generator Equipment" consists of the generator and related controls. Generator Equipment does not include the wiring from the generator to the Fire Hall or any transfer switches or other wiring on the Fire Hall Property beyond the switches to which the generator is connected.

b. Continued Connection. The generator is connected to the Isanti Fire Hall as of the date of this Agreement and provides emergency electrical service to the entire Isanti Fire Hall building. Said connection and use of the generator shall continue until this Agreement is terminated. Neither party shall interfere with or disturb the Generator Equipment except as required for maintenance or repair. In the event District personnel become aware of any defect with the Generator Equipment, the District shall notify the City of said defect within 24 hours.

c. Maintenance. The City shall undertake all maintenance and repair of the Generator Equipment; the District shall not modify, maintain, repair or otherwise interfere with the Generator Equipment without the City's express permission. The City shall undertake necessary routine maintenance, in its discretion, at its sole cost.

The Remainder of this page is left intentionally blank.

SELLER: City of Isanti, a Minnesota municipal corporation

By:_____ Dated:_____, 2021

By:_____ Dated:_____, 2021

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

On this_____ day of March, 2021, before me, a Notary Public, personally appeared Jeff Johnson and Jaden Strand, 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 Clerk and, hereby acknowledge said instrument to be the free act and deed of said City of Isanti.

_____
Notary Public

BUYER: Isanti Area Joint Operating Fire District, a Minnesota joint powers entity

By:_____ Dated:_____, 2021

STATE OF MINNESOTA)
) ss.
COUNTY OF)

On this _____ day of March, 2021, before me, a Notary Public, within and for said County and State, personally appeared _____, to me personally known, who, being by me duly sworn did say that he is the _____ of the Isanti Area Joint Operating Fire District, named in the foregoing instrument, and that said instrument was signed on behalf of said limited liability company and acknowledged to be the free act and deed of said company.

_____
Notary Public

This document was drafted by:

City of Isanti
1st Avenue North
P O 428
Isanti, MN 55040-0428
Telephone: 763-444-5512

EXHIBIT A

LEGAL DESCRIPTION

That part of the Southeast Quarter of the Northeast Quarter of Section 30, Township 35, Range 23, Isanti County, Minnesota, described as follows:

Commencing at the southwest corner of said Southeast Quarter of the Northeast Quarter; thence on an assumed bearing of South 89 degrees 29 minutes 22 seconds East, along the south line of said Southeast quarter of the Northeast Quarter, a distance of 654.00 feet to the point of beginning; thence continue South 89 degrees 29 minutes 22 seconds East, a distance of 216.00 feet; thence North 01 degrees 08 minutes 08 seconds West, parallel with the west line of said Southeast Quarter of the Northeast Quarter, a distance of 242.97 feet; thence North 89 degrees 29 minutes 22 seconds West, a distance of 146.06 feet; thence North 01 degrees 08 minutes 08 seconds West, a distance of 80.03 feet; thence North 89 degrees 29 minutes 22 seconds West, a distance of 69.95 feet; thence South 01 degrees 08 minutes 08 seconds East, a distance of 323.00 feet to the point of beginning.

Subject to the existing County State Aid Highway No. 5 along the south line thereof and also subject to an easement for public street along the easterly 66.00 feet thereof as measured at right angles to the most easterly line of the above described tract.

SUBJECT TO

A perpetual easement for utility purposes over, under and across that part of the Southeast Quarter of the Northeast Quarter of Section 30, Township 35, Range 23, Isanti County, Minnesota, described as follows:

Commencing at the southwest corner of said Southeast Quarter of the Northeast Quarter; thence on an assumed bearing of South 89 degrees 29 minutes 22 seconds East, along the south line of said Southeast quarter of the Northeast Quarter, a distance of 870.00 feet; thence North 01 degrees 08 minutes 08 seconds West, parallel with the west line of said Southeast Quarter of the Northeast Quarter, a distance of 242.97 feet; thence North 89 degrees 29 minutes 22 seconds West, a distance of 70.06 feet; to the point of beginning; thence North 89 degrees 29 minutes 22 seconds West, a distance of 76.00 feet; thence North 01 degrees 08 minutes 08 seconds West, a distance of 62.61 feet; thence southwesterly, southerly, southeasterly, easterly and northeasterly a distance of 162.67 feet, along a non-tangential curve concave to the northeast, having a radius of 50.00 feet, a central angle of 186 degrees 24 minutes 29 seconds, a chord distance of 99.84 feet, and a chord bearing of South 50 degrees 40 minutes 31 seconds East, to the point of beginning.

AND

That part of the SE 1/4 of the NE 1/4 of Section 30, Township 35, Range 23, Isanti County, Minnesota, described as follows:

Commencing at the Southwest corner of the SE 1/4 of NE 1/4 of Section 30; thence northerly on an assumed azimuth of 358°31'50" along the West line of the SE 1/4 of NE 1/4 a distance of 323.01 feet; thence easterly on an azimuth of 90°10'40" parallel with the South line of the SE 1/4 of NE 1/4 a distance of 344 feet to the point of beginning of the parcel to be herein described; thence continuing easterly on the aforesaid line parallel with the South line of the SE 1/4 of NE 1/4 a distance of 310 feet; thence southerly parallel with the West line of said SE 1/4 of NE 1/4 a distance of 140 feet; thence westerly parallel with the South line of the SE 1/4 of NE 1/4 a distance of 230 feet; thence northerly parallel with the West line of the SE 1/4 of NE 1/4 a distance of 48 feet; thence westerly parallel with the south line of the SE 1/4 of NE 1/4 a distance of 80 feet; thence northerly parallel to the West line of the SE 1/4 of NE 1/4 a distance of 92 feet, more or less, to the point of beginning and there to terminate. Subject to easements, restrictions, and reservations of record, if any. The above-described tract is a part of what is also known as Lot 4
of Auditor's Subdivision No. 10.

EXHIBIT B

ISANTI FIRE HALL LEASE AGREEMENT

Dated December 28, 2005, as amended.

ISANTI AREA JOINT OPERATING FIRE DISTRICT

JOINT POWERS AGREEMENT

THIS AGREEMENT, made and entered into this 15th day of December, 2005, by and between the CITY OF ISANTI, Isanti County, Minnesota, (hereinafter referred to as the "City"), and the TOWNSHIPS OF ATHENS, BRADFORD, ISANTI, OXFORD, SPENCER BROOK AND STANFORD (hereinafter collectively referred to as the "Towns"), all located within Isanti County, Minnesota,

W I T N E S S E T H:

WHEREAS, the Towns and the City have previously been parties to the Isanti Area Joint Operating Fire Fund pursuant to a Joint Powers Agreement ("Fire Fund") executed on the 24th day October, 2002.

WHEREAS, the parties have found the Fire Fund to be a successful enterprise, benefiting the residents of all jurisdictions, now desire to expand the scope of the Fire Fund and to change the name thereof to the "Isanti Area Joint Operating Fire District";

WHEREAS, it has become apparent to the City and the Towns that in order for the level of service under the Isanti Fire Protection Contract to remain high and continue to improve, the construction of certain additional substations within the Townships may become necessary; and

WHEREAS, M.S.A. Section 471.59 authorizes two or more governmental units by agreement of their governing bodies to jointly or cooperatively exercise any power common to the contracting parties to provide for a Joint Board representing the parties to the Agreement, and

WHEREAS, M.S.A. Section 365.15 and Section 412.221, Subd. 17, authorize the Towns and City respectively, each individually, to establish a fire department, and

WHEREAS, the City and Towns, upon due consultation and discussion, have determined it advisable to execute this Joint Powers Agreement which will replace the existing Isanti Fire Protection Contract and which will further amend, replace and enhance the Fire Fund agreement;

NOW, THEREFORE, it is hereby agreed by and between the parties hereto as follows:

ARTICLE I.

GENERAL PURPOSE

The purpose of this Agreement shall be to create a joint powers entity that shall operate a fire department, own, operate and maintain such equipment as the joint powers entity shall deem necessarily expedient, may hire and retain such employees, contractors, advisers and consultants as shall be necessary for the operations of the fire department, manage the budgetary affairs of the fire department and purchase, rent or lease real estate, as the fire department may deem necessary, for its operations, and to borrow or bond for expenditures within the limits of Minnesota law. The entity shall be referred to as the Isanti Area Joint Operating Fire District. For purposes of this Agreement, said entity shall hereinafter be referred to as the "Fire District."

ARTICLE II.

OWNERSHIP OF EQUIPMENT AND STAFFING

A. The parties hereto recognize that with the exception of the existing City owned fire station in the City of Isanti, and the real estate referenced in Article IX hereof, all real property, trucks, firefighting equipment, and other property of the former fire department of the City of Isanti or of the Isanti Area Joint Operating Fire District shall hereafter be the property of the Fire District. All parties agree to execute any documents, including title transfers, necessary to effectuate the terms of this paragraph. The execution of this Agreement by all parties shall constitute full and sufficient authorization and power of attorney for an authorized designee of the Fire District to sign any document effectuating the terms of this paragraph, on behalf of any signatory thereto.

B. Any employees of the City of Isanti Fire Department shall hereafter be employees of the Fire District, under the same terms and conditions as the employer who was employed by the City of Isanti, providing the same level of benefits, etc., as that employee had been entitled to receive previously. The parties agree that none of them shall separately employ any firefighting employees, but all firefighting activities and employment shall take place through the Fire District.

ARTICLE III.

FIRE DISTRICT

A. On the first Tuesday of August, the Fire District shall consider budget recommendations of any one of the Towns, or the City, and shall approve a budget of the Fire District for the following year. The Fire District shall also appoint a Treasurer to manage the Isanti Area Fire District, which appointment shall be referred to as "Treasurer of the Isanti Area Joint Operating Fire District", as set forth below for the new calendar year.

B. The City and the Towns shall deposit in advance quarterly contributions with the Treasurer of the Fire District, who shall maintain a special fund to be known as the "Isanti Area Joint Operating Fire District." The amount of the quarterly contributions to the Fire District shall be as follows:

The following formula shall be applied to each participant to determine their contribution:

$$PYC \times \left(\frac{\#C1 + V1}{\#C2 + V2} \right) = CC$$

Where: CC is the current year cost of service.

PYC is the prior years cost of service, including the payment to Fire Relief Fund for the past year, less

1. Monies or property acquired by or given to the Fire District from grants, refunds, donations, pull tabs, and any other source, and

2. Property acquired for fire protection use only or for a mixed City/Fire Protection use, in which case an allocation of the uses shall be made, and

3. Money collected by the Fire District for individual service charges for fire calls from each participant, to be used in making each computation.

C1 is the total number of fire calls for the past 5 years

V1 is the total assessed valuation of the entire area served, including all tax-exempt property.

C2 is the number of fire calls made to a participant over the last 5 years

V2 is the assessed valuation of that participant, including all tax-exempt property.

The Treasurer of the Fire District shall prepare monthly financial reports reflecting all expenditures and all revenues of the Fire District, with such reports made available to all the Towns and the City within 5 days of preparation of the same.

The Treasurer of the Fire District shall provide the Fire District with an annual, complete accounting of all income and disbursements for the fire department operation by February 1 each year this contract is in effect.

The Fire District shall authorize and pay for an annual audit prepared to GAAP standards to be prepared by an independent and licensed auditor at the end of each calendar year and distributed to all the Towns and the City.

C. CAPITAL REPLACEMENT FUNDS

The Fire District shall have the authority to establish, maintain and budget for a capital replacement fund, to replace buildings and equipment as needed. Contributions to the capital replacement fund shall be made by the participants using the same formula set forth in Article III. B. above.

Any existing, and all future capital replacement funds, and all interest which they earn, shall be the property of the Fire District to be used solely for fire protection. The Treasurer of the Fire District shall provide the Fire District with an annual accounting of said funds.

In the event one or more of the participants gives notice of termination of its participation hereunder pursuant to Article XI hereof, said participant shall not be required to contribute to the capital replacement fund during the year following that party's notice of termination. No party hereto shall be entitled to refund of any capital replacement funds upon that party's termination of their participation. However, if all participants mutually agree to terminate the Fire District, each shall be entitled to a pro rata share of the capital replacement fund based on each party's most recent annual contribution to the fund.

ARTICLE IV.

LIABILITY - GOVERNMENTAL FUNCTIONS - PROTECTIVE CLAUSES/INSURANCE

A. In all of the joint agreements defined in this contract, the City and the Towns shall be deemed to be discharging their governmental functions so that none shall be liable to the others for any negligence of its officers, employees, firefighters or agents.

B. Insurance shall be procured by the Fire District. The Fire District shall carry insurance no less than any applicable tort limitations, and shall carry such additional amounts of insurance as are deemed necessary or desirable by the Fire District.

ARTICLE V.

TAX LEVY

The City Council shall annually raise by a tax levy or otherwise sufficient funds to pay all its obligations under this contract. The Town Boards shall individually annually recommend a levy to the voters at its annual meeting to raise by tax levy or otherwise sufficient funds to pay all of each of their obligations under this contract. In the event any party fails to approve or obtain funds to pay that party's obligations hereunder, said failure shall be deemed notice to the Fire District of that party's intent to terminate its interests, given as of the date of such failure, pursuant to Article XI.

ARTICLE VI.

JOINT OPERATING FIRE DISTRICT

A. Establishment.
The Fire District shall have only those powers specifically provided for in this contract. The Fire District may from time to time make recommendations to the City and Townships for amendments and supplements to this contract.

B. Voting Members.
"Voting Members" shall consist of one member of each of the Town Boards and one member of the City Council as appointed by each respective body. Appointments shall be for one year.

C. Ex-Officio (non-voting) Members.
Two members of the Fire Department, one of which will be the Fire Chief or his or her designee, shall provide advice to the Fire District but will have no voting power.

D. Alternate Members.
City Council and each Town Board shall name one (1) elected official to serve as an Alternate Member in case of absence of a Voting Member. The Alternate Member shall have the authority to vote in place of (but not in addition to) the Voting Member.

E. Additional Members.
No new members may be admitted to the Fire District except by unanimous consent of all members then constituting the Fire District. New members shall be admitted on terms to be determined and negotiated on a case-by-case basis and in the event new members are added, this agreement shall be modified, if necessary and as necessary to accommodate the terms of the addition of those members.

F. Meetings.
The Fire District shall hold monthly regular meetings at times and locations to be set by the Fire District, with notice given in accordance with Minnesota's Open Meeting Law and any other applicable notice statutes. The Fire District may, by resolution, determine to hold fewer or more meetings, or to change the location or time of the meetings.

G. Fire District Procedures.
The Fire District shall elect from among its Voting Members a Chair and a Vice-Chair. The Chair shall act as the presiding officer at Fire District meetings and the Vice-Chair shall act as the presiding officer at any meetings not attended by the Chair. The Fire District shall have authority to adopt by-laws establishing its own procedures.

H. Compensation.
Fire District members shall serve without compensation from the Fire District, but nothing herein shall be construed to prevent either party from compensating its members for service on the Fire District to the extent such compensation is otherwise authorized by law.

I. Board Quorum.
A majority of the Voting Members shall constitute a quorum for the purposes of all Fire District meetings.

J. Voting.
Each Voting Member shall have an equal vote. Voting by proxy is not allowed.

ARTICLE VII.

CONTRACT

A. This contract will remain in effect for five (5) years from the last date of execution as shown on the final page of the contract. Any party may withdraw from this contract upon one year's written notice consistent with Article XI.

B. Unless and until breached or terminated, this contract shall be deemed to be self-renewing for successive one year terms.

ARTICLE VIII.

ACQUISITION OF PROPERTY

A. The Fire District shall be empowered to acquire real property and buildings for the benefit of its members and for fire prevention service.

B. All property acquisitions or building construction must be approved by a majority vote of the Fire District as necessary or expedient to the provision of fire services. The Fire District shall be empowered to spend money, borrow funds, issue debts, and sign notes, upon proper resolution of its members, as may be necessary to accomplish acquisition or construction of new lands and buildings.

C. Whenever property or buildings are acquired or constructed, title to such property or buildings shall vest in the Fire District.

ARTICLE IX.

A. Existing Land and Building. The City owned fire station used by the Isanti Fire Department prior to this Agreement shall, beginning on _____, 2005, become the Fire Station for the Fire District. Ownership of the existing building and land of the Fire Station will remain with the City of Isanti. The Fire District shall pay the City of Isanti a fair market rent for the space used for the Fire Station pursuant to a lease. The rent shall be included in the budget. Any and all leasehold improvements to the existing building and land for the Fire Station shall remain the property of the City, and no compensation shall be paid to the Fire District for such leasehold improvements when and if the Fire District vacates the existing Fire Station.

In the event that the Fire District and the City cannot agree on the fair market rent for the space used for the Fire Station, either the City or the

Fire District may initiate an appraisal process by submitting written notice to the other party. Within thirty (30) days after the notice of the appraisal process has been issued, the City and the Fire District shall appoint appraisers who shall, in turn, select a third appraiser to determine the fair market rent for the space used for the Fire Station. The appraisers selected by the City and the Fire District shall produce reports with whatever supporting documentation they each see fit to provide and submit said appraisal reports to the third appraiser within sixty (60) days after the notice of appraisal has been issued. The third appraiser shall review the reports provided by the appraisers for the City and the Fire District and, if he or she determines it to be necessary, additional information relevant to determining fair market rent for the space to be used for the Fire Station. The third appraiser shall issue his or her decision within thirty (30) days after receiving the reports of the City's and Fire District's appraisers. The third appraiser's decision shall be final and binding on both the City and the Fire District. The Fire District and the City shall be responsible for the cost of the appraisers they appoint and shall equally divide the cost of the third appraiser.

B. New Land and Buildings. For any expansions that may occur at the existing fire station site in the City of Isanti, the land shall be under the ownership of the City. All new buildings on new lands shall be owned and, to the extent permitted by law, financed by the Fire District. The Fire District may lease buildings and lands, including those that may be owned by any party to this Agreement.

C. Purchase of Equipment. Purchase of equipment by the Fire District must be done in accordance with a capital equipment plan, which must include all physical items whose costs are anticipated to exceed $10,000.00, approved by the Fire District. All equipment purchased by the Fire District shall be solely the property of the Fire District. To the extent allowed by law, the Fire District may use debt instruments to make such purchases.

ARTICLE X.

PERSONNEL AND ADMINISTRATION

Fire Chief. The Fire Chief shall be responsible to the Fire District for the efficient and economical operation of the Fire District; the hiring, termination, supervision, discipline and the direction of Fire District personnel; the establishment of rules of conduct for those personnel; and carrying out the policies and procedure that have been adopted by the Fire District. The Fire Chief shall review and make recommendations regarding all policies and procedures before they are adopted by the Fire District.

The Chief and Assistant Chief shall be appointed by the Fire District, and shall serve at the pleasure of the Fire District. Other officers shall be appointed to two year terms by the Fire District and the Fire Chief. Openings shall be posted prior to September 1st of each odd calendar year on the Squad Room Board. Applicants for an officer position may file resumes with the Fire Chief prior to October 1. The Personnel Committee of the Fire District and the Chief will review resumes and training files of each applicant and determine the most qualified person to be appointed to the officer position for a two-year term.

Appointments shall be made prior to the Annual Fire Department Meeting in December.

Any grievance with an appointment can be brought to the Personnel Committee of the Fire Chief and the Fire District. If no satisfaction is reached with the committee, the grievance can be brought to the Fire District alone for further review and action. The Fire District shall be the final decision maker with regard to any such grievance.

District Positions: The Fire District may, from time to time, establish, eliminate or reconstitute other employee positions as it deems to be appropriate. The Fire District shall create new firefighter positions as needed and appoint persons to fill those positions.

Training: The Fire District shall at all times be in compliance with such equipment, personnel and training standards as may be required by the laws of the State of Minnesota and the Federal Government.

Membership in Firefighters' Relief Association: Firefighters with the Fire District shall be eligible for membership in the Isanti Firefighters' Relief Association or its successor fire relief association, in accordance to the Relief Association's By-Laws.

Continuation of Prior Policies, Plans, and Procedures: All Isanti Fire Department policies, plans, procedures and By-laws not superseded by this Agreement, in place on January 1, 2006, shall remain in effect unless approved by a majority vote of the Fire District's firefighters and approved by the Fire District.

The terms and provisions of this Agreement shall supersede any conflicting Isanti Fire Department policies, plans, procedures, and By-Laws in place at the time of the effective date of this Agreement.

ARTICLE XI.

DISPOSITION OF PROPERTY

A. If this Agreement is terminated by mutual agreement of all parties, then any real property or buildings owned by the Fire District shall become the sole property of the City or the Townships in which the property lies. The Treasurer of the Fire District shall, upon any such dissolution, be empowered and, by this Agreement, is required, to sign any deeds, contracts, conveyances, bills of sale, or other documents necessary to effectuate such transfer. The parties may by unanimous written agreement agree to any other disposition of the property owned by the Fire District as may be appropriate in their sole discretion at the time of any such mutual dissolution.

B. In the event any party or parties, but less than all parties desire to withdraw from this Agreement, and the remaining participants in this Agreement do not withdraw, then the party seeking to withdraw must give at least fifteen (15) months written notice of intent to withdraw effective on a future January 1.

1. If one or more, but not all parties, withdraws, that party shall have the indefinite right of first refusal to purchase any substations or other real property and improvements owned by the Fire District within that entity's borders, should the Fire District determine to sell such real property and improvements. The Fire District shall have no obligation to discontinue using such improvements, shall have no obligation to sell such improvements, and shall owe the withdrawing entity no compensation or payment for its contributions to any of the Fire District's budgets or purchases other than this right of first refusal in the event the Fire District determines to sell such real property.

2. In the event the Fire District determines to sell any such real property, the property shall be sold at the fair market value of the building / property as determined first by negotiation, and if no negotiated price can be reached, by a qualified Appraiser. In the event the parties cannot agree upon an Appraiser, each party shall appoint a third person, not a party to this Agreement, who shall be instructed to work with the other party's appointment to select the Appraiser. The Appraiser so selected shall be compensated by the Fire District, and shall be instructed to determine the fair market value of the property in issue. The parties agree to be bound by the price set by the Appraiser. Upon setting of the price, the withdrawing entity has sixty (60) days in which to close the transaction. If the transaction is not closed within sixty (60) days of

the setting of the price, then the withdrawing entity shall be deemed to have waived its option to purchase the interest of the Fire District. Funds paid by the withdrawing City or Town to the Fire District shall go into the general accounts of the Fire District and be credited to each member of the Fire District in proportion to that members contributions for acquisition of the property. Funds so deposited shall be treated by the Treasurer in the same manner as contributions from members of the Fire District.

ARTICLE XII

APPLICABLE LAW

A. A copy of this document shall be as valid as the original. This contract shall be construed in accordance with the laws of the State of Minnesota and jurisdiction for resolution of any dispute under this Agreement shall lie with the state and federal courts venued in the State of Minnesota.

ARTICLE XIII

LIABILITY

A. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of the Fire District are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of each of the Towns and the City.

B. Each Town and the City all agree to defend and indemnify each other against any claims brought or actions filed against any of them, or any officer, employee, or volunteer of Fire District for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a fire call or otherwise performing the business of the Fire District.

C. Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

D. The intent of this subdivision is to impose on each Town and the City a limited duty to defend and indemnify the others for claims arising within the jurisdiction of the Towns or the City, subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating

conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

E. No party to this agreement nor any officer of any party shall be liable to any other party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

ARTICLE XIV

CHANGES TO THE CONTRACT

Any party may at any time request in writing change or amendment to this contract related to cost sharing or other terms. All such changes must be made by unanimous written agreement. If mutually agreed upon, such changes may be adopted by execution by officials of all parties of an amendment to this contract. In the event that no agreement upon a proposed amendment can be reached, the parties agree to meet at least two times to try to resolve the matter.

IN TESTIMONY WHEREOF, the parties to this contract have hereunto set their hands this 28 Th day of December, 2005.

CITY OF ISANTI

Mayor

Clerk

Date: 12-28-05

TOWNSHIP OF ATHENS

Chairman

Clerk

Date: 12/12/5

TOWNSHIP OF BRADFORD

Richard C Hansen
Chairman

Thomas L. Anderson
Clerk

Date: 12-12-05

TOWNSHIP OF ISANTI

Michael Eklund
Chairman

Dean Boettcher
Clerk

Date: 12/13/05

TOWNSHIP OF OXFORD

Chuck Hagan
Chairman

Teresa Tank
Clerk

Date: 12/22/05

TOWNSHIP OF SPENCER BROOK

Jim Kawecki
Chairman

Jennifer Jenkins
Clerk

Date: 12 DEC 05

TOWNSHIP OF STANFORD

Don Pandt
Chairman

Barbara A. Voytus
Clerk

Date: 12-20-05

679188

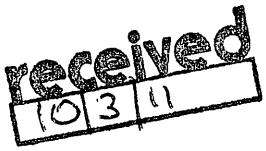
Isanti Fire Department

Isanti, Minnesota 55040

To Report a Fire Dial 911

Business Telephone: 444-8019
Fax: 444-8019

September 30, 2011



RE: Joint Powers Agreement Amendment

To: Clerks and Administrators of Isanti Fire District Supporting Entities

Enclosed please find your copy of our amendment to our Joint Powers Agreement.

Al Jankovich
Isanti Fire District
1st Assistant Chief

FIRST AMENDMENT

TO

ISANTI AREA JOINT OPERATING FIRE DISTRICT

JOINT POWERS AGREEMENT

THIS AGREEMENT, made and entered into this 21st day of September, 2011, by and between the CITY OF ISANTI, Isanti County, Minnesota (hereinafter referred to as the "City"), and the TOWNSHIPS OF ATHENS, BRADFORD, ISANTI, OXFORD, SPENCER BROOK AND STANFORD (hereinafter collectively referred to as the "Towns"), all located within Isanti County Minnesota,

WITNESSETH:

WHEREAS, the Towns and the City are parties to the Isanti Area Joint Operating Fire District pursuant to a Joint Powers Agreement dated on the 28th day December, 2005; and

WHEREAS, said Joint Power Agreement dated December 28, 2005 does not designate the method of statutory compliance to be followed by the Isanti Area Joint Operating Fire District as to municipal contracting law; and

WHEREAS, Minnesota Statute, Section 471.59 subdivision 3 requires the Joint Power Agreement to designate which requirements of a party shall control as to the contracts and purchases.

NOWTHEREFORE, it is unanimously agreed by and between the parties hereto that Article XII is hereby amended to read as follows:

ARTICLE XII

APPLICABLE LAW

A. A copy of this document shall be as valid as the original. This contract shall be construed in accordance with the laws of the State of Minnesota and jurisdiction for resolution of any dispute under this Agreement shall lie with the state and federal courts venued in the State of Minnesota.
B. For the purposes of uniform Municipal Contracting law the Isanti Area Joint Operating Fire District Joint Powers Agreement dated December 28, 2005 said District shall be governed by Minnesota Statute applicable to the requirements for Cities and not Townships.

All other terms and conditions of the Joint Power Agreement dated December 28, 2005 to remain the same.

IN TESTIMONY WHEREOF, the parties to this contract have hereunto set their hands this _____ day of _____, 2011.

CITY OF ISANTI

Mayor

Clerk

Date: 7/19/11

TOWNSHIP OF ATHENS

Chairman

Clerk

Date: 7/11/11

TOWNSHIP OF BRADFORD

Chairman

Clerk

Date: 7/11/2011

TOWNSHIP OF ISANTI

Chairman

Clerk

Date: 8/9/2011

TOWNSHIP OF OXFORD

Chairman

Clerk

Date: 8/9/2011

TOWNSHIP OF SPENCER BROOK

Chairman

Clerk

Date: 8-8-11

TOWNSHIP OF STANFORD

Chairman

Barbara A. Vogtli
Clerk

Date: 7-5-11

Kelly2/libraries/documents/IsantiFireAmendment

SECOND AMENDMENT

TO

ISANTI AREA JOINT OPERATING FIRE DISTRICT

JOINT POWERS AGREEMENT

THIS AGREEMENT, made and entered into this 19 day of December, 2017, by and between the CITY OF ISANTI, Isanti County, Minnesota (hereinafter referred to as the "City"), and the TOWNSHIPS OF ATHENS, BRADFORD, ISANTI, OXFORD, SPENCER BROOK AND STANFORD (hereinafter collectively referred to as the "Towns"), all located within Isanti County Minnesota,

WITNESSETH:

WHEREAS, The Towns and the City are parties to the Isanti Area Joint Operating Fire District pursuant to a Joint Powers Agreement dated on the 28th day December, 2005; and

WHEREAS, said Joint Powers Agreement dated December, 2005 displays the formula for calculating each party's quarterly obligation incorrectly.

WHEREAS, on January 1, 2010 the Joint Operating Fire District Board hired a full time employee whose position includes maintaining the duties of Treasurer of the Joint Operating Fire District.

WHEREAS, on August 15, 2012 The Joint Operating Fire District Board agreed unanimously to determine annually during the December monthly meeting the following years regular monthly meeting schedule.

NOWTHEREFORE, it is unanimously agreed by and between the parties hereto that Article III read as follows:

ARTICLE III

A. Annually during the August monthly meeting, the Joint Operating Fire District Board shall consider budget recommendations from any of the Towns or City, and address

those details to the Treasurer for a following year budget proposal. This budget shall be calculated and disbursed among each party by the appointed Fire District Treasurer. The Joint Operating Fire District Board shall vote to approve the annual budget.

B. The City and the Towns shall deposit in advance quarterly contributions with the Treasurer of the Fire District, who shall maintain a special fund to be known as the "Isanti Area Joint Operating Fire District." The amount of the quarterly contributions to the Fire District shall be as follows:

The following formula shall be applied to each participant to determine their contribution:

$$S=C(U+V)/2$$

Where S= Cost of fire/rescue protection to the party for one quarter less

1. Monies or property acquired by or given to the Fire District from grants, refunds, donations, pull tabs, and any other source, and
2. Property acquired for fire protection use only or for a mixed City/Fire Protection use, in which case an allocation of the uses shall be made, and
3. Money collected by the Fire District for individual service charges for fire calls from each participant, to be used in making each computation.

Where C= Fire Districts quarterly operating budget.

Where U= Percentage of fire/rescue incidents responded to in each parties area compared to the total for the entire Fire District. This percentage will change annually to include the most recent 5 year period.

Where V= Percentage of valuation of each parties area as compared to the valuation of the total area serviced by the Fire District. These figures are obtained annually by the Isanti County Assessor's office.

The Treasurer of the Fire District shall prepare monthly financial reports reflecting all expenditures and all revenues of the Fire District, with such reports made available to all the Towns and the City within 5 days of the preparation of the same.

The Treasurer of the Fire District shall provide the Fire District with an annual, complete accounting of all income and disbursements for the fire department operation by February 1 each year this contract is in effect.

The Fire District shall authorize and pay for an annual audit prepared to GAAP standards to be prepared by an independent and licensed auditor at the end of each calendar year and distributed to all the Towns and the City.

C. CAPITAL REPLACEMENT FUNDS

The Fire District shall have the authority to establish, maintain and budget for a capital replacement fund, to replace buildings and equipment as needed. Contributions to the capital replacement fund shall be made by the participants using the same formula set forth in Article III. B. above.

Any existing, and all future capital replacement funds, and all interest which they earn, shall be the property of the Fire District to be used solely for fire protection. The Treasurer of the Fire District shall provide the Fire District with an annual accounting of said funds.

In the event one or more of the participants gives notice of termination of its participation hereunder pursuant to Article XI hereof, said participant shall not be required to contribute to the capital replacement fund during the year following that party's notice of termination. No party hereto shall be entitled to refund of any capital

replacement funds upon that party's termination of their participation. However, if all participants mutually agree to terminate the Fire District, each shall be entitled to a pro rata share of the capital replacement fund based on each party's most recent annual contribution to the fund.

All other terms and conditions of the Joint Power Agreement dated December 28, 2005, and the First Amendment dated September 21, 2011 to remain the same.

IN TESTIMONY WHEREOF, the parties to this contract have hereunto set their hands this 19 day of December, 2012.

CITY OF ISANTI

Mayor

Clerk

Date: 11/9/12

TOWNSHIP OF ATHENS

Chairman

Diane Carpenter
Clerk

Date: 11-5-12

DIANE M. CARPENTER
Clerk, Athens Twnshp., Isanti Co., Minnesota
Notarial Officer (ex-officio notary public)
My commission (term) expires 1-05-2015

TOWNSHIP OF BRADFORD

Chairman

Clerk

Date: 11/13/2012

TOWNSHIP OF ISANTI

Chairman

Clerk

Date: 11-13-12

TOWNSHIP OF OXFORD

Chairman

Clerk

Date: 12/11/12

TOWNSHIP OF SPENCER BROOK

Chairman

Clerk

Date: 12-10-12

TOWNSHIP OF STANFORD

Chairman

Clerk

Date: Dec 3, 2012

RESOLUTION NO. 2014-265

A RESOLUTION APPROVING THE THIRD AMENDMENT TO THE ISANTI AREA JOINT OPERATING FIRE DISTRICT JOINT POWERS AGREEMENT

WHEREAS, the City of Isanti previously entered into a Joint Powers Agreement known as the "Isanti Area Joint Operating Fire District Joint Powers Agreement" with the Townships of Athens, Bradford, Isanti, Oxford, Spencer Brook, and Stanford dated December 28, 2005; and

WHEREAS, the City of Isanti and the Town Boards found it necessary to amend the Joint Powers Agreement to clarify the entity responsible for satisfying the obligations to the Firefighters' Relief Association established for the firefighters of the Fire District pursuant to Minnesota Statutes, Chapters 69 and 424A; and

WHEREAS, on November 18, 2014, such an amendment, known as the "Third Amendment to Isanti Area Joint Operating Fire District Joint Powers Agreement" ("Third Amendment") was presented to the City Council; and

WHEREAS, the City Council approves the Third Amendment;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, does adopt that Third Amendment and authorizes and instructs the Mayor and City Clerk to execute the same on behalf of the City Council and agrees in all respects to be bound by the terms of said Third Amendment.

Adopted by the Isanti City Council on this 18st day of November, 2014.

All those in favor:
Mayor George Wimmer
Council member Sue Larson
Council member Adam Johnson
Council member Steve Lundeen
Council member Dan Collison

All those opposed:
None

The Motion carries☒ or fails☐.

Mayor George A. Wimmer

Attest:

Donald C. Lorsung
City Administrator/City Clerk

(SEAL)

THIRD AMENDMENT
TO
ISANTI AREA JOINT OPERATING FIRE DISTRICT
JOINT POWERS AGREEMENT

THIS AGREEMENT, effective November 19, 2014, is by and between the CITY OF ISANTI, Isanti County, Minnesota, (hereinafter referred to as the "City"), and the TOWNSHIPS OF ATHENS, BRADFORD, ISANTI, OXFORD, SPENCER BROOK and STANFORD (hereinafter collectively referred to as the Towns), all located within Isanti County, Minnesota,

WITNESSETH:

WHEREAS, the Towns and the City are parties to the Isanti Area Joint Operating Fire District (the "Fire District") pursuant to a Joint Powers Agreement dated December 28, 2005, as amended by First Amendment dated September 21, 2011, and by Second Amendment dated December 19, 2012 (collectively, the "Joint Powers Agreement"); and

WHEREAS, the parties have found it necessary to amend the Joint Powers Agreement to clarify the entity responsible for satisfying the obligations to the Firefighters' Relief Association established for the firefighters of the Fire District pursuant to Minnesota Statutes, Chapters 69 and 424A.

NOW, THEREFORE, it is hereby agreed by and between the parties hereto that the Joint Powers Agreement is amended by adding the following Paragraph D to Article III of the Joint Powers Agreement:

D. The parties hereto recognize and agree that, for the purposes of Minnesota Statutes, Chapters 69 and 424A, and such other laws as may apply, the Fire District is the entity responsible for satisfying the minimum obligation for the Firefighters Relief Association established for the firefighters of the Fire District. The joint board established for the Fire District shall serve as the governing body for all purposes under Minnesota Statutes, Chapters 69 and 424A, including, but not limited to, receiving the certification of the financial requirements of the special fund as required by Minnesota Statutes, Section 424A.092, Subdivision 4, and considering and acting on requests for municipal ratification of By-Law amendments to the extent ratification is required by Minnesota Statutes, Section 424A.092, Subdivision 6, or by any other applicable law. No party to this Agreement shall in any way be individually responsible for any obligation to the Firefighters' Relief Association, beyond paying its respective share of the financial obligations of the Fire District as provided in the Joint Powers Agreement.

All of the other terms and condition of the Joint Powers Agreement shall remain the same.

IN TESTIMONY WHEREOF, the parties to this Agreement have hereunto set their hands on the dates set forth below.

CITY OF ISANTI

Mayor

Date: 11/18/14

Clerk

TOWNSHIP OF ATHENS

Chairman

Date: 11-3-14

Clerk

TOWNSHIP OF BRADFORD

Chairman

Date: 11-10-14

Clerk

TOWNSHIP OF ISANTI

Chairman

Date: 10-18-14

Clerk

TOWNSHIP OF OXFORD

Chairman

Date: 11/11/14

Clerk

TOWNSHIP OF SPENCER BROOK

Lyle K. Peterson
Chairman

Date: 11-10-14

Jennifer Jenkins
Clerk

JENNIFER JENKINS
Spencer Brook Twnshp Clerk, Isanti Co, MN
Notorial Officer (ex-officio notary public)
My Commission (Term) Expires March 31, 2015

TOWNSHIP OF STANFORD

Don Daniels
Chairman

Date: 11-3-14

Barbara A. Vogtlin
Clerk

EXHIBIT C
TO PURCHASE AGREEMENT

Property Illustration



EXHIBIT D
TO PURCHASE AGREEMENT

Illustration of Well House Property



Request for City Council Action Memo

To: Mayor Johnson and Members of the City Council
From: Jaden Strand, City Clerk
Date: March 2, 2021
Subject: Mobile Food Truck Chapter 160; Fees Discussion

Background:

At the February 16th Committee of the Whole meeting there was discussion regarding mobile food truck fees. Below are fees recommended by Committee of the Whole. Staff has drafted an ordinance to reflect such fees and has been posted for the required 10 days.

New Fees:
Background Investigation: $35
Per Day- $10
Per Month- $50
Yearly- $130

Request:
Staff is seeking action on this item.

Attachment:
- ORD 2021-XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE 746, ADOPTED ON DECEMBER 15, 2020 ORDINANCE 727, ADOPTED ON APRIL 7, 2020 AND TITLED FEES

The City Council of the City of Isanti, Minnesota ordains:

Section 1-Amendment. Ordinance 746, Ordinance 727, titled fees, codified in Chapter 160 of the City Code, are hereby amended as follows:

Chapter 160

FEES

§160-2. Enumeration of fees.

A. Administration.

36. Peddler License		
(a) Day		$25.00
(b) Month		$75.00
(b) Seasonal (6 months or less)		$200.00
37. Peddler or Mobile Food Unit Application Investigation Fee		$35.00
38. Peddler License and Investigation Fee – Nonprofit	No Charge	
39. Mobile Food Unit License		
(a) Day		$10.00
(b) Month		$50.00
(c) Yearly		$130.00
40 Planning Commission Per Diem		$25.00 per meeting
41. Retail Fire Works Permit – Application Fee	$15.00	
42. Retail Fire Works Permit – Permit Fee		$25.00
43. Returned Checks		$30.00
44. Secondhand Goods Dealer	$1,500.00	
45. Secondhand Goods Dealer Investigation Fee Initial Application only, not for renewals		$1,500.00
46. Secondhand Goods Dealer, Temporary		$750.00
47. Secondhand Goods Dealer Transaction Fee	$1.30	
48. Small Wireless Facility Collocation Rental and Maintenance Fee		
(a) Annual Rent per Supplement		$150.00
(b) Annual Maintenance Fee per Supplement		$25.00
49. Small Wireless Facility Electrical Service Fee		
(a) Per radio node less than or equal to 100 watts		$73.00 annually
(b) Per radio node over 100 max watts: or		$182.00 annually
Actual cost of electricity annually, if costs exceed either of the above amounts		
50. Special Assessment Fee		$30.00 per assessment

Unpaid Utility Bills, Code Enforcement Violations, Etc.

51.	Special Meeting Request	$500.00
52.	Special Vehicle Permit	$25.00
53.	Staff Time (not specified elsewhere)	Actual hourly wage multiplied by 145%

Section 2- Effective date.
This ordinance takes effect upon its passage and publication in the official City newspaper.

Adopted by the Isanti City Council this 2nd day of March 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Date Posted: 2/17/2021
Date Adopted:
Date Published:
Effective Date:

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: March 2, 2021

Subject: Liquor License and Pawnshop License Renewals

Background:
City Council approved waiving liquor and pawnshop renewal fees for the year 2021 for businesses that held a license in 2020 at the January 5th, 2021 City Council meeting.

Prior to being brought to City Council for consideration of a Liquor License renewal and Pawnshop renewal, all Liquor License and Pawnshop applications are reviewed for completeness, the license applicants undergo a background check by the Police Department, 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. Staff has reviewed completed applications and each applicant has met the requirements outlined in City Code.

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 and pawnshop license at this time:

- Junction Bowl and Whistle Stop Bar and Grill
- Rum River VFW 2735
- Wintergreens Golf & Grill
- Thunder Brothers Brewery, Inc.
- Patlok Design, Inc DBA Sanbrook Golf Course
- Northern Pawn, Inc.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- VFW Thank you Letter
- Resolution 2021-XXX Approving the On-Sale and Sunday Liquor License Renewal Application for Junction Bowl and Whistle Stop Bar and Grill
- Resolution 2021-XXX Approving the On-Sale and Sunday Liquor License Renewal Application for Rum River VFW 2735

- Resolution 2021-XXX Approving the On-Sale and Sunday Liquor License Renewal for Wintergreens Golf & Grill
- Resolution 2021-XXX Approving the Brewer Off-Sale and Tap Room On-Sale License Renewal for Thunder Brothers Brewery, Inc.
- Resolution 2021-XXX Approving an On-Sale 3.2 Percent Malt Liquor License to Patlok Design, Inc. DBA Sanbrook Golf Course
- Resolution 2021-XXX Approving the Pawnshop License Renewal for Northern Pawn, Inc.

VETERANS OF FOREIGN WARS OF THE U.S.
RUM RIVER POST NO. 2735
PO BOX 15
410 Railroad Avenue South
Isanti, Minnesota 55040

February 12, 2021

Mayor Jeff Johnson
Council Member Jimmy Gordon
Council Member Steve Lundeen
Council Member Paul Bergley
Council Member Dan Collison

On behalf of Rum River VFW Post 2735 I would like to thank you for your decision to waive the annual Liquor License application fee for the year 2021 - 2022. This decision will allow us to utilize these funds on other financial obligations necessary in the operation of our business. Your support of the area restaurants and bars is evident with this decision. We really appreciate your support.

Respectfully,

Jim Rostberg

Jim Rostberg
Commander

Encl: Liquor License application and supporting documents

RESOLUTION 2021-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL 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, 2021; 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; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited 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, 2021 through March 31, 2022.
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 2nd day of March 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL FOR RUM RIVER VFW 2735

WHEREAS, Rum River's VFW Post 2735 On-Sale and Sunday Liquor License will expire on March 31, 2021; 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; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited 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, 2021 through March 31, 2022.
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 2nd day of March 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL FOR WINTERGREEN'S GOLF & GRILL

WHEREAS, Wintergreen's Golf and Grill On-Sale and Sunday Liquor License will expire on March 31, 2021; 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 Police Department has reviewed the renewal application and that the applicant has not been cited 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, 2021 through March 31, 2022.
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 2nd day of March 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE BREWER OFF-SALE AND TAP ROOM ON-SALE SUNDAY LICENSE RENEWAL APPLICATION FOR THUNDER BROTHERS MICROBREWERY

WHEREAS, Thunder Brothers Off-Sale and Tap Room On-Sale Sunday License will expire on March 31, 2021; 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; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited 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. Thunder Brothers Brewer Off-Sale and Tap Room On-Sale Sunday Renewal is approved.
2. The effective date of the Brewer Off-Sale and Tap Room On-Sale Sunday License shall be April 1, 2021 through March 31, 2022.
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 2nd day of March 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE ON-SALE 3.2 PERCENT MALT LIQUOR LICENSE RENEWAL TO PATLOK DESIGN, INC. DBA SANBROOK GOLF COURSE

WHEREAS, Patlok Design, Inc. DBA Sanbrook Golf Course On-Sale 3.2 Percent Malt Liquor License will expire on March 31, 2021; and,

WHEREAS, license 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; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited for any state/local liquor law violations;

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

1. Patlok Design, Inc. DBA Sanbrook Golf Course On-Sale 3.2 Malt Liquor License Renewal is approved.

2. The effective date of the On-Sale 3.2 Malt Liquor License shall be April 1, 2021 through March 31, 2022.

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 2nd day of March 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE PAWNSHOP LICENSE RENEWAL FOR 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, IT IS HEREBY 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, 2021 to March 31, 2022.
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 2nd day of March 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

MEMO for Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: March 2, 2021
Subject: Resolution Approving Goals and Organizational Chart for 2021

Background:
It has been the City Council's practice to conduct an annual goal setting session to balance workload and demand with available resources. The purpose of a goal setting session is to develop consensus to determine top priorities for the year and beyond. Council held their annual goal setting meeting on January 19, 2021.

Staff has outlined goals shared by Council at that meeting, including further discussions on items at Committee of the Whole, and continued long-term goals.

Attachment:
- Resolution 2021-XXX

RESOLUTION 2021-XXX

APPROVING GOALS AND ORGANIZATIONAL CHART FOR 2021

WHEREAS, annually the City Council sets goals for the current year; and,

WHEREAS, City Council met on January 19, 2021 to establish goals for year 2021; and,

WHEREAS, goals for year 2021 were established and outlined per 'Exhibit A'; and,

WHEREAS, the organizational chart for current and future City Staff is outlined per 'Exhibit B';

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve 2021 goals per 'Exhibit A' and organizational chart per 'Exhibit B'.

This resolution was duly adopted by the Isanti City Council this 2nd day of March 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

'EXHIBIT A'

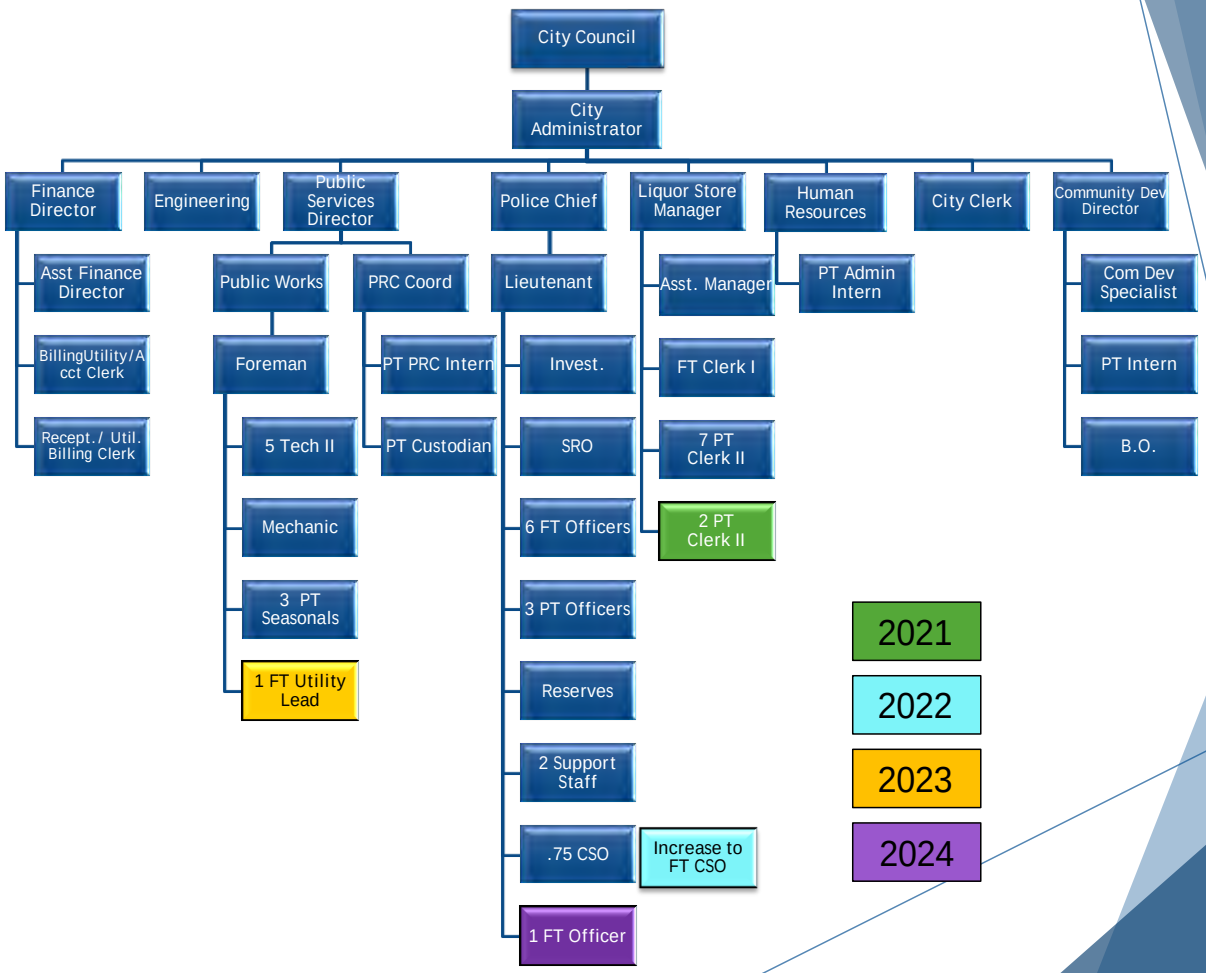
2021 Isanti City Council Goals

- Community Involvement - Holiday Lighting Display and Lighting Awards
  - This item was further discussed at Committee of the Whole and will be reviewed for community participation through donation/sponsoring. It will be further discussed for implementation in 2022.
- Lighting and Snow Making at the Sledding Hill
  - Staff will look for options for a snow making device with current 2021 funds within PRC. Lighting will be addressed when the amphitheater is discussed.
- Speed Limit Reduction
  - Staff has purchased a speed sign to monitor speeds as well as collect data for future discussions.
- Smart Irrigation Reimbursement Program
  - This item will be discussed further at 2022 budget workshop(s).
- Senior Housing
  - Council is supportive of senior/ assisted living facilities to build and grow within the City. This includes being supportive of available business incentives.
- Heritage/ East Dual Intersection
  - Staff will continue to work with the County to achieve a controlled intersection.
- Reducing Overall Budget
  - Staff will continue to bring forwards options that have the least impact on the budget and work to minimize debt.
- Business Marketing/ Acquiring Businesses
  - Staff will continue to market the City of Isanti, strive for adding new businesses and retaining the fantastic businesses that are currently here.
- City Organizational Chart
  - Council supports the organizational structure of City Staff (Exhibit B).
- New Municipal Liquor Store
  - Planning, construction and scheduled opening for November, 2021.

'EXHIBIT B'

H.

Current & Future City Organizational Chart



City of Isanti

Gross Payroll	92,041.09
Social Security & Medicare	5,159.99
Public Employees Retirement	9,803.58
Total City Expense	107,004.66

Pay Date 2/19/2021

Pay Period 4 (1/31-2/13/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/21	02/17/2021	55403	1503	7-UP BOTTLING	609-20200	213.74
02/21	02/17/2021	55404	2980	AEM WORKFORCE SOLUTIONS LLC	101-20200	150.25
02/21	02/17/2021	55405	881	AKER DOORS INC	101-20200	254.90
02/21	02/17/2021	55406	598	ASPEN MILLS INC	101-20200	56.95
02/21	02/17/2021	55407	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	608.97
02/21	02/17/2021	55408	1858	ASTLEFORD INTERNATIONAL	101-20200	52.08
02/21	02/17/2021	55409	53	BELLBOY CORPORATION	609-20200	5,141.27
02/21	02/17/2021	55410	9	BERNICKS PEPSI-COLA	609-20200	1,049.62
02/21	02/17/2021	55411	368	BILLS QUALITY CLEANING	101-20200	446.00
02/21	02/17/2021	55412	157	BOYER TRUCKS	101-20200	726.66
02/21	02/17/2021	55413	2221	C & L DISTRIBUTING	609-20200	505.50
02/21	02/17/2021	55414	1985	CIVIC SYSTEMS, LLC	101-20200	1,277.00
02/21	02/17/2021	55415	1472	CRAWFORDS EQUIPMENT INC	101-20200	55.36
02/21	02/17/2021	55416	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,738.48
02/21	02/17/2021	55417	55	ECM PUBLISHERS INC	609-20200	163.25
02/21	02/17/2021	55418	2028	FURTHER	101-20200	58.00
02/21	02/17/2021	55419	2761	GRATITUDE FARMS	101-20200	250.00
02/21	02/17/2021	55420	739	HACH COMPANY	601-20200	779.83
02/21	02/17/2021	55421	663	INITIATIVE FOUNDATION	108-20200	825.00
02/21	02/17/2021	55422	2890	INTL ASSOC OF CHIEFS OF POLICE	101-20200	190.00
02/21	02/17/2021	55423	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,595.67
02/21	02/17/2021	55424	5	KAWALEK TRUCKING	609-20200	211.60
02/21	02/17/2021	55425	3024	LITECO INC	920-20200	8,450.00
02/21	02/17/2021	55426	17	MCDONALD DISTRIBUTING CO	609-20200	9,651.60
02/21	02/17/2021	55427	1536	MINNESOTA DEED	219-20200	833.33
02/21	02/17/2021	55428	176	MN DEPT OF REVENUE	101-20200	27,790.00
02/21	02/17/2021	55429	1845	MN DEPT OF TRANSPORTATION	425-20200	351.67
02/21	02/17/2021	55430	2842	MN PEIP	861-20200	27,433.74
02/21	02/17/2021	55431	2992	NEXTERA COMMUNICATIONS	108-20200	264.43
02/21	02/17/2021	55432	2553	O'REILLY	101-20200	25.14
02/21	02/17/2021	55433	617	PAUSTIS & SONS	609-20200	953.33
02/21	02/17/2021	55434	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,851.40
02/21	02/17/2021	55435	2341	RED BULL DISTRIBUTION	609-20200	231.80
02/21	02/17/2021	55436	1113	RJM DISTRIBUTING INC	609-20200	259.80
02/21	02/17/2021	55437	2554	SPECIALTY SOLUTIONS	101-20200	1,469.76
02/21	02/17/2021	55438	1878	TOWMASTER	101-20200	144.65
02/21	02/17/2021	55439	2027	US INTERNET	603-20200	57.80
02/21	02/17/2021	55440	42	VIKING COCA-COLA BOTTLING CO	609-20200	275.82
02/21	02/17/2021	55441	4	WATSON CO INC	609-20200	2,229.14
Grand Totals:						120,623.54

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/21	02/24/2021	55445	3020	ADAMS PEST CONTROL, INC.	101-20200	199.00
02/21	02/24/2021	55446	3025	ALI, SHUKRI	601-20200	23.95
02/21	02/24/2021	55447	53	BELLBOY CORPORATION	609-20200	5,253.24
02/21	02/24/2021	55448	9	BERNICKS PEPSI-COLA	609-20200	881.72
02/21	02/24/2021	55449	1500	BOLTON & MENK INC	609-20200	25,089.50
02/21	02/24/2021	55450	2319	BREAKTHRU BEVERAGE	609-20200	6,003.91
02/21	02/24/2021	55451	2321	C EMERY NELSON INC	602-20200	1,084.46
02/21	02/24/2021	55452	2487	CAPITOL BEVERAGE SALES	609-20200	460.50
02/21	02/24/2021	55453	1815	CENTURYLINK	609-20200	573.07
02/21	02/24/2021	55454	120	CONNEXUS ENERGY	101-20200	18,391.89
02/21	02/24/2021	55455	918	CRYSTAL SPRINGS ICE	609-20200	51.84
02/21	02/24/2021	55456	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,268.37
02/21	02/24/2021	55457	2720	DEFIANT DISTRIBUTORS	609-20200	444.25
02/21	02/24/2021	55458	1941	DELTA DENTAL	861-20200	3,179.65
02/21	02/24/2021	55459	2478	EAST CENTRAL ENERGY	101-20200	43.85
02/21	02/24/2021	55460	2933	FALCON NATIONAL BANK	101-20200	2,283.18
02/21	02/24/2021	55461	1682	FERGUSON WATERWORKS	602-20200	63.18
02/21	02/24/2021	55462	1535	GAU, ADAM	101-20200	100.00
02/21	02/24/2021	55463	1400	GENERAL CODE LLC	101-20200	1,044.00
02/21	02/24/2021	55464	921	GRANITE ELECTRONICS INC	101-20200	605.70
02/21	02/24/2021	55465	114	ISANTI COUNTY RECORDER	505-20200	138.00
02/21	02/24/2021	55466	107	ISANTI COUNTY TREASURER	101-20200	3,833.68
02/21	02/24/2021	55467	1563	ISANTI ELECTRIC INC	101-20200	174.59
02/21	02/24/2021	55468	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,886.92
02/21	02/24/2021	55469	5	KAWALEK TRUCKING	609-20200	234.40
02/21	02/24/2021	55470	17	MCDONALD DISTRIBUTING CO	609-20200	6,017.20
02/21	02/24/2021	55471	2208	MINNESOTA EQUIPMENT INC	101-20200	89.30
02/21	02/24/2021	55472	2080	MVTL LABORATORIES INC	602-20200	166.77
02/21	02/24/2021	55473	125	PERA	101-20200	2,859.44
02/21	02/24/2021	55474	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,038.00
02/21	02/24/2021	55475	2551	POLLARD WATER	602-20200	638.66
02/21	02/24/2021	55476	2827	RATWIK, ROSZAK & MALONEY, P.A.	609-20200	2,704.38
02/21	02/24/2021	55477	2473	RITEWAY BUSINESS FORMS	609-20200	295.12
02/21	02/24/2021	55478	1442	ST. LOUIS MRO INC	101-20200	45.00
02/21	02/24/2021	55479	1361	STAPLES ADVANTAGE	603-20200	182.91
02/21	02/24/2021	55480	890	T & S TROPHIES	108-20200	1,694.50
02/21	02/24/2021	55481	1286	VINOCOPIA INC	609-20200	239.50
02/21	02/24/2021	55482	4	WATSON CO INC	609-20200	1,328.95
02/21	02/24/2021	55483	2067	ZABINSKI BUSINESS	609-20200	252.33
Grand Totals:						97,864.91

A Community For Generations.
Isanti

Memo for Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: March 2, 2021
Subject: Resolution Adopting Public Use of Chambers Conference Room Policy

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Occasionally staff get contacted in regards to renting out space for gatherings, meetings and other miscellaneous purposes. It has been determined an updated Municipal Conference Room Policy was necessary, as Resolution 2008-012 was outdated.

Staff has included additional language including requirements for damage deposit and updated tobacco use to the policy.

The policy draft was reviewed by Committee of the Whole and was recommended for approval.

Request:
Staff is requesting discussion on this item.

Attachment:
- Resolution 2021-XXX Adopting Public Use of Municipal Conference Rooms Policy

RESOLUTION 2021 – XXX

ADOPTING PUBLIC USE OF COUNCIL CHAMBERS POLICY

WHEREAS, the City of Isanti finds it is in the best interest for the public to have a facility available to conduct public business; and,

WHEREAS, the City Council recognizes that a policy is necessary to promote orderly and appropriate use of this public facility space; and,

WHEREAS, this resolution revised and supersedes resolution 2008-012;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the policy that provides for the public use of the Council Chambers and procedures thereof that is hereby attached as 'Exhibit A' and made a part of this resolution.

This resolution was duly adopted by the Isanti City Council this 2nd day of March 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

'Exhibit A'

CITY OF ISANTI

PUBLIC USE OF COUNCIL CHAMBERS MEETING ROOM
-POLICY AND PROCEDURES-

PURPOSE

The intent of this policy is to provide regulation on the use of the City Hall Chambers meeting room for public meeting purposes. Use of the room must largely consist of Isanti residents or whose purpose is to provide services to Isanti residents.

The City Hall Chamber's room cannot be used for commercial or political enterprise, religious organizations conducting activities, or any profit-making endeavors.

ROOM RESERVATION

City Council, official City Boards and Commissions, or other organizations whose meetings are conducted on behalf of the City will have priority use of the Chambers meeting room

Please note the City reserves the right to cancel/ deny any and all reservations without providing any other accommodations in the event the Chambers meeting room is needed for municipal government purposes. In the event of a change in availability, staff will make every effort to accommodate the organization by scheduling a different time or facility.

The City Hall Chambers room is available for meeting reservations Monday through Friday from 8:00 a.m. – 4:30 p.m. and not available on weekends or Holidays. The cost for reservations is of no charge. A $100 refundable damage deposit will be required when making a reservation.

Requests for Chamber reservations must be made in writing and received at least one (1) or more days prior to the meeting. The reservation is not confirmed unless a confirmation is received from the City Administrator or City Clerk. Scheduling of room reservations will be on a first-come first-serve basis. Staff can assist with the setup of City equipment in the Council Chambers if approved by the City Administrator.

Council Chambers
Max Capacity: 111 people

COUNCIL CHAMBERS MEETING ROOM RULES AND REGULATIONS

A. The City of Isanti observes and supports the Minnesota Clean Indoor Air Act. All City buildings, are designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) and form of "vaping" with e-cigarettes (without regard to the presence of nicotine) is prohibited while inside City Hall.

B. The use of intoxicating liquor and non-intoxicating malt liquor beverages are prohibited.

C. The City assumes no liability for loss, damage, injury or illness incurred by the users of the facility.

D. Noise must be controlled to a limited area. Children must be under the direct supervision of an adult at all times.

E. Signs may not be pinned, taped, or otherwise affixed to the walls, ceiling or windows.

F. Approval from City Administrator is required for permitted use of food or drink in Council Chambers.

G. Approval from City Administrator is required for use of City's equipment. Staff will assist with the setup of City's equipment in the Council Chambers if granted permission.

H. The person/organization reserving the room is responsible for disposing of any garbage from the meeting and leaving the space in a clean and orderly fashion which may include vacuuming. If the room/surrounding area is left in uncleaned or in disarray, or damage occurs during use, the person/organization reserving the room can and will be held responsible for damages and will lose the privilege to use the meeting rooms. Costs incurred from any damage will be deducted from the damage deposit.

I. Chamber's room may be rearranged, but must be returned to original layout after use.

J. All persons/organizations must comply with the room reservations hours of 8:00 a.m. to 4:30 p.m. Meetings outside of these hours must be approved by City Council.

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: March 2, 2021

Subject: Cleaning Services- Request for Proposals

Background:
The City's contract with its current cleaning service provider is expiring; to make sure the City is getting the best cost for services it is recommended to go out for proposals for cleaning services. Staff has prepared a request for proposals (RFP) for this service that outlines needs and specifications.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- RFP for Cleaning Services



CITY OF ISANTI

REQUEST FOR PROPOSALS

CLEANING SERVICES

Proposals Due: **April 9th, 2021 at 4:30 p.m.**

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain cleaning services from a qualified business. The awarded vendor is subject to a background investigation. Cleaning must take place in the evening after hours or on weekends.

The primary objective of requesting proposals is for the City to determine which parties can offer the highest quality of service at the most reasonable cost.

II. INSTRUCTIONS FOR PROPOSERS

A. The City will accept electronic or written proposals. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Jaden Strand
City Clerk
City of Isanti
110 1st Ave NW P.O. Box 428
Isanti, MN 55040

Electronic proposal submissions are to be attached to an email with the subject line "Proposal for Cleaning Services" Questions or request for clarification may be directed to Jaden Strand, City Clerk by phone at (763) 762-5759 or via email at JStrand@cityofisanti.us.

B. **All proposals must be received no later than 4:30 pm on April 9th, 2021**. Any vendors submitting proposals after the date and time listed above are not guaranteed consideration. Proposals submitted should be clearly labelled "Proposal for Cleaning Services".

III. SCOPE OF WORK:

Specifications for Cleaning Services for Isanti Municipal Facilities is as follows:

1) City Hall – 110 1st Avenue NW

Weekly:

- Clean, sweep and wet mop all floors, corners, baseboards in all areas. (Offices, council chambers, entrances, lunch room and bathrooms.)
- Empty all trash and garbage containers into the trash container/ dumpster and replace with new trash bag.
- Empty all recycling containers into the recycling container.
- Clean and wipe down all surfaces and areas. (Lobby, offices, meeting rooms, council chambers and chairs.)
- Vacuum all carpet areas.
- Dust all counter tops and open desk tops including council chambers, windowsills, file cabinets and baseboards.
- Clean Restrooms. (Wipe down stools, urinals, sinks, mirrors, replace deodorant blocks in urinals as needed, refill soap dispenser, refill towel dispenser, refill toilet paper dispensers and supply one additional roll in each stall and wipe down all restroom stalls).
- Clean Lunch Room. (Wipe down sink, counters and other areas.)

Monthly:

- Clean and wipe down glass of interior and exterior North and South entrance glass doors.
- Clean and wipe down glass of display windows and doors in Lobby.
- Clean and wipe down glass at front desk.
- Remove spider webs as needed.
- Dust window blinds in offices, meeting rooms and council chambers.

Semi-Annually: Spring and Fall or more as needed:

- Clean and wipe down interior and exterior lower level windows and all doors.
- Clean and wipe down interior and exterior 2nd story windows.

2) Police Station – 401 1st Avenue North

Weekly:

- Clean, sweep and wet mop all floors, corners, baseboards in all areas. (Offices, entrances and lunch room.)
- Empty all trash and garbage containers into the trash container/ dumpster and replace with new trash bag.
- Empty all recycling containers into the recycling container.
- Clean and wipe down all surfaces and areas. (Lobby, offices and chairs.)
- Vacuum all carpet areas.
- Dust all counter tops and open desk tops including windowsills, file cabinets and baseboards.
- Clean Restrooms. (Wipe down stools, urinals, sinks, mirrors, replace deodorant blocks in urinals as needed, refill soap dispenser, refill towel dispenser, refill toilet paper dispensers and supply one additional roll in each stall, wipe down all restroom stalls).
- Clean Lunch Room. (Wipe down sink, counters and other areas.)

Monthly:

- Clean and wipe down interior and exterior entrance doors.
- Remove spider webs.

Semi-Annually: Spring and Fall:

- Clean and wipe down interior and exterior windows.

Police Station windows include all windows in the offices of the Police Department and lunchroom.

3) Municipal Liquor Store – 400 W Dual Blvd. (Anticipated until November 30th, 2021)

Weekly:

- Clean, sweep and wet mop all floors, corners, baseboards in all areas including entrances and lunch room.

- Empty all trash and garbage containers into the trash container/ dumpster and replace with new trash bag.
- Empty all recycling containers into the recycling container.
- Wipe down all surfaces and areas. (Lobby, offices and chairs.)
- Dust all counter tops including windowsills, file cabinets and baseboards.
- Clean Restrooms. (Wipe down stools, urinals, sinks, mirrors, replace deodorant blocks in urinals as needed, refill soap dispenser, refill towel dispenser, refill toilet paper dispensers and supply one additional roll in each stall, wipe down all restroom stalls).

Monthly:

- Clean and wipe down front entryway and interior glass doors.
- Clean and wipe down front windows in entryway.
- Remove spider webs as needed.

Semi-Annually: Spring and Fall:

- Clean and wipe down exterior windows.

Quarterly:

- Strip and wax floor.

NEW Municipal Liquor Store – 10 6th Ave SE (Anticipated beginning December 1st, 2021)

Weekly:

- Clean, sweep and wet mop all floors, corners, baseboards in all areas.
- Empty all trash and garbage containers into the trash container/ dumpster and replace with new trash bag.
- Empty all recycling containers into the recycling container.
- Clean and wipe down all surfaces and areas. (Lobby, offices and chairs.)
- Dust all counter tops including windowsills, file cabinets and baseboards.
- Clean Restrooms. (Wipe down stools, urinals, sinks, mirrors, replace deodorant blocks in urinals as needed, refill soap dispenser, refill towel dispenser, refill toilet paper dispensers and supply one additional roll in each stall, wipe down all restroom stalls).

Monthly:

- Clean and wipe down front entryway and interior glass doors.
- Clean and wipe down front windows in entryway.
- Remove spider webs.

Semi-Annually: Spring and Fall:

- Clean and wipe down exterior windows.

4) Community Center – 208.5 1st Avenue NW

Semi-Annually: Spring and Fall:

- Clean and wipe down interior and exterior windows.
- Strip and wax kitchen and walkway.

Days for stripping and waxing floor of the Community Center shall be coordinated with the Parks, Recreation and Events Coordinator and/or designee.

IV. PROPOSAL EVALUATION AND CONTRACT AWARD

A. The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.

B. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.

C. The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.

D. It is anticipated that the City will establish a contract with a selected business for a two (2) year term. A contract for this term will be prepared and entered into with the successful proposer.

V. TERM OF CONTRACTAND INSURANCE:

The Contract Term shall be two (2) years; from May 1st, 2021 to April 31, 2023. A Certificate of Insurance shall be required naming the City of Isanti as an Additional Insured.

CITY OF ISANTI REQUEST FOR PROPOSAL
CLEANING SERVICES QUOTE WORKSHEET

I (we) submit the following quote for cleaning services for the City of Isanti. All categories must be completed to be considered in the award of the quote per the attached specifications:

CITY HALL	
Description	**Frequency**
Clean, sweep and wet mop all floors, corners, baseboards in all areas. (Offices, council chambers, entrances, lunch room and bathrooms.)	Weekly
Empty all trash and garbage containers into the trash container/ dumpster and replace with new trash bag.	Weekly
Empty all recycling containers into the recycling container.	Weekly
Clean and wipe down all surfaces and areas. (Lobby, offices, meeting rooms, council chambers and chairs.)	Weekly
Vacuum all carpet areas.	Weekly
Dust all counter tops and open desk tops including council chambers, windowsills, file cabinets and baseboards.	Weekly
Clean Restrooms. (Wipe down stools, urinals, sinks, mirrors, replace deodorant blocks in urinals as needed, refill soap dispenser, refill towel dispenser, refill toilet paper dispensers and supply one additional roll in each stall and wipe down all restroom stalls.)	Weekly
Clean Lunch Room. (Wipe down sink, counters and other areas.)	Weekly
Clean and wipe down glass of interior and exterior North and South entrance doors.	First Week of the Month
Clean and wipe down glass of display windows and doors in Lobby.	First Week of the Month
Clean and wipe down glass at front desk.	First Week of the Month
Remove spider webs.	First Week of the Month
Dust window blinds in offices, meeting rooms and council chambers.	First Week of the Month
Clean and wipe down interior and exterior 2nd story windows.	Semi-Annually: Spring and Fall
Clean and wipe down interior and exterior lower level windows and all doors.	Semi-Annually: Spring and Fall

Fee for weekly service: _____ Fee for monthly service: _____

Fee for semi-annual service: _____

POLICE DEPARTMENT	
Description	**Frequency**
Clean, sweep and wet mop all floors, corners, baseboards in all areas. (Offices, entrances and lunch room.)	Weekly
Empty all trash and garbage containers into the trash container/ dumpster and replace with new trash bag.	Weekly
Empty all recycling containers into the recycling container.	Weekly
Clean and wipe down all surfaces and areas. (Lobby, offices and chairs.)	Weekly
Vacuum all carpet areas.	Weekly
Dust all counter tops and open desk tops including windowsills, file cabinets and baseboards.	Weekly
Clean Restrooms. (Wipe down stools, urinals, sinks, mirrors, replace deodorant blocks in urinals as needed, refill soap dispenser, refill towel dispenser, refill toilet paper dispensers and supply one additional roll in each stall and wipe down all restroom stalls.)	Weekly
Clean Lunch Room. (Wipe down sink, counters and other areas.	Weekly
Clean and wipe down interior and exterior entrance doors.	First Week of each Month
Remove spider webs.	First Week of each Month
Clean and wipe down interior and exterior windows.	Semi-Annually: Spring and Fall

Fee for weekly service: _____ Fee for monthly service: _____

Fee for semi-annual service: _____

MUNICIPAL LIQUOR STORE	
Description	**Frequency**
Clean, sweep and wet mop all floors, corners, baseboards in all areas including entrances and lunch room.	Weekly
Empty all trash and garbage containers into the trash container/ dumpster and replace with new trash bag.	Weekly

Empty all recycling containers into the recycling container.	Weekly
Clean and wipe down all surfaces and areas. (Lobby, office and chairs.)	Weekly
Dust all counter tops including windowsills, file cabinets and baseboards.	Weekly
Clean Restrooms. (Wipe down stools, urinals, sinks, mirrors, replace deodorant blocks in urinals as needed, refill soap dispenser, refill towel dispenser, refill toilet paper dispensers and supply one additional roll in each stall and wipe down all restroom stalls.)	Weekly
Clean and wipe down front entryway and interior glass doors.	First Week of each Month
Clean and wipe down front windows in entryway.	First Week of each Month
Remove spider webs.	First Week of each Month
Clean and wipe down exterior windows.	Semi-Annually: Spring and Fall
Strip and Wax Floor	Quarterly

Fee for weekly service: _____ Fee for monthly service: _____

Fee for semi-annual service: _____ Fee for quarterly service: _____

NEW MUNICIPAL LIQUOR STORE	
Description	**Frequency**
Clean, sweep and wet mop all floors, corners and baseboards in all areas.	Weekly
Empty all trash and garbage containers into the trash container/ dumpster and replace with new trash bag.	Weekly
Empty all recycling containers into the recycling container.	Weekly
Clean and wipe down all surfaces and areas.	Weekly
Dust all counter tops including windowsills and baseboards.	Weekly
Clean Restrooms. (Wipe down stools, urinals, sinks, mirrors, replace deodorant blocks in urinals as needed, refill soap dispenser, refill towel dispenser, refill toilet paper dispensers and supply one additional roll in each stall and wipe down all restroom stalls.)	Weekly

Clean and wipe down front entryway and interior glass doors.	First Week of each Month
Clean and wipe down front windows in entryway.	First Week of each Month
Remove spider webs.	First Week of each Month
Clean and wipe down exterior windows.	Semi-Annually: Spring and Fall

Fee for weekly service: _____ Fee for monthly service: _____

Fee for semi-annual service: _____

COMMUNITY CENTER	
Description	**Frequency**
Clean and wipe down interior and exterior windows.	Semi-Annually: Spring and Fall
Strip and wax kitchen and walkway.	Semi-Annually: Spring and Fall

Fee for semi-annual service: _____

Please indicate which day of the week cleaning services will occur: (Cleaning must take place in the evening after hours or on weekends.) _____

You may attach any additional information to this worksheet to provide quotes for the cleaning services.

Proposal submitted by: (Please Print)

_____ _____
Company Name Phone Number

_____ _____
Mailing Address City, State Zip code

_____ _____
Contact Person/Person Submitting Proposal Email

_____ _____
Signature of Person Submitting Proposal Date

CITY OF ISANTI

REQUEST FOR PROPOSALS FOR CLEANING SERVICES

The City of Isanti is accepting proposals for a two (2) year contract for cleaning services for City facilities. Specifications are available upon request from the City Clerk's Office at Isanti City Hall or online at www.cityofisanti.us. The City Council reserves the authority to waive irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to JStrand@cityofisanti.us or addressed to Jaden Strand at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All proposals submitted must be clearly marked as "Proposal for Cleaning Services" and will be accepted until 4:30 p.m. on April 9th, 2021.

Jaden Strand
City Clerk

Publish on:
Posted on:

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: John Jacobi, Liquor Store Manager
Date: March 2, 2021
Subject: Consider Resolution Approving Card Connect Payment Services Proposal for Credit Card Processing Services

---

Background:
On February 16th COW meeting options were presented regarding a change in processing credit cards (currently Heartland) switching to Card Connect. Saving the City anywhere between $248.67 per month to approximately $2,984.04 per year.

Fees break down as follows:

- Interchange fees paid to Visa/MasterCard/AmEx would remain unchanged as they are the same with both processors.
- Processing Fees would be 0.15% and .04 per transaction with Card Connect.
- The main difference is the elimination of PCI compliance fees of $125 and add on fees totaling an average of $123.67 (or $248.67) per month.
- Card Connect will also guarantee not to raise rates based on volume changes but will lower rates if volume increases to a sufficient predetermined threshold.
- Card Connect will swap out our current terminals for new ones at $450 each.
- Add two stand-alone terminals that work on standard phone line or internet wi-fi at $185 each.
- Using one terminal to process online orders before opening the new liquor store.
- No setup fees from new credit card processor and no cancellation fee.

Request:
Staff is requesting City Council action on this item

Attachments:

- Resolution 2021-XXX Approving Card Connect Payment Services Proposal for Credit Card Processing Services
- Proposal

RESOLUTION 2021-XXX

APPROVING CARD CONNECT 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, Card Connect Payment Services has submitted a satisfactory proposal; and,

WHEREAS, Funding is identified within fund 609-49750-438 in the current budget;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby accepts Card Connect Payment Services' proposal for credit card processing services and authorizes City staff to enter into an agreement with Card Connect Payment Services.

This Resolution is hereby approved by the Isanti City Council this 2nd day of March 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Isanti Liquor - Credit Card Processing Proposal

2 Lane 3000 card readers - $450.00 each

Or

2 Lane 5000 card readers - $550.00 each – Touch Screen

2 standalone terminals (work on phone or internet) - $185.00 each

No setup fees from credit card processor

No cancellation fee

Savings if average of $248.67 = $2984.04 for year.*

*(smaller months – smaller savings - larger volume months such as summer or December – larger savings for the month)

PCI Compliance – I can do for you after you install.
If it does not get done – you would pay $29.95 per month vs $125.00 per month you would pay with current company.

Marilyn Snyder
Card Connect
218-371-0133

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 16, 2021 – 7:00 P.M.
CITY HALL

Seating may be limited. If you would like to send in a comment for Public Comment or a Public Hearing to be read on your behalf, please submit to the City Clerk jstrand@cityofisanti.us or (763) 762-5759.

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. March 2, 2021- Regular Meeting of the City Council
2. November 24, 2020- Parks, Recreation and Culture Board Meeting

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, March 23, 2021 at 6:00 p.m.
2. **CITY OFFICES CLOSED**	Friday, April 2, 2021 *(In observance of Good Friday)*
3. City Council Meeting	Tuesday, April 6, 2021 at 7:00 p.m.
4. EDA Meeting	Tuesday, April 6, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

Community Development Director Sheila Sellman
1. MS4 2020 Annual Report
2. Resolution 2021-XXX Approving the Site Plan for a Liquor Store Located at 10 6th Avenue SE

Public Services Director Matt Sylvester
3. Street Lighting Infill Plan
   - **a.** Resolution 2021-XXX Approval of a 10 Year Street Lighting In-Fill Plan
   - **b.** Resolution 2021-XXX Approval of Street Lighting In-Fill for 2021
4. Resolution 2021-XXX Authorizing Repair and Maintenance Work at Well House II

City Engineer Jason Cook
5. Main Street Construction-Preliminary Engineering Report
   - **a.** Resolution 2021-XXX Receiving Feasibility Report and Calling for Hearing on the Main Street Reconstruction Project
   - **b.** Resolution 2021-XXX Authorizing Preparation of Plans on the Main Street Reconstruction Project
   - **c.** Resolution 2021-XXX Authorizing Engineering Services for the Whiskey Road Storm Water Improvements

L. Approve Consent Agenda

1. Payroll in the Amount of $113,265.89 Accounts Payable in the Amount of $228,801.66
2. Resolution 2021-XXX Authorizing the Closing of Funds 223 and 224 to the General Fund

M. Other Communications

1. February Police Department Reports
2. February Code Enforcement Officer Report
3. February Building Inspector Report
4. March Engineering Project Status Report
5. Draft Minutes for the February 23, 2021 Parks, Recreation and Culture Board Meeting

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 2, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, City Engineer Jason Cook, Community Development Director Sheila Sellman and Chief of Police Travis Muyres

Others Present: Joe Niles, Tom Kleven, Fire Chief Al Jankovich, Mike Angland, Warren Thunstrom, Jim Rostberg, Ron Stawski and Mike Warring

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Collison to approve agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. February 16, 2021- Regular Meeting of the City Council
2. February 16, 2021- Committee of the Whole Meeting
Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1. Committee of the Whole	Tuesday, March 16, 2021 at 5:00 p.m.
2. City Council Meeting	Tuesday, March 16, 2021 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, March 16, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
Councilor Lundeen shared that the Fire Board went over the Lease Purchase Agreement at the last Fire District meeting and there has been a conclusion met and it is on the agenda for tonight.

J. Public Hearings
None

K. Business Items

1. Isanti Area Joint Fire District Annual Report Presentation *(Fire Chief Al Jankovich)*
Fire Chief Al Jankovich presented the annual report. Highlights of the presentation included an accumulative 187 years of service with an average of 7 years of service across all of the members, 468 total runs in the City of Isanti in 2020, new fire engine was received in August 2020 and the budget for 2020 was $632,785.00.

Councilor Lundeen stated that majority of the runs in the City are medical runs.

Lundeen asked how the Joint Powers Agreement is coming along.

Chief Jankovich stated that it is stuck where a large majority of the fire board is in favor of the Joint Powers Agreement Amendment (JPA) but there is contest and the way the JPA is written, a unanimous decision needs to be among all 7 entities in order to amend or change the agreement.

City Administrator Josi Wood

2. Consideration of the Lease Purchase Agreement Between the City of Isanti and IAJOFD
City Administrator Josi Wood shared discussions to sell the Police Department to the Fire District began in October. The Fire District voted to approve this agreement that is within the packet. It includes an agreed upon price to purchase the facility from the City of Isanti for $600,000 total to be paid in increments over the next 5 years beginning this year.

Councilor Lundeen asked if the Fire District is still paying a lease as well.

Wood stated that it will be coming to Committee of the Whole for discussion on what to do. Currently, the rental lease between the City and the Fire District had changed in 2016 or so from $1 for rent to a fair market value approximately $32,000. The Fire District was not billed that in 2020 because of the language in the Joint Powers Agreement that was being discussed with the other amendments. With the Joint Powers Agreement on hold, Wood recommended that she and Fire Chief Al Jankovich work together to draft a Joint Powers Agreement with the language change for rent to be $1.

Wood stated that the Lease Purchase Agreement is through 2025 and at that time or before the Police Department will have vacated the facility to move to a newly remodeled Police Department which is known right now as the Liquor Store.

Motion by Lundeen, second by Collison to approve Leave Agreement as presented. Motion passed 5-0. Motion carried.

3. **Ordinance-754** Amending City Code, Chapter 160; Fees
City Administrator Josi Wood shared that at the last Committee of the Whole meeting there was discussion on the background investigation fee and the cost for food trucks

within the City of Isanti. The recommendation from the Committee was to reduce the investigation fee to $35 and the food truck fees $10 per day, $50 per month and $130 yearly. Those changes are reflected in Chapter 160; Fees.

Motion by Lundeen, second by Gordon to approve Ordinance as presented. Motion passed 5-0. Motion carried.

4. Liquor License and Pawnshop Renewals
    a. **Resolution 2021-037** Approving the On-Sale and Sunday Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
    b. **Resolution 2021-038** Approving the On-Sale and Sunday Liquor License Renewal for Rum River VFW 2735
    c. **Resolution 2021-039** Approving the On-Sale and Sunday Liquor License Renewal for Wintergreen's Golf & Grill
    d. **Resolution 2021-040** Approving the Brewer Off-Sale and Tap Room On-Sale Sunday Renewal for Thunder Brothers Brewery, Inc.
    e. **Resolution 2021-041** Approving the On-Sale 3.2 Percent Malt Liquor License Renewal for Patlok Design, Inc. DBA Sanbrook Golf Course
    f. **Resolution 2021-042** Approving the Pawnshop License Renewal for Northern Pawn, Inc.

    City Administrator Josi Wood shared that as discussed at the January 5th City Council meeting, these are renewal licenses so the fees have been waived for all of them.

    Motion by Lundeen to approve K.4 a. through K.4 f, seconded by Collison. Motion passed 5-0. Motion carried.

5. **Resolution 2021-042** Approving Goals and Organizational Chart for 2021

    City Administrator Josi Wood shared that annually a goal setting session is held which outlines priorities and goals for City Council for the upcoming year and years beyond. It helps staff balance workload and demand of available resources. Those discussions from that meeting also carrying into Committee meetings. The Goals include:

    - Community Involvement-Holiday Lighting
    - Lighting and Snow Making at the Sledding Hill
    - Speed Limit Reduction
    - Smart Irrigation Reimbursement Program
    - Senior Housing
    - Heritage/ East Dual Intersection
    - Reducing Overall Budget
    - Business Marketing/ Acquiring Businesses
    - City Organizational Chart
    - New Municipal Liquor Store

    Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

    Mayor Johnson asked City Engineer Jason Cook how the studies are going.

City Engineer Jason Cook shared that the studies are just getting underway. Survey for Main Street just finished and the report will be shared at the next council meeting. Cook further shared that the Eagle Park and Heritage Walk report will be shared at the following council meeting.

L. Approve Consent Agenda

1. Payroll in the Amount of $107,004.66 Accounts Payable in the Amount of $218,488.45
2. **Resolution 2021-043** Adopting Public Use of Chambers Conference Room Policy
3. Approving Request for Proposal for Cleaning Services
4. **Resolution 2021-044** Approving Card Connect Payment Services Proposal for Credit Card Processing Services

Motion by Collison, second by Bergley to approve consent agenda. Motion passed 5-0. Motion carried.

M. Other Communications

None

Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:33 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
November 24, 2020

Call to Order: Aaron Zdon - Chair called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon, Michael Becker
Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager

Motion to approve the agenda motioned by Witte, seconded by Becker with no modifications. Motion passed 4-0

2. Meeting Minutes: Motion by Witte; second by Becker to approve meeting Minutes from October 27, 2020. Motion passed 4-0.

3. Public Hearing: None

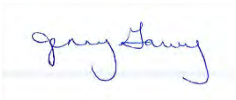
4. Isanti Family Farmer's Market and Community Garden Updates – Garvey reviewed that the 2021 Isanti Family Farmer's Market rules and regulations, as well as the 2021 Community Garden rules and regulations is attached for their review and that staff has no changes for either of these items. Zdon asked if any members had anything to add. Witte reviewed that he had reviewed the documents and didn't have any changes to note. Becker added it looks good and Gordon added that we didn't have any complaints from the vendors. Garvey responded that the IFFM vendors were satisfied and that both IFFM and gardeners were very happy that we were able to continue with these areas for the 2020 season. Witte asked if there were any abandoned plots this year. Garvey noted that we had a couple that were not attended too and staff has had communicated with them. Motion to accept these two documents as is. Witte motioned; Becker seconded. Motion passed 4-0.

5. Department Purchases- Garvey explained that staff was able to purchase the following items for 2020 budget, inclusive swing for Rum River Meadows Park, additional replacement belt swings, a hopscotch stencil and a pressure washer for ICC and BMX bathrooms cleaning. The inclusive swing is in response to a resident request for an additional one.

6. Department Updates- Garvey reviewed the department has had to cancel several events due to the COVID 19 pandemic surrounding us, including some upcoming events. Curious Creatures was cancelled for November 10 and December 8. Movie Night for November 6 and December 11 along with the Santa event. The community center is temporarily closed, with the exception to Lions Christmas Project and Sr Dining, as these can continue under the new executive order. The Candy Cane Flashlight hunt for December 13 and the grand opening of the sledding hill for December 16 are on as planned. If things would change staff would alert the public, council and the board of any changes via Facebook or the city website. Public Works will continue to prep and prepare the pleasure rink for use this winter. The sledding hill will be able to remain open for use when we have snow. The rules sign was posted November 18th. Witte inquired about the time of the grand opening, which is at 3:30 for Dec 16th. Witte inquired about the Santa event and ideas of Santa reading or via zoom and maybe something for the future and not necessarily for this year. Garvey replied that she has been brainstorming ideas as well to see if this would be possible. Gordon notd that the Santa may be less expensive as this would be a different format that what was previously set. Garvey added that she has not got in touch with the contracted company as of yet to inquire

about the cancellation of the event and the perimeters within the contract, which may have to be that we postpone the Santa for next year. Zdon asked if there was anything further. Zdon noted that he has heard people are excited that the sledding hill is here and is it being utilized.

Adjournment: Motion by Witte, second by Becker to adjourn the November 24, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 4-0, meeting adjourned at 6:14 p.m.



Respectfully Submitted
Jenny Garvey
Parks, Recreation and Culture Manager

City of Isanti MS4 Program
2020 Annual Report



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Isanti

MS4 Background

- **MS4 - Municipal Separate Storm Sewer System**
  - Developed as part of the 1972 Clean Water Act
  - MPCA Initiated MS4 in 2007
  - City of Isanti MS4 Since 2016
  - The Permit gives “authorization to discharge stormwater”
  - The City implements these practices through:
    - Regulatory Mechanisms
    - Education and Outreach
    - Environmental Protection

Partnerships

BOLTON & MENK

Real People. Real Solutions.

Isanti Soil and Water Conservation District

Minnesota Board of Water & Soil Resources

CLEAN WATER LAND & LEGACY AMENDMENT

DEPARTMENT OF NATURAL RESOURCES

Minnesota Pollution Control Agency

MS4 Annual Report, 2020

- Due June 30, 2021
- Part of the MS4 Permit Requirement
- 5 Illicit Discharges in 2020

Minimum Control Measures (MCM)

Stormwater Pollution Prevention Plan (SWPPP) includes:



1. Public Education and Outreach
2. Public Participation
3. Elimination of illicit discharges to the storm sewer system
4. Construction-site runoff controls
5. Post Construction runoff controls
6. Pollution Prevention and municipal “good housekeeping”

Public Education and Participation (MCM 1&2)

- Rain Garden Incentive Program
  - Provides a 50% reimbursement, up to $500 of the cost to residents for rain garden projects.
  - Guidance and Education Provided by Isanti SWCD
  - Cooperation with Parks and Recreation
  - Isanti Indoor arena Rain Garden
- Isantian newsletter articles
- Resources on city website for municipal stormwater education

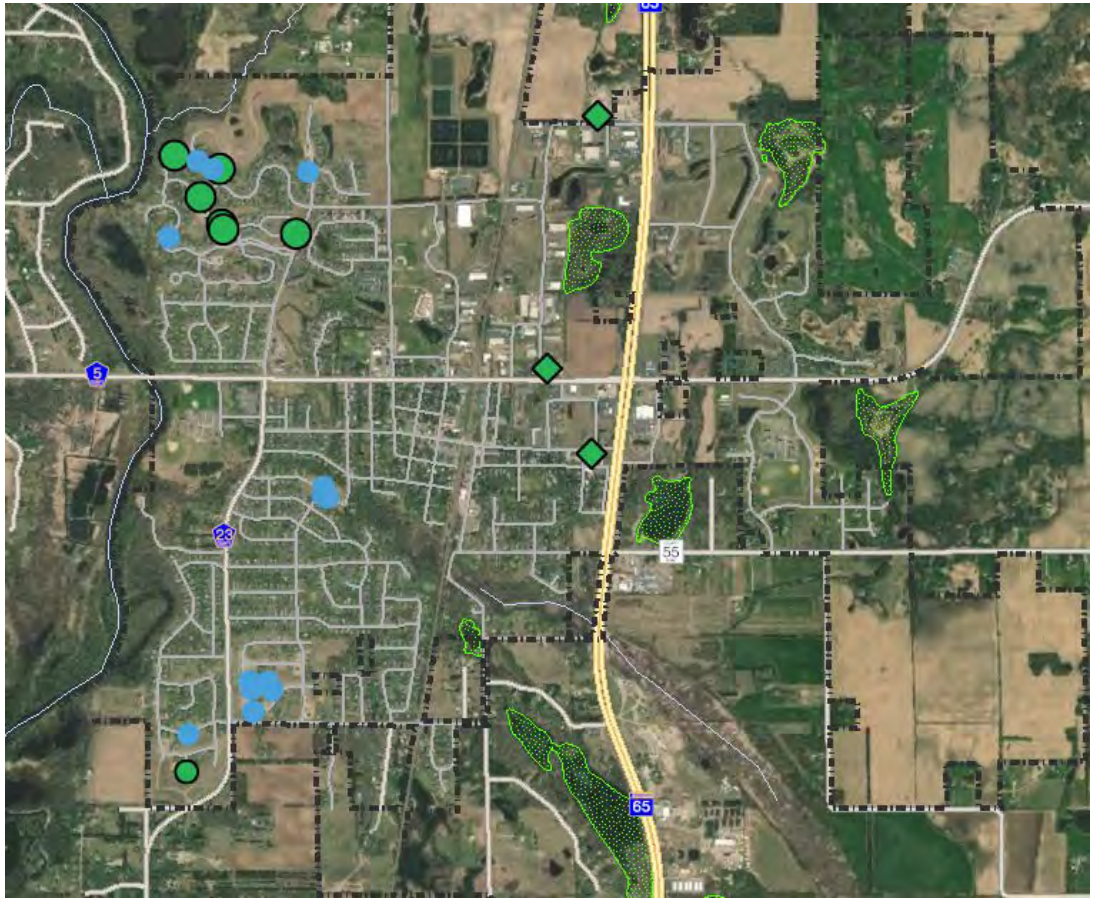
Elimination of illicit discharges to the storm sewer system (MCM 3)

- Illicit discharge Reporting for residents available on City of Isanti Website
- Illicit Discharge response procedure
- Covered under ordinance 670 – Storm Water



Construction Site Runoff Controls (MCM 4)

- Site Inspection Checklist
  - Developed and maintained by Community Development Specialist, minimum inspection period is every 7 days
  - Procedure and checklist developed
  - Priority site list procedure developed



Post-Construction Stormwater Management (MCM 5)

- Developed written procedures for site plan reviews prior to the start of construction activity
- Tracked and enforced erosion control procedures
- Civil Penalties for violation under developed
- Enforcement and Response Procedure (ERP) implemented



Pollution Prevention/Good Housekeeping (MCM 6)

- Prepare a Facilities Inventory
- Identify Current Stormwater Practices
- Implement a written good housekeeping procedure

Future Work

- Continue Implementation and improvement of SWPPP
  - Implementation of Enforcement Response Procedures Document (ERP)
- Sub watershed Assessment Grants for future City Projects
  - Partnering with Bolton-Menk and Isanti SWCD
- Partnership with Bolton – Menk
  - Legacy Pines
  - Heritage Estates
  - Fairway Greens
  - Consultation

Questions?

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: March 16, 2021
Subject: Resolution 2021-XXX approving the site plan for a liquor store located at 10 6th Avenue SE

Background:
The City is requesting site plan approval for a new 12,710 square foot liquor store at 10 6th Ave SE. The Planning Commission held a public hearing on March 2, 2021. No one from the public was present at the public hearing for this item. The Planning Commission recommends approval 6-0.

Analysis of Application: The site plan for the liquor store will be following the requirements for the B-2, General Business District.

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".

Setbacks
The following minimum requirements shall be observed in the General Business District; subject to additional requirements, exceptions, and modifications as set forth within this Ordinance:

Setbacks and Height Restrictions – Principal Building.

Minimum Front Yard Setback	30 feet
Minimum Side Yard Setback	15 feet
Minimum Street Side Yard Setback	20 feet
Minimum Rear Yard Setback	15 feet
Maximum Building Height	Three (3) stories or forty-five (45) feet, whichever is less.

As proposed the building meets or exceeds the minimum setback requirements.

Exterior Building Materials
The exterior wall finishes on any building shall be comprised of one or more of the following materials:

1. Face brick.
2. Natural stone.
3. Glass.

4. Decorative concrete block as approved by the City Council.
5. Specifically designed pre-cast concrete units; if the surfaces have been integrally treated with an applied decorative material or texture.
6. Masonry stucco.
7. Other comparable or superior material as recommended by the Planning Commission and approved by the City Council.

The building is comprised of LP Smart Siding -Lap Siding, LP Smart Siding- Stucco Panel, Architectural block, Brick, Rock Face CMU, Composite Deck Board, and a standing seam metal roof. The building has combined materials to make a visually pleasing design. Two or more of the materials have been used that are required and other comparable materials are also used.

Parking and Driveways

Parking lots and drive aisles shall be setback a minimum of 10 feet from front, rear, and side yards. *As proposed the site plan meets this requirement.* Retail uses require a minimum of one parking space per 250 square feet of gross floor area. *The building is 12,710 square feet when removing storage and delivery areas, the floor area used to determine parking is 10,430 square feet; which requires 41 parking spaces. The site plan provides 26 regular parking stalls, 6 drive up stalls and 12 trailer parking stalls for a total of 44 parking stalls, 3 of which are accessible.*

Mechanical Equipment

Mechanical equipment shall be screened from the public right-of-way and from adjacent residential properties. Screening shall be compatible with the principal building. *Mechanical equipment will be on the east side of the building (back side) it will be screened from the public right-of-way. The property to the east is not developed but a fence along that side of the building will act as screening.*

Trash Dumpsters and Garbage Receptacles Required

Trash dumpsters and garbage receptacles shall be screened from all lot lines and public roadways. The screening devices shall be designed so that they are architecturally harmonious with the principal structures on the site. *The proposed trash enclosure matches the building and will be built with the same materials.*

Lighting

All uses shall comply with the following standards except as otherwise provided in this section:

1. Lighting fixtures shall be effectively shielded and arranged so as not to shine directly on any residential property. Lighting fixtures not of a cutoff type shall be subject to the following:
    a. Maximum initial lumens generated by each fixture shall not exceed two thousand (2,000) lumens (equivalent to a one hundred fifty (150) watt incandescent bulb).
    b. Mounting heights of such fixtures shall not exceed fifteen (15) feet.
2. Lighting shall not create a sensation of brightness that is substantially greater than ambient lighting conditions so as to create annoyance, discomfort, or decreased visual performance or visibility.
3. Lighting shall not directly or indirectly cause illumination or glare in excess of one-half (1/2) foot candle measured at the closest residential property line and five (5) foot-candles measured at the street curb line or non-residential property line nearest the light source.
4. Lighting shall not create a hazard for vehicular or pedestrian traffic.

5. Lighting of building facades or roofs shall be located, aimed, and shielded so that light is directed only onto the façade or roof.
6. Lighting shall be maintained stationary and constant in intensity and color, and not be of a flashing, moving, or intermittent type.
7. Business and industrial zoned property must light the trash enclosure areas for the safety of their employees.

The proposed lighting plan meets these requirements.

Landscape Requirements

All properties shall provide one tree per 5- feet of lot frontage. *The landscape plan provides 6 trees meeting the minimum planting size. The trees consist of three different species of shade trees.*
Sprinkler systems shall be provided as part of each new development for all landscaped areas, except those areas on the property that will be preserved in their natural state. *This requirement is met.*
All open areas of a lot which are not used or improved for required building areas, parking areas, building expansion areas, drives, sidewalks, storage, or similar hard surface materials shall be landscaped with a combination of sod, overstory trees, understory trees, shrubs, flowers, ground cover materials and/or other similar site design features or materials in a quantity acceptable to the City. *The landscape plan provides a mixture of trees, perennials, and ornamental grasses. Areas that are disturbed that are not landscaped will be either established lawn or maintained as natural areas.*

Staff Recommendation:
Staff recommends approval of the site plan with the following conditions:
1. Conditions in the City Engineer memo dated February 23, 2021 shall be met.

Attachments
- Resolution 2021-XXX
- Engineer Memo
- Site Plan
- Building Elevations
- Landscape Plan
- Photometrics
- Floor Plan

RESOLUTION 2021-XXX

APPROVING A SITE PLAN FOR A LIQUOR STORE AT 10 6TH AVE SE

WHEREAS, The City (applicant) has requested approval of site plans for a liquor store located at 10 6th Ave in the City of Isanti (PID 16.029.2100); and,

WHEREAS, the property is located within the "B-2" General Business District, retail is a permitted use; 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 Plans/Building Appearance; and,

WHEREAS, the site plans meet the regulations set in Section 7, Article 2: "B-2 General Business District as; and,

WHEREAS, the proposed use for retail meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed office building on March 2, 2021 and recommended approval; and,

WHEREAS, The Findings of Fact are included as Exhibit A of this resolution and are adopted upon approving this resolution; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on March 16, 2021;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota that the requested site plans for a liquor store located at 10 6th Ave SE, is hereby approved with the following conditions:

1) Conditions in the City Engineer memo dated February 23, 2021 shall be met.

This resolution was duly adopted by the Isanti City Council this 16th day of March 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Exhibit A

FINDINGS OF FACT AND CONCLUSION

Request

Request from the City of Isanti for Site Plan Approval of a municipal liquor store located at 10 6th Ave SE PID 16.029.2100

Findings of Fact

1. The applicant City of Isanti, submitted an application for Site Plan Review of a liquor store located at 10 6th Ave SE, PID 16.029.2100
2. The property is zoned B-2, General Business District. In which, the use is permitted.
3. The proposed new use would meet the requirements as noted within the Zoning Ordinance for requiring site plan/building appearance approval prior to construction.
4. The applicant would appear to have met the requirements for approving the construction of a liquor store as stipulated in the zoning code.
5. A public hearing was held at the Planning Commission on March2, 2021.
6. Notice of the Site Plan Review request was published within the Isanti County News on February 18, 2021. Notices were sent to all property owners located within 350 feet of the subject property.

Conclusions

1. In review of the standards established in Section 18, Subdivision 7, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:
   - A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.
     The proposal would appear to be consistent with the elements and objectives of the City's development guides and the Comprehensive Plan in that the space is adding retail space to a targeted area.
   - B. Consistency with City Codes.
     A review of the proposal against zoning ordinance requirement has been completed. The requirements would appear to have been met by the proposal as presented for the site plan review.
   - C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
     The site will be preserved to the fullest extent possible. There are a minimal number of existing trees which are not significant or worth saving. However, trees will be added. The east side of the lot will remain in its natural state.
   - D. The amount and location of open space and landscaping.

The amount of landscaping will meet code and open space requirements will be met. Sod and irrigation are required on all disturbed areas of the lot, except where prairie/natural plantings are located.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
Parking meets code requirements. In addition, some of the stalls are designed for trailer/boat parking which will complement the proposed use.

F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
The drainage/grading have been reviewed by the City Engineer. The proposed lighting meets code requirements and does not spill off of the property.

G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.
The plans have been reviewed and approved by the City Engineer.

Decision

The Planning Commission reviewed the request in a public hearing on March 2, 2021. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Lundeen, second by Collison to recommend approval of the site plan as presented for a liquor store at 10 6th Ave SE, PID 16.029.2100 with the following conditions:

1. Conditions in the City Engineer memo dated February 23, 2021 shall be met

Motion carried unanimously 6-0.

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 23, 2021

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Liquor Store Site Plan - Engineering Review
City of Isanti, MN
Project No.: 0R1.123019

We have reviewed the Site Plan entitled "Isanti Liquor Store" received on February 23, 2021 with a signature date of 2/23/2021. We have also reviewed the storm water analysis documents submitted with the site plan.

The project includes the construction of a new liquor store building, parking lot and storm water infiltration basin. The site plan includes 48 single car parking stalls, 12 trailer parking stalls, storm water treatment, sewer and water service extensions, a loading ramp, and site grading.

We have reviewed the submitted documents and have the following comments:

Site Plan:

1. No comments.

Storm Water Analysis:

2. No comments.

Permits (To be completed prior to construction):

1. NPDES - Construction Storm Water General Permit
    a. An erosion control permit will be needed prior to beginning construction.
2. Minnesota Department of Health - Watermain Extension Permit
    a. A watermain extension permit will be needed prior to beginning construction.
3. MPCA – Sanitary Sewer Extension Permit
    a. A sanitary sewer extension permit will be needed prior to beginning construction.

Permits shall be approved and in hand prior to beginning construction.

We recommend approval of the documents as submitted.

Bolton & Menk is an equal opportunity employer.

LEGEND:

- 4" CONCRETE WALK
- 7" CONCRETE PAVEMENT/WALK
- BITUMINOUS PAVEMENT
- HEATED CONCRETE TUBING (SEE ARCHITECTURAL PLAN)
- B618 CONCRETE C&G
- B618 OUTFALL C&G
- MOUNTABLE CONCRETE C&G
- FULL KNOCKDOWN B618 C&G
- STORM MANHOLES & CATCH BASINS
- LIGHT POLES (BY OTHERS)
- CONSTRUCTION LIMITS

NOTE:

1. ALL CURB DIMENSIONS ARE FACE TO FACE OF CURB UNLESS OTHERWISE NOTED.
2. ALL CURB RADII MEASURED AT BACK OF CURB UNLESS OTHERWISE NOTED.

PUBLIC UTILITY EASEMENT, PER DOC. # 379214

D&U EASEMENT, PER DOC. # 371919

DRAINAGE AND STORM WATER PONDING EASEMENT IN FAVOR OF THE CITY, PER DOC. # 379209

PROPERTY LINE

PROTECT OAK TREE

MATCH EXISTING CURB & GUTTER

SEE CONCRETE VALLEY GUTTER DETAIL

R20'

3' TRANSITION

4'

R205.67'

24.03'

R2.5'

26'

R2.5'

R15'

56.23'

3' TAPER

DUMPSTER ENCLOSURE
SEE ARCHITECTURAL PLANS

R25'

6'

64'

4'

6'

R5'

R20'

5' TAPER

6'

25.17'

R25'

4.47'

3' TRANSITION

MATCH EXISTING CURB & GUTTER

NEW LIGHT POLE LOCATION

ROW

6'

LIQUOR STORE
F.F.E. 944.8

R25'

77.23'

20'

10' TAPER

SEE ARCHITECTURAL DETAILS
FOR PIPE RAIL EMBED & WALL

12'

27'

INSTALL TRANSFORMER PAD
SEE SPECIFICATIONS

MATCH EXISTING CURB & GUTTER

MATCH EXISTING WALK
VERIFY ADA COMPLIANCE

4 EA - BIKE RACK (SEE DETAIL)

9.29' TAPER

16'

4.6'

46'

4'

GAS METER LOCATION (SEE MECHANICAL PLANS)

R2.5'

R5'

R15'

MATCH EXISTING CURB & GUTTER

R25'

R5'

R6.5'

9.5' TAPER

8.32'

INSTALL BOLLARD 1' FROM BLD CORNER

R49.33'

17.33'

R63'

R25'

R10'

R0.5'

36'

R0.5'

38'

R0.5'

36'

R0.5'

SEE CONCRETE VALLEY GUTTER DETAIL

R5'

R1.5'

BITUMINOUS IN STREET PAID
AS BITUMINOUS PATCH SPECIAL (STREET)

R25'

25.87'

25.95'

38.05'

38.13'

38.25'

38.33'

R25'

MATCH EXISTING CURB & GUTTER

R50'

R15'

INSTALL 12' CURB CUT FOR SNOW REMOVAL

16.5 foot wide communication easement in favor of Northwestern Bell Telephone Company (now CenturyLink), per doc. no. 181439 and 232193

10 foot wide "work space" for communication easement in favor of Northwestern Bell Telephone Company (now CenturyLink), per doc. no. 181439 and 232193

STORM WATER INFILTRATION BASIN
BOT EL: 933.00

PROPERTY LINE

20 foot wide trail easement in favor of City of Isanti per doc. no. 413616

0 25 50
SCALE FEET

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Jason W. Cook, P.E.
LIC. NO. 47541 DATE 02/23/2021

BOLTON & MENK

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

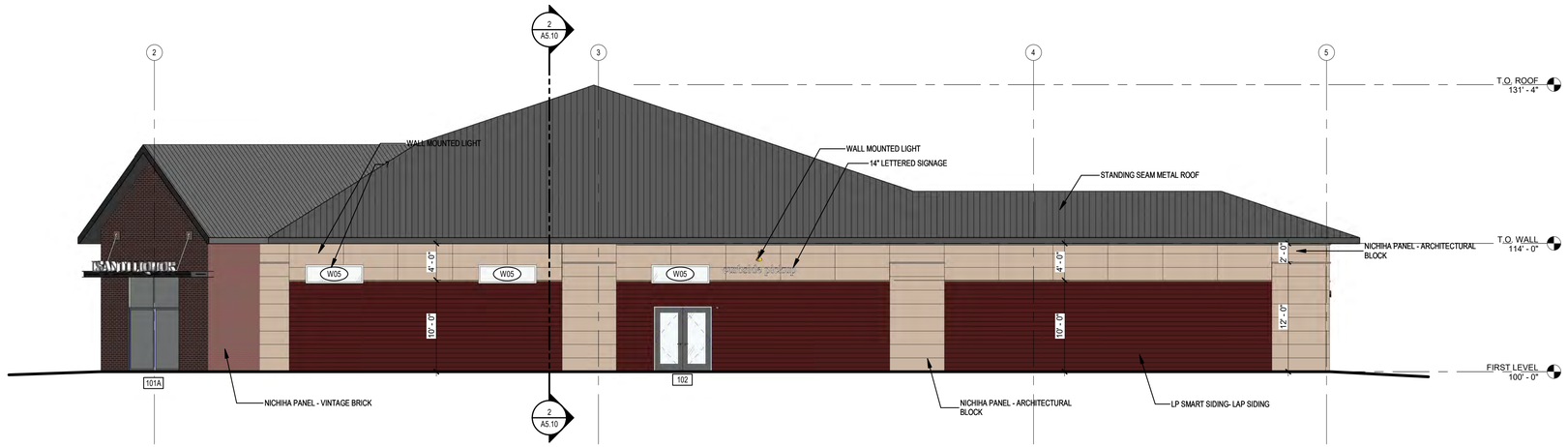
DESIGNED	JWC
DRAWN	JML
CHECKED	JWC
CLIENT PROJ. NO.	0R1.123019

NO.	ISSUED FOR	DATE

ISANTI, MN
ISANTI LIQUOR STORE
SITE PLAN

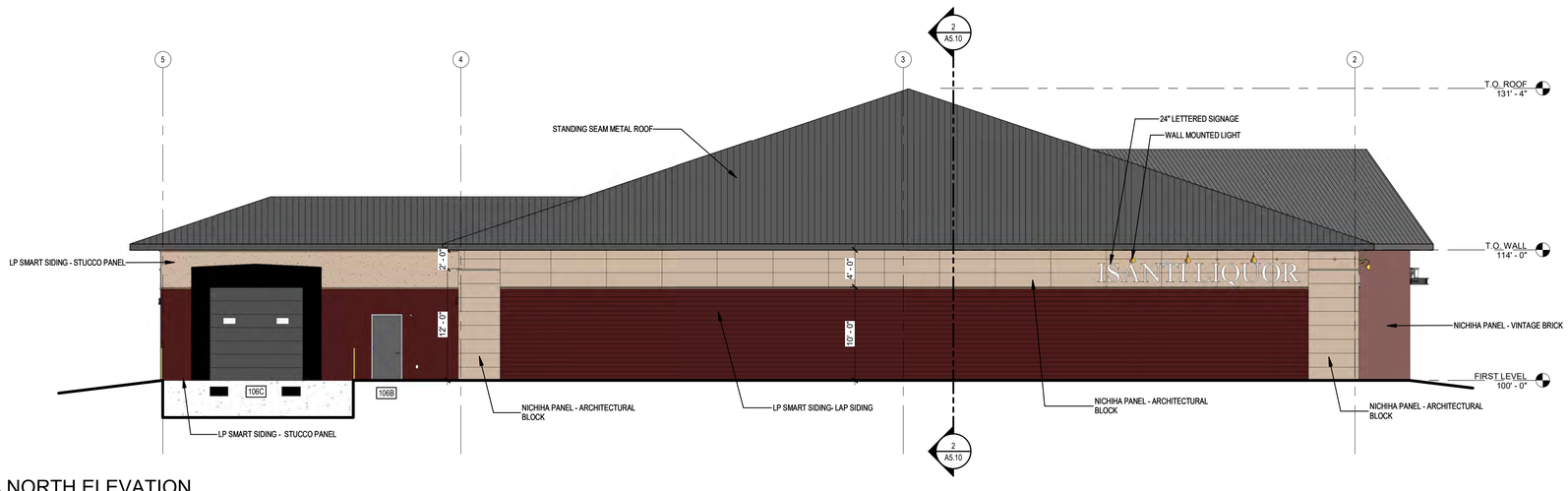
SHEET 12 OF 16

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1 SOUTH ELEVATION
1/8" = 1'-0"

- LP SMART SIDING - LAP SIDING - REDWOOD RED
- LP SMART SIDING - STUCCO PANEL - REDWOOD RED
- LP SMART SIDING - STUCCO PANEL - TERRA BROWN
- NICHIHA ARCHITECTURAL BLOCK - TUSCAN
- NICHIHA VINTAGE BRICK - ALEXANDRIA BUFF
- AMCON ROCK FACE CMU - HERSHEY
- STANDING SEAM METAL ROOF - BRONZE
- COMPOSITE DECK BOARD



2 NORTH ELEVATION
1/8" = 1'-0"

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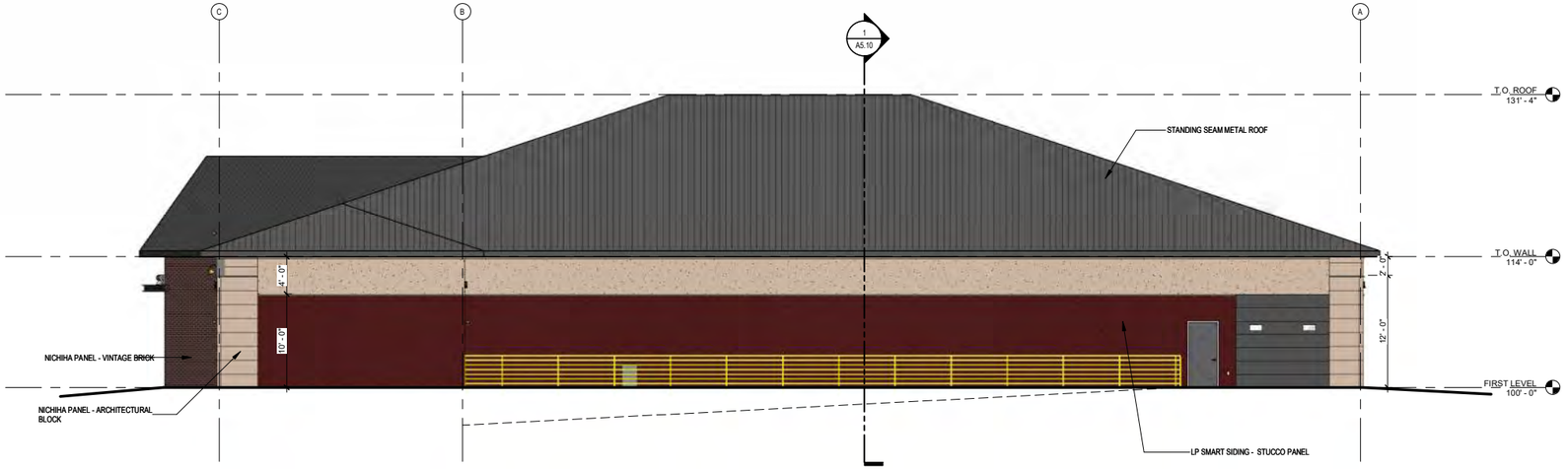
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CHECKED BY: Checker
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ISANTI MUNICIPAL LIQUOR STORE
CITY OF ISANTI 10 6TH AVE SE
ISANTI, MN 55040

BUILDING ELEVATIONS

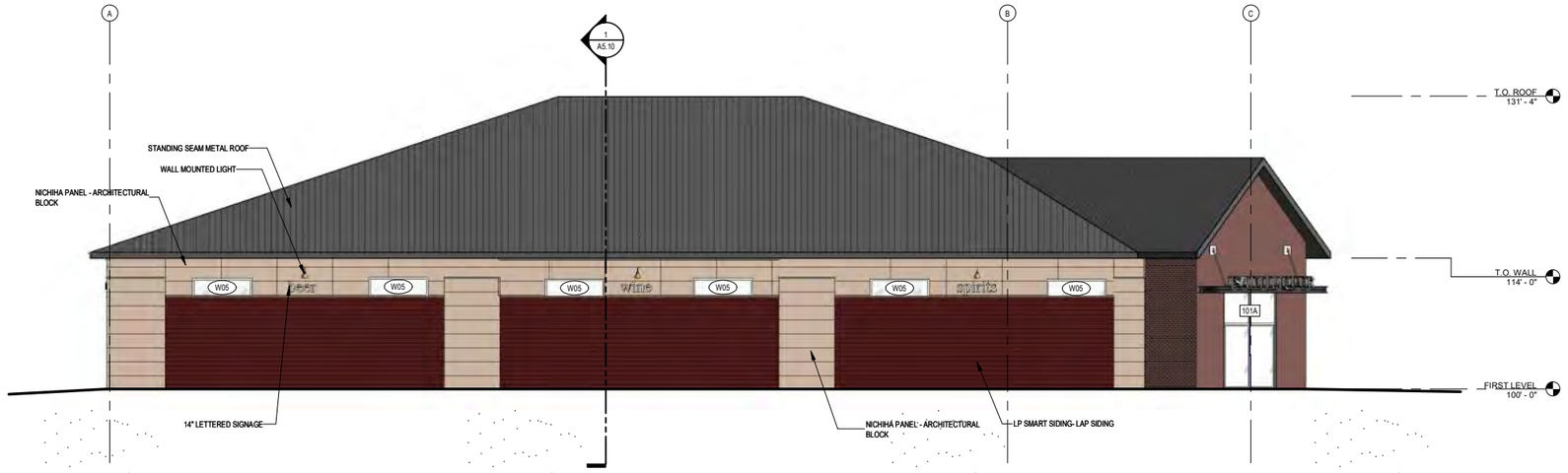
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1 EAST ELEVATION
1/8" = 1'-0"

- LP SMART SIDING - LAP SIDING - REDWOOD RED
- LP SMART SIDING - STUCCO PANEL - REDWOOD RED
- LP SMART SIDING - STUCCO PANEL - TERRA BROWN
- NICHIHA ARCHITECTURAL BLOCK - TUSCAN
- NICHIHA VINTAGE BRICK - ALEXANDRIA BUFF
- AMCON ROCK FACE CMU - HERSHEY
- STANDING SEAM METAL ROOF - BRONZE
- COMPOSITE DECK BOARD



2 WEST ELEVATION
1/8" = 1'-0"



3 MAIN ENTRANCE
1/8" = 1'-0"

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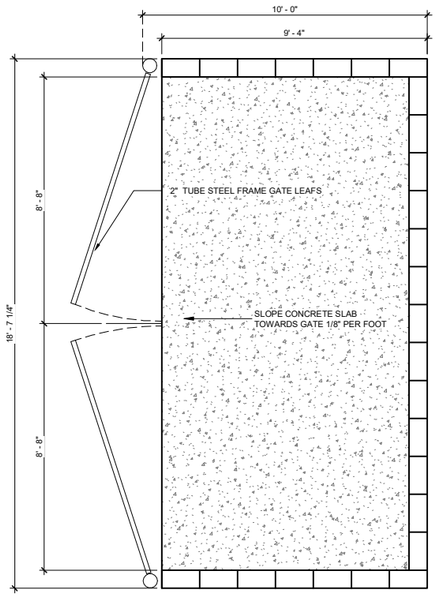
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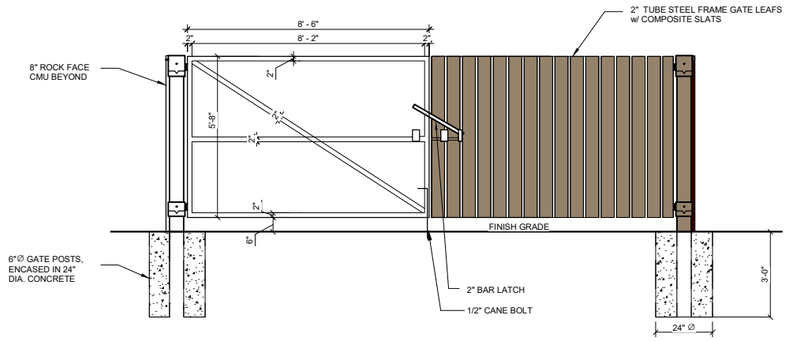
BUILDING ELEVATIONS

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1 DUMPSTER ENCLOSURE
3/8" = 1'-0"



2 DUMPSTER ENCLOSURE ELEVATION VIEW
3/8" = 1'-0"

LP SMART SIDING - LAP SIDING - REDWOOD RED

LP SMART SIDING - STUCCO PANEL - REDWOOD RED

LP SMART SIDING - STUCCO PANEL - TERRA BROWN

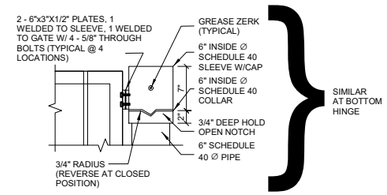
NICHIHA ARCHITECTURAL BLOCK - TUSCAN

NICHIHA VINTAGE BRICK - ALEXANDRIA BUFF

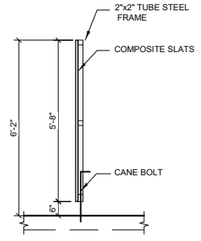
AMCON ROCK FACE CMU - HERSHEY

STANDING SEAM METAL ROOF - BRONZE

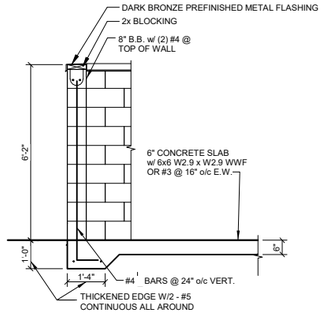
COMPOSITE DECK BOARD



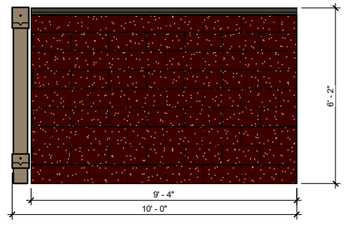
3 GATE HINGE DETAIL
1" = 1'-0"



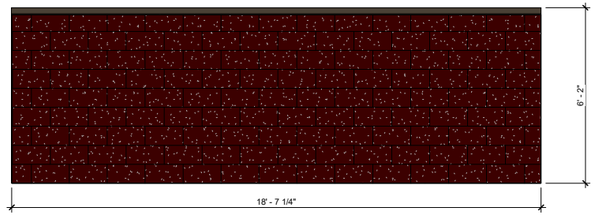
4 GATE SECTION
3/8" = 1'-0"



5 WALL SECTION
3/8" = 1'-0"



6 NORTH/SOUTH DUMPSTER ELEVATION
3/8" = 1'-0"



7 WEST DUMPSTER ELEVATION
3/8" = 1'-0"

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CITY OF ISANTI 10 6TH AVE SE
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EXTERIOR ELEVATIONS

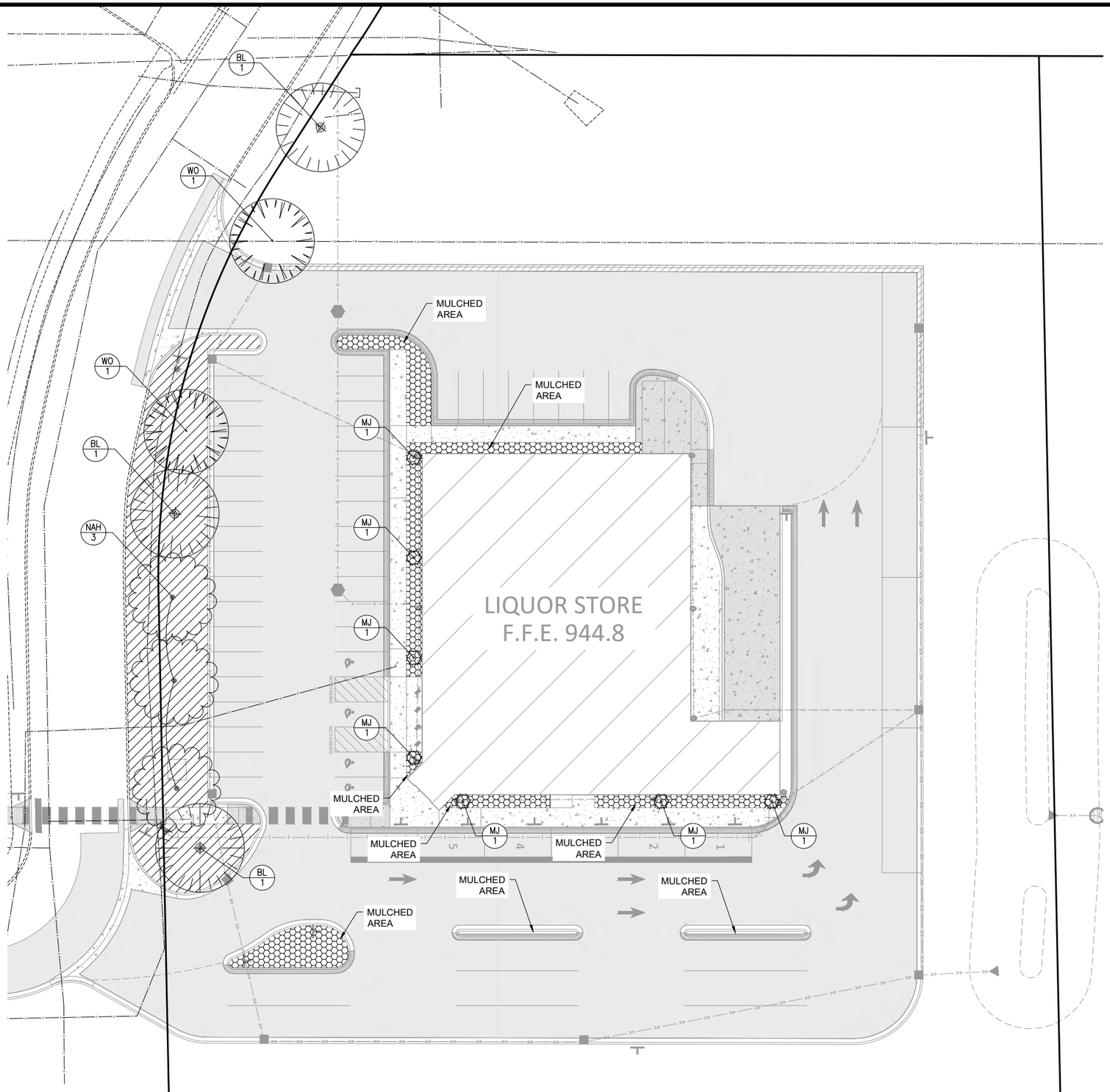
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NORTH

0 10 20

SCALE (IN FEET)



PLANT SCHEDULE						
ITEM	SYM.	COMMON NAME	BOTANICAL NAME	QTY	MIN SIZE	MAX SIZE
SHADE TREE						
	NAH	Northern Acclaim Honeylocust	Gleditsia triacanthos var. inermis 'Harve'	3	2.5" Cal.	H: 35-45' W: 30-35'
	WO	Whtie Oak	Quercus alba	2	2.5" Cal.	H: 60-80' W: 60-80'
	BL	Boulevard Linden	Tilia americana 'Boulevard'	3	2.5" Cal.	H: 60' W: 30'
Evergreen Tree						
	MJ	Medora Juniper	Juniperus scopulorum 'Medora'	6	6' Height	H: 10-12' W: 2-3'
PERENNIAL						
	HB	Hairy Beardtongue	Penstemon hirsutus	12	1 Gal.	H: 18" W: 18"
	BES	Black Eyed Susan	Rudbeckia fulgida 'Goldsturm'	72	1 Gal.	H: 24-36"' W: 24-30"
	HV	Hoary Vervain	Verbena stricta	61	1 Gal.	H: 24" W: 10-12"
ORNAMENTAL GRASS						
	BB	Big Bluestem	Andropogon gerardii	29	3 Gal.	H: 7' W: 2-3'
	PD	Prairie Dropseed	Sporobolus heterolepis	18	4 Gal.	H: 2' W: 2-3'

	PROPOSED SPRINKLER IRRIGATION ZONE		PROPOSED DRIP-LINE IRRIGATION ZONE
	PROPOSED SHADE TREE NAH - NORTHERN ACCLAIM HONEYLOCUST		PROPOSED PERENNIAL HB - HAIRY BEARDTONGUE
	PROPOSED SHADE TREE WO - WHITE OAK		PROPOSED PERENNIAL BES - BLACK EYED SUSAN
	PROPOSED SHADE TREE BL - BOULEVARD LINDEN		PROPOSED PERENNIAL HV - HOARY VERVAIN
	PROPOSED EVERGREEN TREE SHJ - SKY HIGH JUNIPER		PROPOSED ORNAMENTAL GRASS BB - BIG BLUESTEM
			PROPOSED ORNAMENTAL GRASS PD - PRAIRIE DROPSEED

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ISANTI MUNICIPAL LIQUOR STORE
CITY OF ISANTI
ISANTI, MINNESOTA

LANDSCAPE PLAN

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SHEET OF

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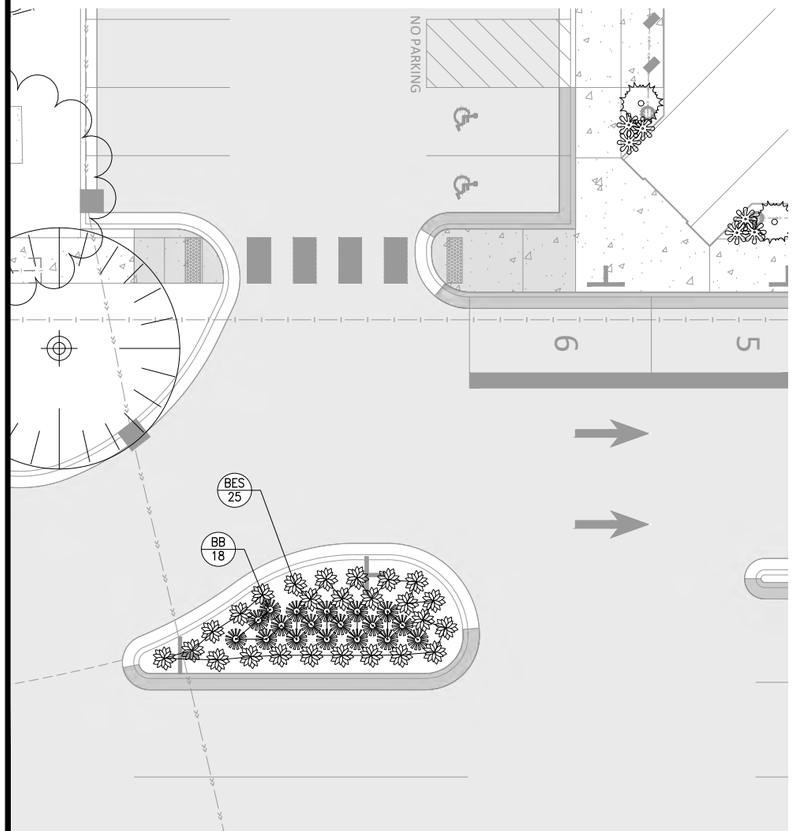
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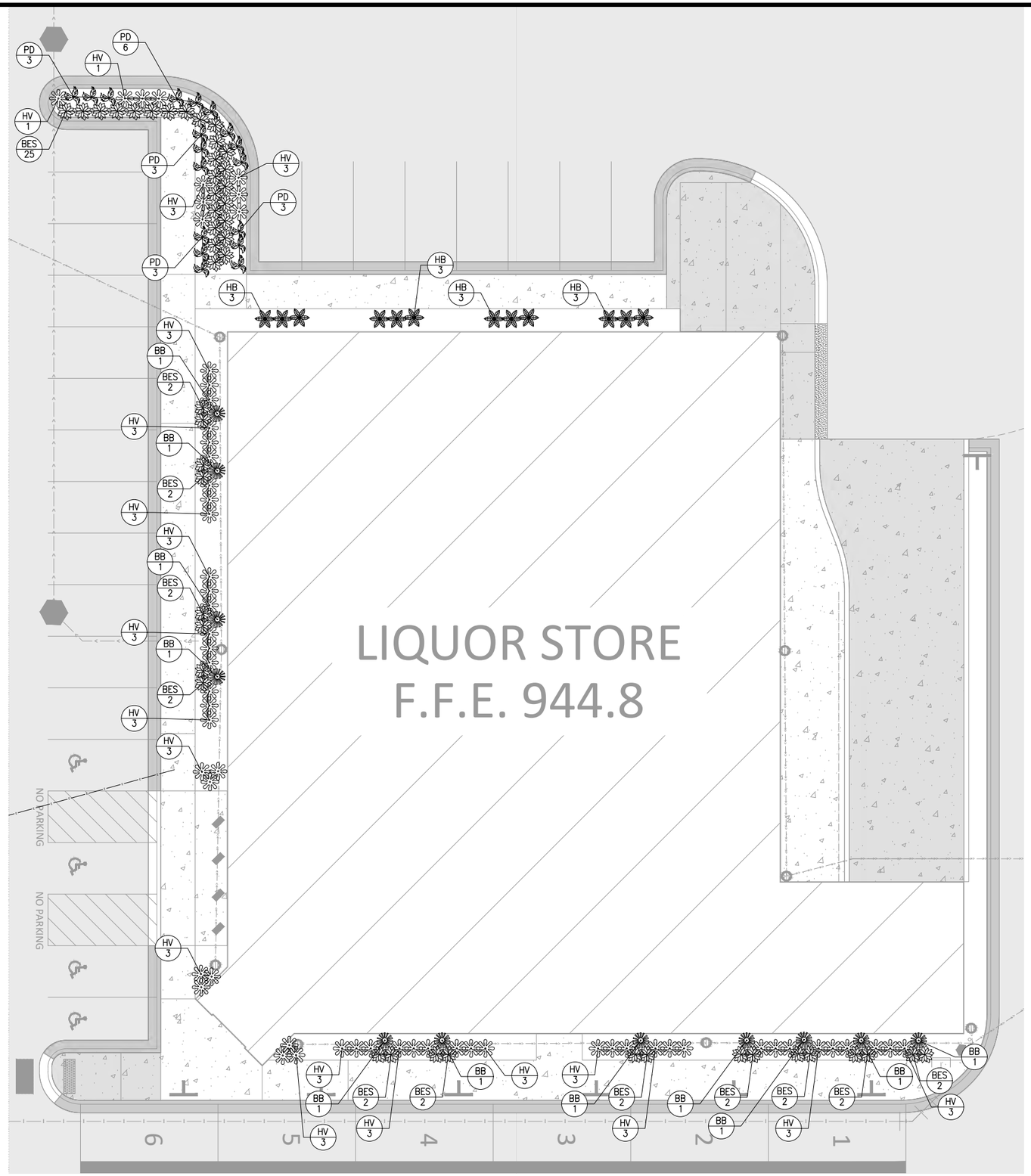
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SCALE (IN FEET)

	PROPOSED SPRINKLER IRRIGATION ZONE		PROPOSED DRIP-LINE IRRIGATION ZONE
	PROPOSED SHADE TREE NAH - NORTHERN ACCLAIM HONEYLOCUST		PROPOSED PERENNIAL HB - HAIRY BEARDTONGUE
	PROPOSED SHADE TREE WO - WHITE OAK		PROPOSED PERENNIAL BES - BLACK EYED SUSAN
	PROPOSED SHADE TREE BL - BOULEVARD LINDEN		PROPOSED PERENNIAL HV - HOARY VERVAIN
	PROPOSED EVERGREEN TREE SHJ - SKY HIGH JUNIPER		PROPOSED ORNAMENTAL GRASS BB - BIG BLUESTEM
			PROPOSED ORNAMENTAL GRASS PD - PRAIRIE DROPSEED





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ISANTI MUNICIPAL LIQUOR STORE
CITY OF ISANTI
ISANTI, MINNESOTA

ENLARGED LANDSCAPE PLAN

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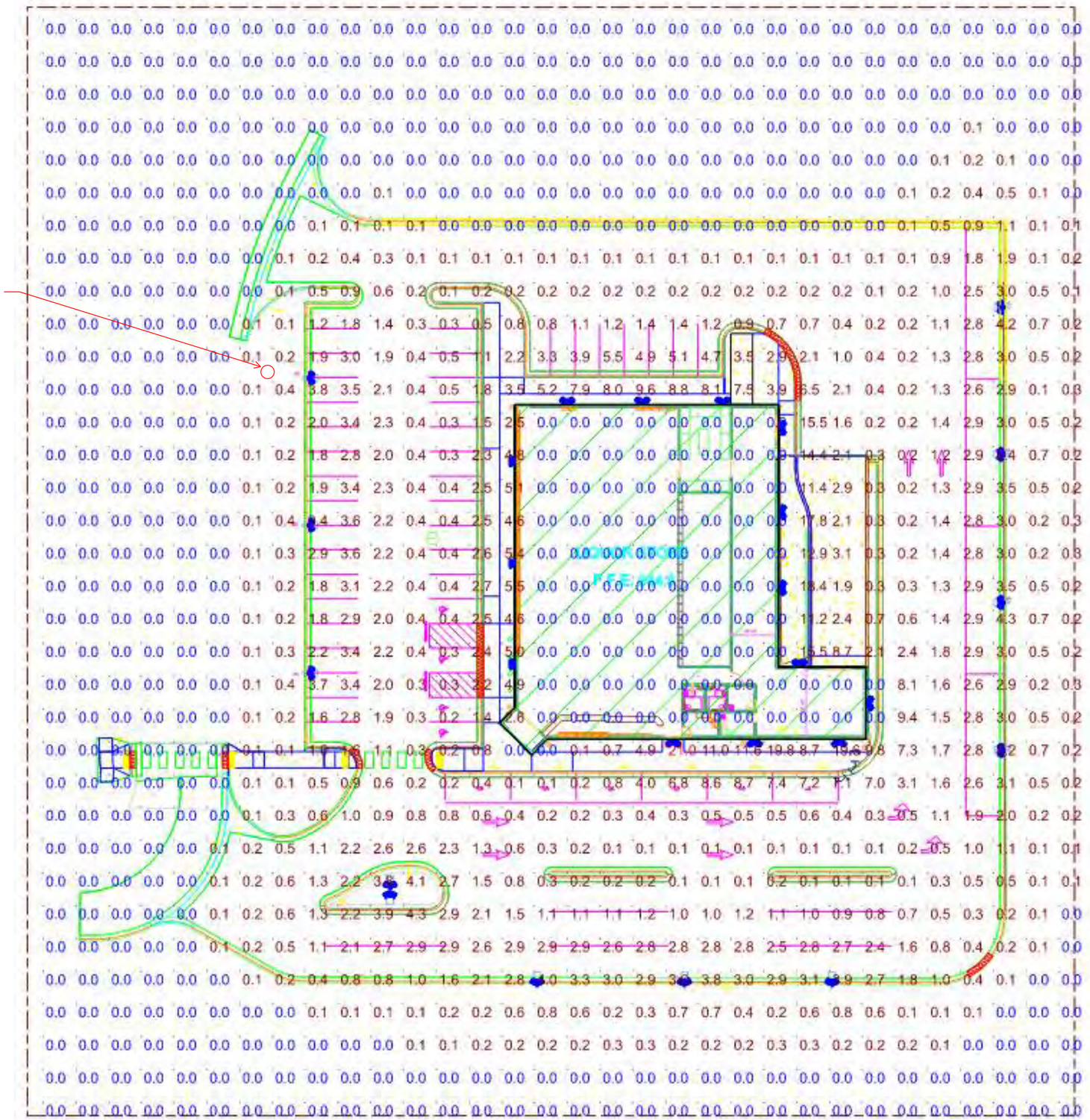
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AVERAGE 1.7 FOOT CANDLES

EXISTING LIGHT FIXTURE. TBD



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JAMES W. SZLISTEK --- LIC# 25395

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ISANTI LIQUOR
CITY OF ISANTI
ISANTI, MN

PHOTOMETRIC CALCULATION

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E4.11

GENERAL NOTES

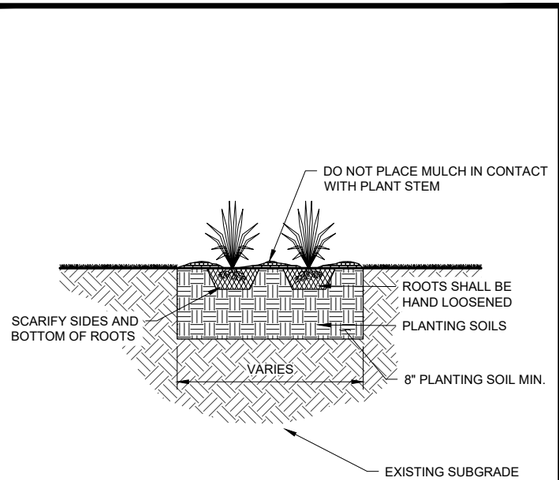
1. REMOVE ALL BURLAP FROM THE TOP OF ROOT BALL. REMOVE ALL GREEN TREATED BURLAP. REMOVE ALL PLANT IDENTIFICATION TAGS FROM ALL PLANT MATERIALS.
2. KEEP ALL PLANT MATERIALS MOIST AND SHADED UNTIL PLANTED.
3. FOR CONTAINER PLANTS: MAKE 4 TO 5 VERTICAL CUTS IN ROOT BALL AFTER PLANT HAS BEEN REMOVED. MAKE CUTS 1/2" DEEP. PLANT IMMEDIATELY.
4. SPREAD MULCH SO THAT IT IS NOT IN CONTACT WITH WOODY BASE OF PLANT.
5. MULCH AT BASE OF TREES 5'-0" DIAMETER RING WHERE TREES ARE LOCATED IN OPEN GRASS AREAS.
6. THESE NOTES ARE FOR GENERAL REFERENCE IN CONJUNCTION WITH DETAILS, ADDENDA AND CHANGE ORDERS ASSOCIATED WITH THE CONTRACT DOCUMENTS.
7. LANDSCAPE CONTRACTOR SHALL COORDINATE ALL WORK WITH OTHER TRADES PRIOR TO INSTALLATION.
8. LANDSCAPE CONTRACTOR SHALL BECOME FAMILIAR WITH THE LOCATION OF ALL EXISTING AND FUTURE UNDERGROUND SERVICES AND IMPROVEMENTS WHICH MAY CONFLICT WITH WORK TO BE DONE.
9. FINE GRADING AND EDGING SHALL BE APPROVED PRIOR TO PLANTING OPERATIONS.
10. PLANT MATERIAL SHALL NOT BE INSTALLED IN AN AREA WHICH WILL CAUSE HARM TO ADJACENT STRUCTURES. NOTIFY THE ARCHITECT SHOULD CONFLICTS ARISE.
11. UNLESS OTHERWISE NOTED, FINISH GRADE OF PLANTING AREAS SHALL BE 2" BELOW ADJACENT PAVING. TAPER 3" DEPTH MULCH TOP DRESSING TO 1/2" BELOW ADJACENT PAVING (1 1/2" DEPTH) WITHIN 2" OF PAVING.
12. ALL EXISTING TREES, SHRUBS, VINES AND GROUND COVERS TO REMAIN SHALL BE PROTECTED. ANY DAMAGE CAUSED BY CONTRACTOR'S WORK OR NEGLIGENCE SHALL BE REPLACED OR REPAIRED AT THE CONTRACTORS EXPENSE TO THE SATISFACTION OF THE OWNER.
13. LANDSCAPE CONTRACTOR SHALL ASSURE COMPLIANCE WITH APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK AND MATERIALS SUPPLIED.
14. LANDSCAPE CONTRACTOR SHALL PROTECT EXISTING ROADS, CURB AND GUTTER, TRAILS, TREES, LAWNS AND SITE ELEMENTS DURING CONSTRUCTION. DAMAGE TO THESE ITEM SHALL BE REPAIRED AT NO COST TO OWNER.
15. UNDERGROUND SERVICES SHALL BE INSTALLED SO THAT TRENCHES DO NOT CUT THROUGH ROOT SYSTEMS OF EXISTING TREES TO REMAIN.
16. LANDSCAPE CONTRACTOR SHALL REVIEW THE SITE FOR DEFICIENCIES IN SITE CONDITIONS WHICH MIGHT NEGATIVELY AFFECT PLANT MATERIALS ESTABLISHMENT, SURVIVAL OR WARRANTY. UNDESIRABLE SITE CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO BEGINNING OF WORK.
17. LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR ONGOING MAINTENANCE OF NEWLY INSTALLED MATERIALS UNTIL TIME OF SUBSTANTIAL COMPLETION. REPAIR OF ACTS OF VANDALISM OR DAMAGE WHICH MAY HAVE OCCURRED PRIOR TO SUBSTANTIAL COMPLETION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
18. EXISTING TREES OR SIGNIFICANT SHRUB MASSING FOUND ON SITE SHALL BE PROTECTED AND SAVED UNLESS NOTED TO BE REMOVED OR ARE LOCATED IN AN AREA TO BE GRADED. QUESTIONS REGARDING EXISTING PLANT MATERIALS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO REMOVAL.
19. EXISTING TREES TO REMAIN, UPON DIRECTION OF ARCHITECT, SHALL BE FERTILIZED AND PRUNED TO REMOVE DEAD WOOD, DAMAGED AND RUBBING BRANCHES.
20. SYMBOLS ON PLAN DRAWING TAKE PRECEDENCE OVER SCHEDULES IF DISCREPANCIES IN QUANTITIES EXIST. DETAILS TAKE PRECEDENCE OVER NOTES.
21. IT IS CONTRACTOR'S RESPONSIBILITY TO SALVAGE TREES INDICATED ON PLAN,VERIFY EXACT PLANT TYPE, KEEP MOIST AND IN GOOD CONDITION DURING CONSTRUCTION, AND REPLANT ACCORDING TO PLANTING PLAN.

PLANTING NOTES

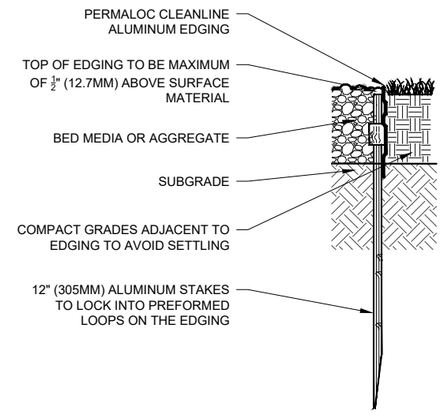
1. LANDSCAPE CONTRACTOR SHALL LAY OUT PLANT MATERIAL PER PLAN AND FACE TO GIVE BEST APPEARANCE OR RELATION TO ADJACENT PLANTS, STRUCTURES OR VIEWS. CONTRACTOR TO OBTAIN APPROVAL FROM ARCHITECT PRIOR TO INSTALLATION.
2. PLANT LOCATIONS ARE DIAGRAMMATIC AND MAY BE ADJUSTED IN THE FIELD AT THE ARCHITECT'S REQUEST PRIOR TO INSTALLATION. OBTAIN APPROVAL OF PLANT LAYOUT FROM ARCHITECT PRIOR TO PLANTING.
3. MULCH AREAS IDENTIFIED ARE TO RECEIVE 3" OF BLACK RUBBERIZED MULCH OVER 4 OZ. WEED FABRIC, DEWITT "WEED BARRIER' OR APPROVED EQUAL.
4. ALL NEWLY PLANTED MATERIAL SHALL BE THOROUGHLY SOAKED WITH WATER WITHIN 3 HOURS OF PLANTING.
5. THIRTY DAYS AFTER PLANTING, CONTRACTOR SHALL RE-STAKE AND STRAIGHTEN TREES AS NECESSARY.
6. LANDSCAPE CONTRACTOR SHALL THOROUGHLY LOOSEN ANY COMPACTED SUBGRADES PRIOR TO PLACING TOPSOIL, TO A MINIMUM DEPTH OF 10". ROLL SUBGRADES TO PREVENT SETTLING.
7. CONTRACTOR WILL RE-USE EXISTING TOPSOIL FROM SITE AND BRING TO FINISH GRADE WITH 4" OF TOPSOIL IN ALL LAWN AREAS, AND 12" OF TOPSOIL IN ALL PLANTING BED NOT ADJACENT TO BUILDING.
8. LANDSCAPE CONTRACTOR SHALL REMOVE SOD, CONTAMINATED SOILS, MISCELLANEOUS WASTE MATERIALS FROM AREAS TO BE PLANTED AND SEEDED. CONTRACTOR SHALL LOOSEN COMPACTED SUBSOILS BY TILLING AND IMPORT NEW TOPSOIL AS REQUIRED TO RESTORE GRADES AND MAINTAIN POSITIVE DRAINAGE AWAY FROM THE BUILDING. VERIFY FINAL LIMITS OF AREAS WITH ARCHITECT PRIOR TO COMMENCING. OPERATIONS.
9. KEEP ALL PLANT MATERIALS MOIST AND SHADED UNTIL PLANTED.
10. NO PLANT MATERIAL SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVAL IS GRANTED BY THE ARCHITECT TO THE LANDSCAPE CONTRACTOR PRIOR TO THE SUBMISSION OF BID.
11. PLANT MATERIALS TO BE INSTALLED PER PLANT DETAILS.
12. PLANT MATERIALS SHALL BE FERTILIZED UPON INSTALLATION WITH DRIED BONE MEAL, OR OTHER APPROVED FERTILIZER MIXED IN WITH THE PLANTING SOIL PER THE MANUFACTURER'S INSTRUCTIONS OR MAY BE TREATED FOR SUMMER AND FALL INSTALLATION WITH AN APPLICATION OF GRANULAR 10-0-5 OF 10 OZ. PER 2.5" CALIPER TREE AND 6 OZ. PER SHRUB.
13. PLANTING AREAS RECEIVING PERENNIALS SHALL RECEIVE A MINIMUM OF 18" DEPTH OF PLANTING SOIL CONSISTING OF 45 PARTS TOPSOIL, 45 PARTS SCREENED COMPOST AND 10 PARTS SAND.
14. PERENNIAL AND SHRUB BEDS ARE TO RECEIVE APPLICATION OF PRE - EMERGENT HERBICIDE (PREEN OR APPROVED EQUAL) FOLLOWED BY 3" DEEP MULCH.
15. LANDSCAPE CONTRACTOR SHALL WARRANTY NEW PLANT MATERIAL THROUGH ONE CALENDAR YEARS FROM DATE OF SUBSTANTIAL COMPLETION.
16. CONTRACTOR SHALL HAVE SUFFICIENT WATERING EQUIPMENT AND/OR FORCES AVAILABLE TO COMPLETELY WATER ALL PLANT MATERIALS ONCE EACH WEEK THROUGH THE WARRANTY PERIOD. WATERING INTERVALS SHALL BE VARIED AND BASED ON PREVAILING MOISTURE AND WEATHER CONDITIONS.
17. NO SOIL IS TO BE PLACED ON TOP OF WEED BARRIER FABRIC.

PLANT SCHEDULE

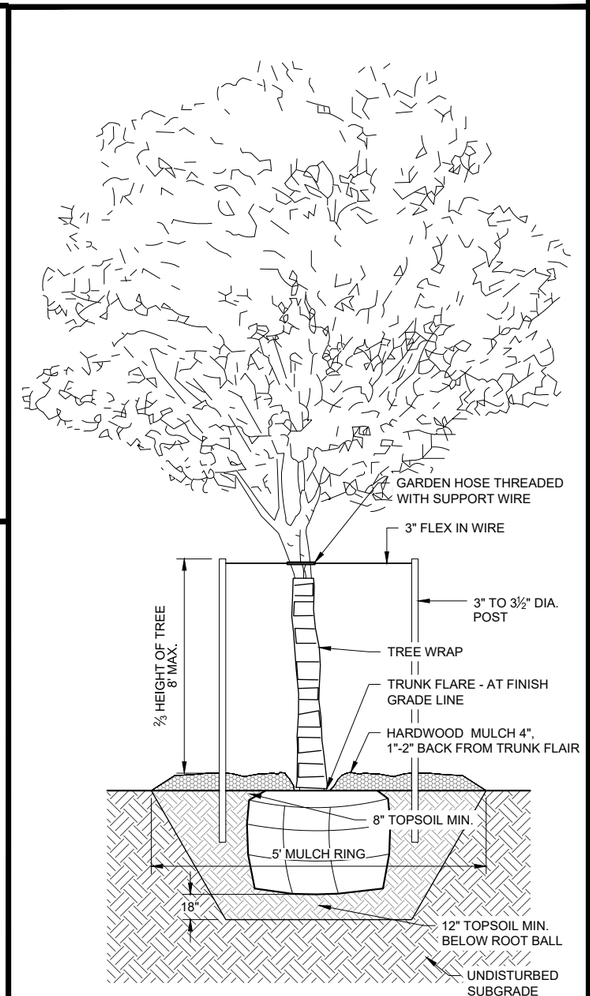
ITEM	SYM.	COMMON NAME	BOTANICAL NAME	QTY	MIN SIZE	MAX SIZE
SHADE TREE						
	NAH	Northern Acclaim Honeylocust	Gleditsia triacanthos var. inermis 'Harve'	3	2.5" Cal.	H: 35-45' W: 30-35'
	WO	White Oak	Quercus alba	2	2.5" Cal.	H: 60-80' W: 60-80'
	BL	Boulevard Linden	Tilia americana 'Boulevard'	3	2.5" Cal.	H: 60' W: 30'
Evergreen Tree						
	MJ	Medora Juniper	Juniperus scopulorum 'Medora'	6	6' Height	H: 10-12' W: 2-3'
PERENNIAL						
	HB	Hairy Beardtongue	Penstemon hirsutus	12	1 Gal.	H: 18" W: 18"
	BES	Black Eyed Susan	Rudbeckia fulgida 'Goldsturm'	72	1 Gal.	H: 24-36"' W: 24-30"
	HV	Hoary Vervain	Verbena stricta	61	1 Gal.	H: 24"' W: 10-12"
ORNAMENTAL GRASS						
	BB	Big Bluestem	Andropogon gerardii	29	3 Gal.	H: 7" W: 2-3'
	PD	Prairie Dropseed	Sporobolus heterolepis	18	4 Gal.	H: 2' W: 2-3'



PERENNIAL PLANTING DETAIL
SCALE: NONE



PERMALOC ALUMINUM EDGING DETAIL
SCALE: NONE



TREE PLANTING DETAIL
SCALE: NONE

J:\City of Isanti-32474\2021-10036\CADD\Landscape\L-DT-2021-10036.dwg Plotted by:Ryan Hermes 2/23/2021 5:29:03 PM
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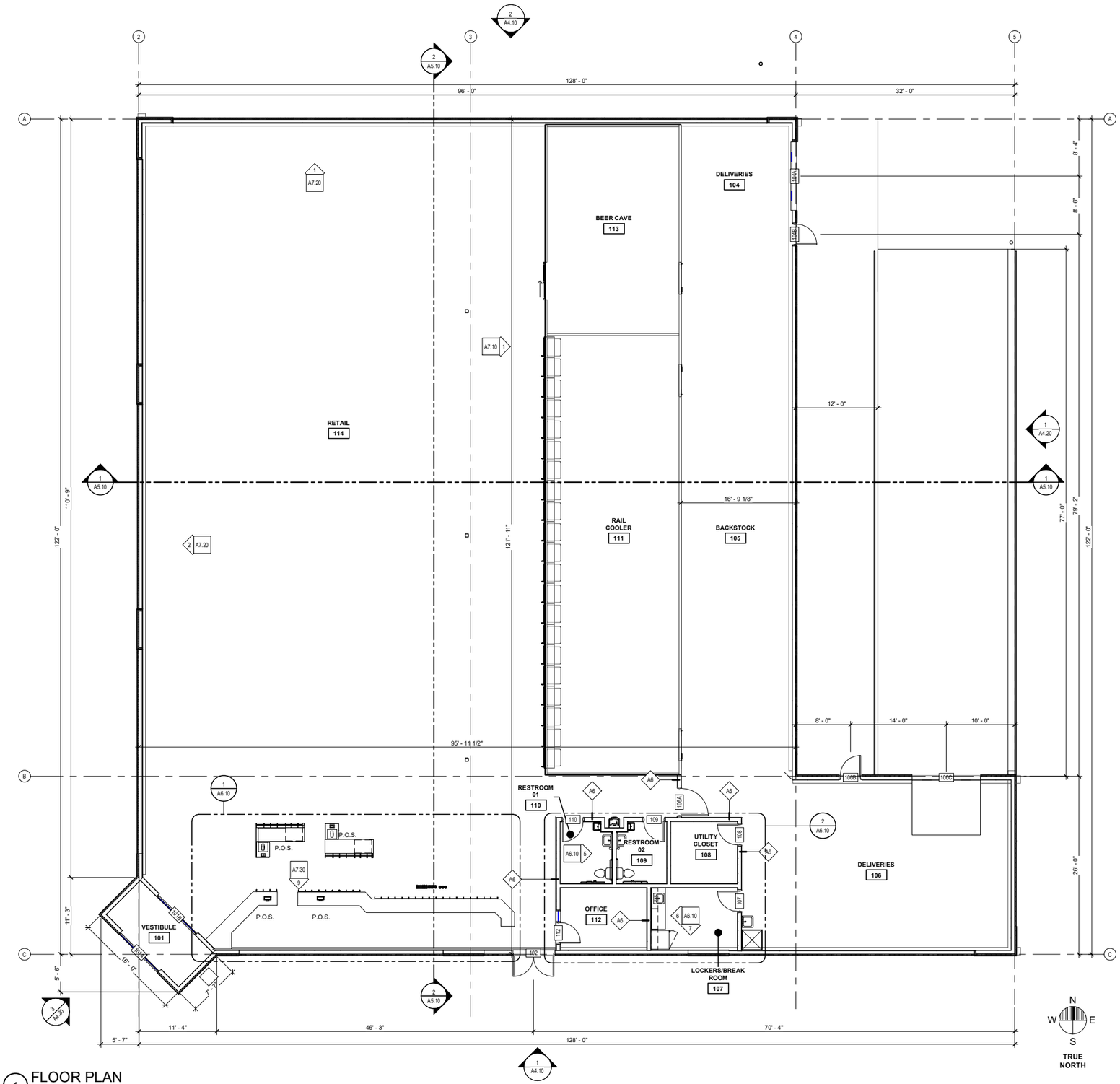
DATE | REV# | REVISIONS DESCRIPTION | BY

DATE: FEBRUARY 2021
SCALE: AS SHOWN
DRAWN BY: AUTHOR
CHECKED BY: CHECKER
JOB NUMBER: 2021-10036

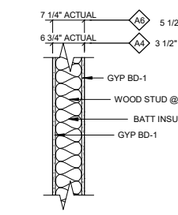
LIC. NO. | DATE

ISANTI MUNICIPAL LIQUOR STORE
CITY OF ISANTI
ISANTI, MINNESOTA
LANDSCAPE DETAILS

SHEET NO.
L1.00

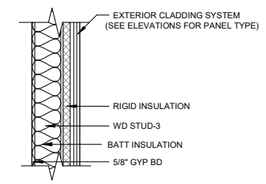


1 FLOOR PLAN
1/8" = 1'-0"

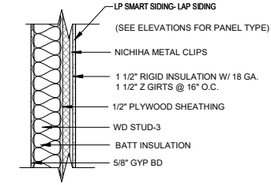


A PARTITION TYPE SERIES

PARTITION TYPES
3/4" = 1'-0"

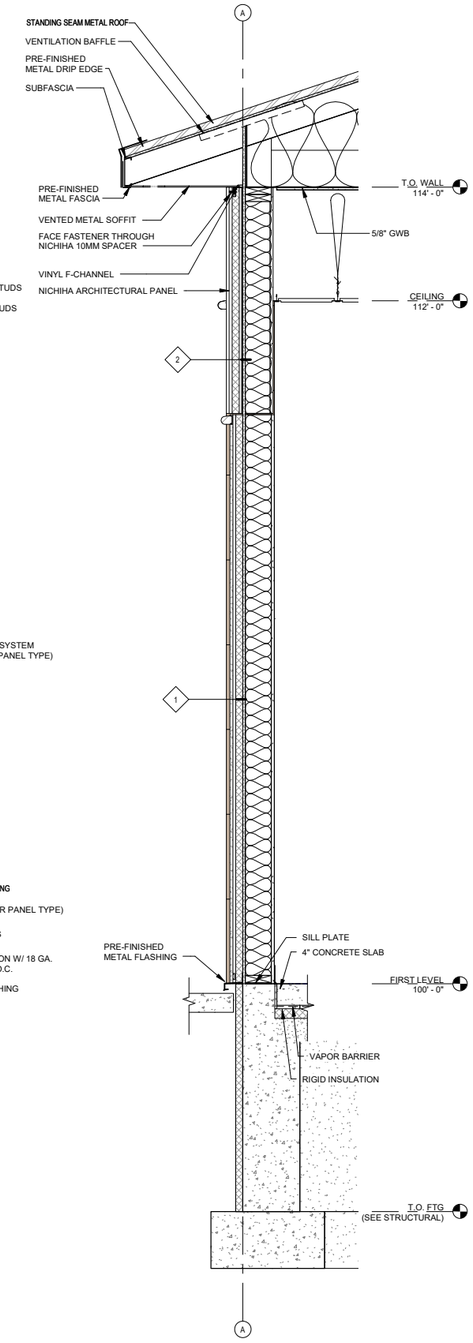


1 WALL TYPE SERIES



2 WALL TYPE SERIES

WALL TYPES
3/4" = 1'-0"



2 WALL SECTION
3/4" = 1'-0"

NOT FOR CONSTRUCTION

ISANTI MUNICIPAL LIQUOR STORE
CITY OF ISANTI 10 6TH AVE SE
ISANTI, MN 55040

FLOOR PLAN

SHEET NO.
A1.20

DATE | REV# | REVISIONS DESCRIPTION | BY

DATE: 2021117
SCALE: AS NOTED
DRAWN BY: Author
CHECKED BY: Checker
JOB NUMBER: 2021-10036

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

MICHAEL ANGLAND | SIGN DATE | LIC# 45375

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A Community For Generations.

Isanti

Memo for City Council

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: March 16, 2021
Subject: Consider Resolution Authorizing the Street Lighting In-fill Plan as Provided

---

Background:
Staff put a lighting in-fill plan together and brought it to the March 16th COW meeting. At that time discussion was had about the lighting in-fill along Heritage Blvd. Staff was asked to reach out to Isanti County and ask if they would be willing to share in some of those costs for the street lighting along Heritage Blvd. Staff reached out to Isanti County and they are not willing to share in the costs for lighting in-fill as it is to primarily light the sidewalk which is a city sidewalk; they just provide the easement.

Request:
Staff is requesting action on to move forward with the street lighting in-fill as provided.

Attachments:
- Lighting in-fill spread sheet
- Resolution 2021-XXX Approval of Street lighting In-fill Plan
- Resolution 2021-XXX Approval of Street Lighting In-fill for 2021

Lighting in-fill

Location	Type	Cost	Note	Year
Whiskey Rd and South Passage SW	135W Shoebox Light	$5,870.00		2021
Isanti Parkway West of 3rd Ave	135W Shoebox Light	$6,700.00		2022
Isanti Parkway East of 1st Ave	135W Shoebox Light	$2,100.00		2023
Whiskey Rd 600' North of Heritage	135W Shoebox Light	$7,500.00		2023
Heritage Blvd East of Whiskey Rd S	135W Shoebox Light w/8' arm	$3,800.00		2021
Heritage Blvd East Of Whiskey Rd S	135W Shoebox Light w/8' arm	$3,000.00		2024
3rd Ave and Unity Blvd	135W Shoebox Light w/8' arm	$2,000.00		2023
Whiskey Rd and Silver Ln	135W Shoebox Light	$5,000.00		2024
Candy and Broadway SE	63W Cobra LED on 8' arm	$2,200.00		2022
Heritage Blvd East of Whiskey Rd N	135W Shoebox Light w/8' arm	$7,500.00		2025
Heritage Blvd West Of Hwy 65 S	135W Shoebox Light w/8' arm	$13,000.00		2026
Heritage Blvd West Of Hwy 65 S	135W Shoebox Light w/8' arm	$7,500.00		2027
Heritage Blvd and Hillock Ct	135W Shoebox Light w/8' arm	$2,000.00		2024
Nina and Page St SW	48W Tradionaire	$4,200.00		2025
Candy and Shawn St SE	63W Cobra LED on 8' arm	$7,200.00		2029
Co Rd 55 and 10th Ave SE	Decorative Light	$1,200.00		2030
300' North of Unity on 1st Ave	63W Cobra LED on 8' arm	$1,100.00		2022
Deerhaven Ct SW	48W Tradionaire	$2,200.00		2028
Unity and 1st Ave	135W Shoebox Light on a 14' arn	$4,000.00		2028
Heritage Blvd West Of Hwy 65 N	135W Shoebox Light w/8' arm	$3,800.00		2028
Heritage Blvd West Of Hwy 65 N	135W Shoebox Light w/8' arm	$3,800.00		2029
Heritage Blvd West Of Hwy 65 N	135W Shoebox Light w/8' arm	$3,800.00		2030
North Dual Blvd and West Dual Blvd	63W Cobra LED on 8' arm	$2,200.00		2027

$	9,670	2021
$	10,000	2022
$	11,600	2023
$	10,000	2024
$	11,700	2025
$	13,000	2026
$	9,700	2027
$	10,000	2028
$	11,000	2029
$	5,000	2030

RESOLUTION 2021-XXX

APPROVAL OF A TEN YEAR STREET LIGHTING IN-FILL PLAN

WHEREAS, the Capital Improvement Plan has $10,000.00 plus inflation allocated for the next ten (10) years for street lighting in-fill; and,

WHEREAS, staff developed a Street Lighting In-fill Plan and found that it would be in the City's best interest to add 22 more street lights at different locations to provide better lighting along streets, sidewalks and trails; and,

WHEREAS, the additional street lighting would be consistent with what is on the same street or development to maintain uniformity; and,

WHEREAS, staff reached out to Connexus Energy and East Central Energy to gain quotes for the street lighting in-fill; and,

WHEREAS, the funding source would be street lighting 920-43160-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Street Lighting In-fill plan as presented with a total of 22 street lights to be added over the next ten (10) years with the funding source identified as street lighting 920-43160-500.

This resolution was duly adopted by the Isanti City Council this 16th day of March 2021.

_____
Attest: Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVAL OF STREET LIGHTING IN-FILL FOR 2021

WHEREAS, the Capital Improvement Plan has $10,000.00 for street lighting in-fill in 2021; and,

WHEREAS, the street lights to be added in 2021 is one at the intersection of Whisky Road and South Passage SW and one Heritage Blvd East of Whiskey Road; and,

WHEREAS, the additional street lighting would be consistent with what is on the same street or development to maintain uniformity; and,

WHEREAS, staff reached out to Connexus Energy and received a quote for $9,670.00 for the lighting in-fill; and,

WHEREAS, the funding source is identified as street lighting 920-43160-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Street Lighting In-fill for 2021 as presented with a total of 2 street lights to be added and to allow Connexus Energy to install the street lights for $9,670.00 with the funding source identified as street lighting 920-43160-500.

This resolution was duly adopted by the Isanti City Council this 16th day of March 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Request for City Council Action

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester, Public Services Director
Date: March 16, 2021
Subject: Resolution Authorizing Repair and Maintenance Work at Well House II

Background

EH Renner was awarded the work of pulling the Well II Pump and making the necessary repairs. During this process it was discovered that the well has filled in with sand. EH Renner initially drilled the well in 1991 and was drilled to a depth of 380' in the Mt Simon Aquifer. The well, when drilled, had 846 cubic yards of sand removed and was left with an open hole that was 107' deep. Sand has filled in and that open hole is now 37' deep. In 1996 the pump was rebuilt likely because it had pumped sand initially. In 1997 the pump had a VFD (Variable Frequency Drive) installed. The VFD would give the pump softer starts and less likely to draw sand in during normal well cycles. Currently the pump does show signs of sand wear and is likely pumping sand during long well cycles such as during water main flushing or during long well cycles in the summer. Currently the well is pumping at 80% of its capacity. If we needed the well to pump at full capacity we take the risk of pumping sand as well. It is recommended that the sand be removed to ensure the longevity of the well pump. It is also recommended that a door be installed on the west wall of the well for safety reasons during the sand removal process. This would be a 6' wide door and an opening in the block wall would need to be made.
The CIP has $109,270.00 for the well pump repairs. The total project cost is estimated at $109,402.00. The funding source identified as Water in the Capital Outlay – 500 from the Fund Balance.

Well Pump Repair:

- EH Renner $35,580.00

Sand Removal Estimate:

- EH Renner $56,735.00

VFD and Drawdown Sensor:

- Total Control $8,087.00

Door installation:

- Not to exceed $9,000.00

Recommendation:

Staff is recommending to move forward with the repairs as identified.

Request

Staff is requesting action on this item.

Attachments

- Resolution 2021-XXX
- Total Control VFD estimate
- EH Renner pump repair estimate
- EH Renner sand removal estimate

RESOLUTION 2021-XXX

AUTHORIZING REPAIR AND MAINTENANCE WORK AT WELL HOUSE II

WHEREAS, EH Renner Well Company originally drilled Well II in 1991 to a depth of 380'with an open hole depth of 107' and had 846 cubic yards of sand removed at that time; and,

WHEREAS, Well II pump was rebuilt in 1996 and in 1997 a VFD (Variable Frequency Drive) was installed; and,

WHEREAS, the Well II pump is in the process of being rebuilt again by EH Renner Well Company when it was discovered upon inspection that the open hole has filled in with sand to a depth of 37' deep; and

WHEREAS, the sand poses a risk to do damage to the well pump during long run cycles like during water main flushing as well as long run cycles during the summer; and

WHEREAS, the sand needs to be removed from the well to ensure the longevity of the well pump; and,

WHEREAS, EH Renner provided a quote to remove the sand from Well II to its original depth, the estimated cost would be $56,673.00; and,

WHEREAS, a new VFD and draw down sensor would also need to be installed by Total Control Systems at a cost of $8,087.00; and,

WHEREAS, a six foot wide door would need to be installed on the west side of the well house for safety reasons during the sand removal process, this work shall not exceed $9,000.00; and,

WHEREAS, the total project cost to include a 5% contingency; and,

WHEREAS, the CIP has $109,270.00 available for such repairs with the funding source identified as Water 601-49400-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to accept the quote from EH Renner Well Company to remove the sand from Well II and also accept the quote from Total Control Systems to install a new VFD and drawdown sensor with a total project cost of $114,872.00 including a 5% contingency with a funding source identified as Water 601-49400-500. Authorize the City Administrator to sign for acceptance of quotes.

This resolution was duly adopted by the Isanti City Council this 16th day of March 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Total Control Systems, Inc
38841 Nyman Drive NE
PO Box 40
Stanchfield, MN 55080-0040
Phone 320-396-4442 / Fax 320-396-4443

January 22, 2021

To: Matt. Re: Isanti, MN. – Well 2.

Total Control Systems, Inc. (TCS) proposes the following equipment and services.

This quote is to supply Well 2 VFD and Level sensor for existing wellhouse.

Proposal includes:

ABB ACS580 100hp 480v VFD
ABB Bluetooth HIM
KPSI 320 Level Transmitter 110' cable
Installation, Start up, Calibration and Testing
Documentation

Price: **$ 8,087.00 Total**

Does Not Include

Sales Tax (exempt)
Any new wiring to replace existing power and signal

- Terms are Net 30 days from invoice date. No retainage allowed. A 1.5% charge per month added to any past due balance. Price may be dependent on past credit history.
- This quote/proposal valid for 60 days.
- Work to commence after receipt of an acceptable written purchase order acknowledging acceptance of our terms.
- F.O.B. **job-site**.
- Start-up service/training, documentation and equipment adjustment is included as specified.
- TCSI does not accept any liquidated damages.
- ALL PANELS FURNISHED BY TCS WILL HAVE A UL 508 SERIALIZED OR UL698A ENCLOSED INDUSTRIAL CONTROL PANEL RELATING TO HAZARDOUS LOCATIONS WITH INTRINSICALLY SAFE CIRCUIT EXTENSIONS LABEL, AS REQUIRED.

If you have any questions regarding our proposal, please contact our office. We look forward to working with you on this project.

Sincerely,
TOTAL CONTROL SYSTEMS, INC.

Al Doberstein
AD/kd

E.H. Renner & Sons

Incorporated

WELL DRILLING FOR FIVE GENERATIONS
15688 Jarvis Street NW * Elk River, Minnesota 55330
Phone (763) 427-6100 * Fax (763) 427-0533 * Toll Free (800) - 409-WELL

December 22, 2020

City of Isanti
Matt Sylvester

Estimate for Pump inspection and Rehab

Description	Qty	Units	Price	Extension
Remove Pump and Measure Depth of Well	1	L.S.	$2,500.00	$2,500.00
Shop Time	10	Hrs.	$100.00	$1,000.00
Reinstall Pump	1	L.S.	$2,500.00	$2,500.00
__100_ Hp US Motor Repairs Disassemble, clean all parts, check mechanical fits, test windings, varnish windings, balance rotor, install one thrust bearing, install one guide bearing, assemble, test and paint	1	L.S.	$2,800.00	$2,800.00
Sandblast and Paint Discharge Head	1	L.S.	$500.00	$500.00
New Headshaft 1-1/2 x 7 .416SS	1	Ea.	$500.00	$500.00
Packing and Packing box bushing	1	Ea.	$300.00	$300.00
Top Column 10" x 59.25 TBE Sch 40	1	Ea.	$600.00	$600.00
Intermediate Column 10" x 119.25" T&C Sch 40	12	Ea.	$800.00	$9,600.00
Bottom Column 10" x 59.25 T&C Sch 40	1	Ea.	$600.00	$600.00
Suction Pipe 10" x 120" TOE	1	Ea.	$600.00	$600.00
Intermediate Lineshaft T&C .416 SS 1-1/2" x 10' T&C	12	Ea.	$400.00	$4,800.00
Bottom Lineshaft T&C .416 SS 1-1/2" x 5' T&C	1	Ea.	$225.00	$225.00
Bronze or Stainless Retainers	13	Ea.	$200.00	$2,600.00
Rubber Bearings	13	Ea.	$35.00	$455.00
Bowl Shaft - __ x __" TOE	1	Ea.	$500.00	$500.00
Bowl Bearings	2	Set	$200.00	$400.00
Bowl Wear Rings	2	Ea.	$300.00	$600.00
Misc. Oil, Tape, Packing	1	L.S.	$300.00	$300.00
Stilling Tube	1	Ea.	$300.00	$300.00
Total Known Pump Repair				**$31,680.00**

Alternate - Bowl Replacement

_____ _____ - _ stage 1400 GPM at 376'	1	Ea.
_____ _____ - _ stage 1000 GPM at 376'	1	Ea.

Alternate - Well Repairs

Wire Brush Casing	1	L.S.	$2,100.00
Televise Well	1	Ea.	$1,800.00
Total Alternate			**$3,900.00**

CITY of ISANTI
110 1ST Avenue Nw
P.O. BOX 428
ISANTI, MN 55040-0428

ATTN: Matt Sylvester
(763) 444-5512 w
(763) 778-5850 c
(763) 444-5560
Msylvester@cityofisanti.us

SUBJECT: REDEVELOPMENT of WELL #2
MDH UNIQUE NO: 462969

RE: ESTIMATE for redeveopment

DESCRIPTION OF WORK TASKS	Est # of UNITS	UNITS	UNIT PRICE		TOTAL EXTENSION
MOBILIZATION of tools & equipment					
Transport Jersey barriers for sandstone tailings pit	1	L.S.	$ 2,800.00		$ 2,800.00
Transport secondary settling pit	1	L.S.	$ 1,500.00		$ 1,500.00
F.I.R. 10" PVC discharge pipe from pit to street	100	L.F.	$ 20.00		$ 2,000.00
Provide BIO-STAR 500 Floculant for settling pond	1	CASE	$ 1,945.00		$ 1,945.00
Transport 700cfm/300psi air compressor to & from	1	L.S.	$ 1,500.00		$ 1,500.00
Transport 590 hydro-hoe to/from site for loading s.s.	1	TRIP	$ 350.00		$ 350.00
F.I.R. 6" AIR EDUCTOR PIPE W/1-1/2" AIR LINE	380	L.F.	$ 20.00		$ 7,600.00
AIR LIFT SANDSTONE FROM 310FT DOWN TO 380FT	300	CYDS	$ 105.00		$ 31,500.00
LOAD SANDSTONE INTO 12 CYD DUMP TRUCKS W/HOE	12	HRS	$ 245.00		$ 2,940.00
HAUL SANDSTONE TO DESIGNATED LOCATION BY CITY					
DEMOBILIZATION of tools & equipment					
Transport (return) Jersey barriers use for sandstone pit	1	L.S.	$ 2,800.00		$ 2,800.00
Remove secondary settling pit and clean up site	1	L.S.	$ 1,800.00		$ 1,800.00

TOTAL ESTIMATE FOR SANDSTONE REMOVAL WELL #2	**$ 56,735.00**

107FT OF OPEN HOLE WITH 70FT OF IT FILLED IN.
37FT OF OPEN HOLE LEFT FROM 273FT TO 310FT.

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 10, 2021

To: Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E., City Engineer

Subject: Main Street Reconstruction
- Preliminary Engineering Report, Call for Public Hearing, Project Engineering Services
City of Isanti, MN, Project No.: 0R1.123865

Pursuant to your authorization, we have prepared a Preliminary Engineering Report (PER) for the Main Street Reconstruction. Included in the report are exhibits depicting the proposed improvements, estimated costs and discussion regarding funding and the Minnesota State Statute No. 429 (MS-429) assessment procedure.

Should the Mayor and City Council elect to move forward with the improvements, Bolton & Menk, Inc proposes to complete the following scope of services to enable the project to be completed:

- Prepare documents for an open house and the required public hearing
- Prepare Plans and Specifications
- Advertise for bids
- Prepare the recommendation to Council to award bid
- Perform construction administration, observation and surveying during the project
- Prepare the final assessment roll and conduct the final assessment hearing

We recommend the following schedule to keep the project on schedule to be constructed this summer:

1) March 16, 2021 Mayor and City Council accepts Report calls for Hearing on the Improvement and Authorizes Preparation of Plans and Specifications.
2) March 25, 2021 Hold Public Open House
3) April 20, 2021 Hold Public Hearing
4) April 20, 2021 Mayor and City Council approves plans and orders advertisement of bids
5) May 12, 2021 Open Bids
6) May 18, 2021 Mayor and City Council awards bid
7) June – October 2021 Project construction
8) November 2, 2020 Conduct final assessment hearing

We propose to assist the City in completing the scope of design services through bidding, for an hourly, not-to-exceed fee of $69,100.00. Should the project move forward to construction, we propose to complete the construction services for an hourly, not-to-exceed fee of $63,700.00. These fees were included in the estimated project costs in the Preliminary Engineering Report.

In order to proceed with this project and assessment process, we recommend the City Council pass a resolution accepting the feasibility report, call for a public hearing, and authorize development of the plans and specifications.

I will be at the March 16, 2021 City Council meeting to present this report and respond to any questions you have concerning this project. Feel free to contact me with any questions prior to the meeting.

Bolton & Menk is an equal opportunity employer.

Main Street Reconstruction Preliminary Engineering Report

City of Isanti, MN

March, 2021

Submitted by:
Bolton & Menk, Inc.
7533 Sunwood Drive NW, Suite 206
Ramsey, MN 545303
P: 763-433-2851
F: 763-427-0833

Certification

Main Street Reconstruction

For

City of Isanti, Minnesota

Bolton & Menk

Project No. 0R1.123865

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: Jason W. Cook

Jason W. Cook, P.E.
License No. 47541

Date: 3/10/2021

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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 necessity of proposed infrastructure improvements along Main Street W from Whiskey Road (CR 23) to 4th Avenue NW/SW. A portion of the improvement costs may be assessed to benefiting property owners. Public assessments applied to the properties described in this report are subject to the requirements of Minnesota State Statute, Chapter 429 (MS 429). This Preliminary Engineering Report is the first step in the special assessment process required by the MS 429 Statute if assessments are applied.

A. Background Information

Main Street W was recognized as needing infrastructure improvements in the City's Pavement Management Plan (PMP), where it received a rating of 4 out of 10 using the Pavement Surface Evaluation and Rating (PASER) rating system for asphalt roads. Main Street W is part of the Municipal State-Aid-System (MSAS) and these improvements are eligible for MSAS funding. This project has also been identified in the City Capital Improvement Plan as a full reconstruction project.

B. Scope

This report addresses the necessity for infrastructure improvements along Main Street West from Whiskey Road NW to 4th Avenue NW/SW. Included in this report is a description of proposed improvements, along with the estimated costs and assessments. The specific objectives of this report are to:

- Evaluate the need for the project.
- Determine the necessary infrastructure improvements.
- Prepare cost estimates for the proposed improvements.
- Determine the feasibility of the improvements.

II. MS 429 PROCESS AND PROPOSED SCHEDULE

As mentioned above, infrastructure improvements financed through the assessment of benefiting property owners are regulated by Minnesota Statute, Chapter 429 (MS 429). The process prescribed by MS Chapter 429 along with the proposed project schedule is described below.

The benefited parties submit a petition for the proposed improvements to the City Council or, as in this case; the improvement process was authorized by the City Council without a petition.

The City Council passed a Resolution ordering preparation of report on improvement and ordered a Preliminary Engineering Report (PER) for the proposed project.
This was passed on: February 16, 2021

After the City Council considers the Preliminary Engineering Report, the Council may pass a *Resolution Receiving Report and Calling Hearing on Improvement,* as well as a resolution ordering preparation of plans to indicate its plan to continue the process.
Estimated date: March 16, 2021

An optional public open house is proposed to be held to inform residents and receive input on proposed improvements.
Estimated date: March 25, 2021

A public hearing on the proposed improvements is held. **Estimated date: April 20, 2021**

After the City Council considers the presentation of the plans and specifications, it may pass a *Resolution Approving Plans and Specifications and Ordering an Advertisement for Bids*.
Estimated date: April 20, 2021

The advertisement for bids should be published in the official local newspaper and trade publication such as the "Construction Bulletin" at least three weeks prior to the bid opening date. **Estimated bid opening date: May 12, 2021**

If the City Council wishes to continue with the improvements after consideration of bids, the City Council may pass a *Resolution Accepting Bid*. This resolution would award the project to the lowest responsible bidder and construction may begin. **Estimated date: May 18, 2021**

Following completion of the proposed improvements, a public hearing is held to set the final assessment amounts. **Estimated date: November 2, 2021**

III. EXISTING CONDITIONS

The existing conditions are shown in Appendix B and described in detail below.

A. Main Street W

The existing street is approximately 40 feet wide back of curb to back of curb with a D418 surmountable curb & gutter. The roadway is located within an existing 66-foot right-of-way. Currently the bituminous pavement is rated as 4 of 10 according to the PASER rating system in 2020. A rating of 4 or below signifies the pavement condition is in a failed state and regular maintenance is not cost effective. The city has spent an extensive amount of time patching this roadway over the past few years to keep it in a functioning condition. The pavement shows a significant amount of major distress and needs reconstruction. Record drawings show that the existing pavement section consists of three and a half-inches (3.5") of bituminous pavement, and ten-inches (10") of aggregate base. The existing gravel road was paved and curb & gutter installed in 1992 as part of the Main Street project. The intersections with 4th Avenue NW/SW and 5th Avenue NW/SW were reconstructed in 2003 as part of an improvement project. The curb and gutter was replaced from Whiskey Road (CR23) to Rosewood Avenue NW in the 2006 Stormwater Improvement Project. From Rosewood Avenue NW to the East, the curb & gutter is generally found to be in poor condition with many areas in need of replacement. The Figures below show the existing condition of Main Street W in the proposed project area.

Figure 1: Curb Raveling



Figure 2: Typical Section from Main Street W to 5th Avenue NW/SW



Figure 3: Typical Section from 5th Avenue NW/SW to 4th Avenue NW/SW



B. Sidewalk

There is currently sidewalk on the north side of Main Street W for the length of the project limts. The walk from Whiskey Road (CR 23) to 5th Avenue NW/SW is generally 6' wide with no turf boulevard and was constructed between 1998 and 2004. The walk from Whiskey Road (CR 23) to Rosewood Avenue NW was reconstructed in 2006 as part of the stormwater improvement project. The walk from 5th Avenue NW/SW to 4th Avenue NW/SW is generally 5' wide with a 5' turf boulevard. Pedestrian ramps are not ADA compliant at Rosewood Avenue, Brookview Court, 5th Avenue NW/SW, and 4th Avenue NW/SW.

City sidewalk network connections are present with a north/south connection on the east side of Whiskey Road NW (CR 23), a north south connection on the west side of 5th Avenue NW/SW, and north connection on the east and west sides of 4th Avenue NW/SW.

The existing walk from Whiskey Road (CR 23) to Rosewood Avenue NW and 5th Avenue NW/SW to the east is generally in good condition and was reconstructed in 2006. The existing walk from Rosewood Avenue NW to 5th Avenue NW/SW is generally in poor condition as shown in Figure 4.

Figure 4: Sidewalk Failure



C. Stormwater Management

The existing storm sewer system catch basins at the intersections of Main Street W & 4th Avenue NW/SW and Main Street W & 5th Avenue NW/SW were constructed in 2003 and were connected to existing trunk line storm sewer. This trunk line carries stormwater west to a stormwater drainage ditch D-2. The existing catch basin leads range from 12-inch to 18-inch pipe size and capture Main Street W storm water from 3rd Avenue NW to 5th Avenue NW and a portion of the north and south legs of 4th Avenue NW/SW and 5th Avenue NW/SW. The trunk line ranges in size from 15-inch to 18-inch pipe size. These storm sewer pipes appear to be reinforced concrete with no history of sediment build up or failure.

Drainage ditch D-2 passes under Main Street W with a 60-inch corrugated metal pipe about 215-feet west of 5th Avenue NW/SW. There is a set of existing catch basins constructed in 1992 located 50-feet west of drainage ditch D-2. These catch basins capture Main Street W storm water from 5th Avenue NW/SW to the high point at Rosewood Avenue NW as well as some of Rosewood Avenue NW and Brookview Court NW. These catch basins discharge south to drainage ditch D-2 on the south side of Main Street W through 12-inch to 24-inch size pipe. These storm sewer pipes appear to be reinforced concrete with no history of sediment build up or failure.

The existing storm sewer system at the intersection of Main Street and Whiskey Road (CR 23) was constructed in 2006. It consists of two street catch basins and an apron in the

northeast quadrant of the intersection (Apron installation year unknown). These catch basins capture Main Street W storm water from Whiskey Road (CR 23) to the high point at Rosewood Avenue NW as well as some of Rosewood Avenue NW. The apron captures storm water from the ditch on the east side of Whiskey Road (CR 23) on the north side of Main Street W. This stormwater is discharged to a storm manhole and then to south side of Main Street W into the ditch on the east side of Whiskey Road (CR 23).

There are existing concrete valley gutters at Rosewood Avenue NW and Brookview Court NW that direct storm water flow to the east and west towards existing catch basins.

D. Whiskey Road (CR 23) & Main Street W Drainage

The existing storm sewer system in the east ditch of Whiskey Road (CR 23) consists of a 24-inch reinforced concrete pipe that discharges into a depression on the north end of the ditch. This discharge is unable to flow away from the apron until it reaches depths that cause a back-up into the existing storm sewer system. This results in blocked pipes during the winter freeze that prevents the drainage of runoff from the ditch on the north side of Main Street W in the spring. The city typically uses a steamer to open the pipe when drainage is blocked by ice.

There is an existing 6" corrugated plastic drain tile with three inlets along the length of the ditch. This was installed to mitigate the runoff issues from the blocked pipe but the drain tile is undersized and regularly plugs and may have collapsed segments.

On the north side of N Brookview Lane, a 24-inch reinforced concrete pipe receives surface flow from the north and discharges it to the west side of Whiskey Road (CR 23).

E. Sanitary Sewer

The sanitary sewer system along Main Street W, west of 5th Avenue NW/SW, is located approximately 18-feet behind the back of curb on the north side of the street. It was constructed in 1994 and consists of 8-inch PVC sanitary sewer main with service lines typically 4 to 6-inch in diameter. The sanitary sewer pipe is generally 8 to 15 feet deep.

The sanitary sewer interceptor line between Brookview Court NW & 5th Avenue NW/SW runs north/south, consists of 15-inch sanitary sewer main, and was constructed in 1992. The sanitary sewer pipe in the project area is generally 15 feet deep.

The sanitary sewer system on 5th Avenue NW/SW runs north/south and is located on the street centerline. It was constructed in 2002 and consists of 10-inch PVC sanitary sewer main with service lines typically 4 to 6-inch in diameter. The sanitary sewer pipe in the project area is generally 8 feet deep.

The sanitary sewer system on 4th Avenue NW/SW runs north/south and is located on the street centerline. It was constructed in 2003 and consists of 8-inch PVC sanitary sewer main with service lines typically 4 to 6-inch in diameter. The sanitary sewer pipe in the project area is generally 8 feet deep.

There have been no reported breaks and no reported significant sanitary sewer maintenance issues within the project limits.

F. Watermain

The watermain system on Main Street W from 140 feet west of 5th Avenue NW/SW to the east is located on the north side of the street and transitions to behind the curb towards the west. It was constructed in 1975/1976 and consists of 8-inch cast iron pipe.

The watermain system on Main Street W from 140 feet west of 5th Avenue NW/SW to the west is on the north side of the street generally behind the back of curb. It was constructed in

1992 and consists of 8-inch ductile iron pipe (DIP).

There are connections to watermain on Whiskey Road (CR 23) (8-inch, 1975/1976), Rosewood Avenue NW (8-inch DIP, 1994), Brookview Court NW (8-inch), 5th Avenue NW/SW (10-inch DIP, 2003), 4th Avenue NW/SW (6-inch, 1975/1976).

The watermain has generally been found to be in good condition without a significant number of reported maintenance issues and no reported breaks or frozen pipes.

IV. PROPOSED IMPROVEMENTS

The proposed street improvement includes a 12-inch full depth pavement reclamation of the roadway and replacement of most of the curb & gutter and sidewalk. Proposed utility work includes adding catch basins east of Brookview Court NW to improve drainage and reduce stormwater spread on the street. Drainage improvements in the east Whiskey Road (CR 23) ditch south of Main Street W are also proposed and could be included in the 2021 Storm System Management Project. No sanitary sewer or watermain work is proposed. The proposed improvements are shown in Appendix C and described in detail below.

Street Improvements –Full Reclamation, Sidewalk, and Curb & Gutter Replacement

The proposed street would remain in roughly the same footprint as it does now. Proposed curb and gutter replacement consists of Rosewood Avenue NW to the east on the north side of the road and 125-feet west of Rosewood Avenue NW to the east on the south side of the road. The existing D418 curb & gutter designated for replacement is proposed to be replaced with mountable curb & gutter. The proposed design speed would remain 30 mph. The proposed design width meets State Aid requirements providing for two 12-foot wide traffic lanes, and two 7-foot wide parking lanes. The proposed pavement section would consist of three and a half-inches (3.5”) of bituminous pavement and eight and a half-inches (8.5”) of reclaimed aggregate. Based on the existing road section, a 12-inch full depth reclamation will leave one and a half (1.5”) of existing aggregate base in place.

Alternate Typical Section Evaluation

An alternate typical section was evaluated where a grass boulevard would be created along the north side of the roadway between the reconstructed street and sidewalk. The roadway would be narrowed approximately 2.5-feet and the sidewalk would be narrowed 1-foot. These changes would keep the south curb line in place as well as the north sidewalk edge. This typical section would have a face of curb to face of curb width of 36-feet. The MSAS minimum allowable face of curb to face of curb width is 34-feet.

This revision was found to be cost prohibitive due to the cost to replace an additional block of curb and sidewalk between Whiskey Road and Rosewood Avenue, reconstructing two catch basins to shift their alignment to the narrowed curb location, as well as irrigation, topsoil, and sod on the new boulevard.

A. **Concrete Sidewalk**

The existing sidewalk on the north side of Main Street W is proposed to be replaced from Rosewood Avenue NW to 5th Avenue NW/SW. Some patch work is proposed on the sidewalk from Whiskey Road (CR 23) to Rosewood Avenue NW.

The existing walk on the north side of Main Street W from 5th Avenue NW/SW to the east is proposed to stay in place.

All pedestrian ramps in the project area are proposed to be reconstructed to bring them into compliance with ADA standards.

B. **Stormwater Management**

To help with street drainage and reduce storm water spread into the street, two catch basins (one on each side of the road) are proposed to be added on the east side of Brookview Court NW. These new catch basins will connect to the catch basins 300-feet to the east and the storm water will ultimately discharge into drainage ditch D-2.

Storm manhole and catch basin castings will be adjusted to fit the proposed surface as needed.

Best Management Practices (BMP's), as required by the Minnesota Pollution Control Agency (MPCA), will be utilized during construction to minimize erosion and sediment runoff from the construction site. These BMP's may include silt fence, stabilized construction exits, and storm water inlet protection.

C. **Sanitary Sewer**

Sanitary sewer within the project limits appears to be in adequate condition and is expected to last for the life expectancy of the proposed street improvements. Therefore, it is proposed the sanitary sewer system remain in-place, adjusting manhole castings as needed to fit the proposed surface.

D. **Watermain**

Watermain within the project limits appears to be in adequate condition and is expected to last for the life expectancy of the proposed street improvements. There have not been a significant number of reported maintenance issues and no reported breaks or frozen pipes. Therefore, it is proposed the watermain system remain in-place, adjusting valve boxes as needed to fit the proposed surface.

E. **Whiskey Road (CR 23) & Main Street W Drainage**

To improve drainage south of Main Street along Whiskey Road (CR 23) it is proposed to construct a new 24-inch storm sewer pipe and manhole structures along the ditch from Main Street to North Brookview. This system will eliminate the issue of the clogging, undersized, drain tile pipe, and be graded and sized appropriately to appropriately to handle the storm water while reducing back-up into the existing pipe network to the north. The existing grades and constraints on both ends of the ditch prevent a solution through ditch grading alone. This improvement is proposed to be included with the 2021 Storm System Management project as it does not need to be constructed with the Main Street improvements.

V. RIGHT-OF-WAY ACQUISITION

Additional Right-of-Way is not expected to be needed for the proposed Main Street Reconstruction. Coordination with Isanti County will be needed for the proposed storm sewer and ditch work along County Road 23 (Whiskey Road). The need for temporary construction easements will be evaluated during the final design process but are not anticipated.

VI. APPROVALS/PERMITS

Approvals and permits are required from various public agencies for the construction of this project. They include:

- Minnesota Department of Transportation (MnDOT) State Aid
- Isanti County Work Within ROW Permit

VII. PRELIMINARY COST ESTIMATES

The estimated project cost for the improvements is summarized in Table 1, and described in detail in Appendix H. The unit prices for the items of work have been estimated based on similar types of projects completed in the past. The costs shown are estimates that include construction, contingencies, and engineering costs. Actual construction cost would be determined through a competitive bidding process.

Table 1: Estimated Project Costs

Main Street Improvements	Estimated Cost
Construction Cost Estimate	$505,900
5% Contingency	$25,300
Engineering & Admin	
- Design & Bid	$69,100
- Construction	$63,700
Testing	$10,000
TOTAL PROJECT COST	$674,000

Whiskey Road Storm Water Improvements	Estimated Cost
Construction Cost Estimate	$43,000
10% Contingency	$4,300
Engineering & Admin	$11,800
TOTAL PROJECT COST	$59,100

VIII. FUNDING AND ASSESSMENTS

Funding for the project could come from a variety of sources and is broken down as shown in Table 2 and described in detail in Appendix H. Special assessments could be levied in accordance with City Resolution 2020-031– Special Assessment Policy which states up to 25% of the proposed reconstruction project can be assessed to adjacent landowners at a per front foot basis. Per the assessment policy of assessable road widths the assessment amount is reduced to the designated City standard road width of 34’ face of curb to face of curb.

MSAS funding allows an advance of up to five years of the City’s annual construction allotment of $207,817.00. After the 2021 allotment the City currently has an advance of $402,247.58 and would be eligible to request $636,837.42 in additional advanced funding. The portion of the project designated as Temporary Tax Revenues can be requested in the future using MSAS funding when it becomes available. The City finance department would need to determine how requesting the advance will affect budgeting and bonding.

Table 2: Funding Sources

Main Street Reconstruction

Funding Source	Amount
Eligible State Aid Cost	$674,000
- 2021 Available State Aid Funds	$637,000
- Temporary Tax Revenues	$37,000
Assessments	$164,000

Assessment Breakdown	Per Assessable Front Foot	Total Assessable Frontage
Assessment Subtotal	$ 65.83	
Standard Width Reduction	-$1.67	
Total Assessment	$64.16	2,559 ft

Average Assessment	$5,661.57
High Assessment	$11,548.80
Low Assessment	$3,721.28

Whiskey Road Storm Water Improvements

Funding Source	Amount	% of Total
Storm Water Utility	$59,100	100%
Total	$59,100	100%

IX. RECOMMENDATION

Main Street Reconstruction

Based on the findings presented in this report, the proposed street improvements are cost effective, necessary, and feasible from an engineering perspective. Should the City finance department determine these improvements are financially feasible we recommend that the City Council approve this report, call for a public hearing to follow the MS-429 process, and authorize the preparation of final plans and specifications.

Whiskey Road Storm Water Improvements

Based on the findings presented in this report, the proposed improvements are cost effective, necessary, and feasible from an engineering perspective. If the City would like to proceed with this improvement, it is recommended to be added to the 2021 Storm System Management Project.

Appendix A: LOCATION MAP

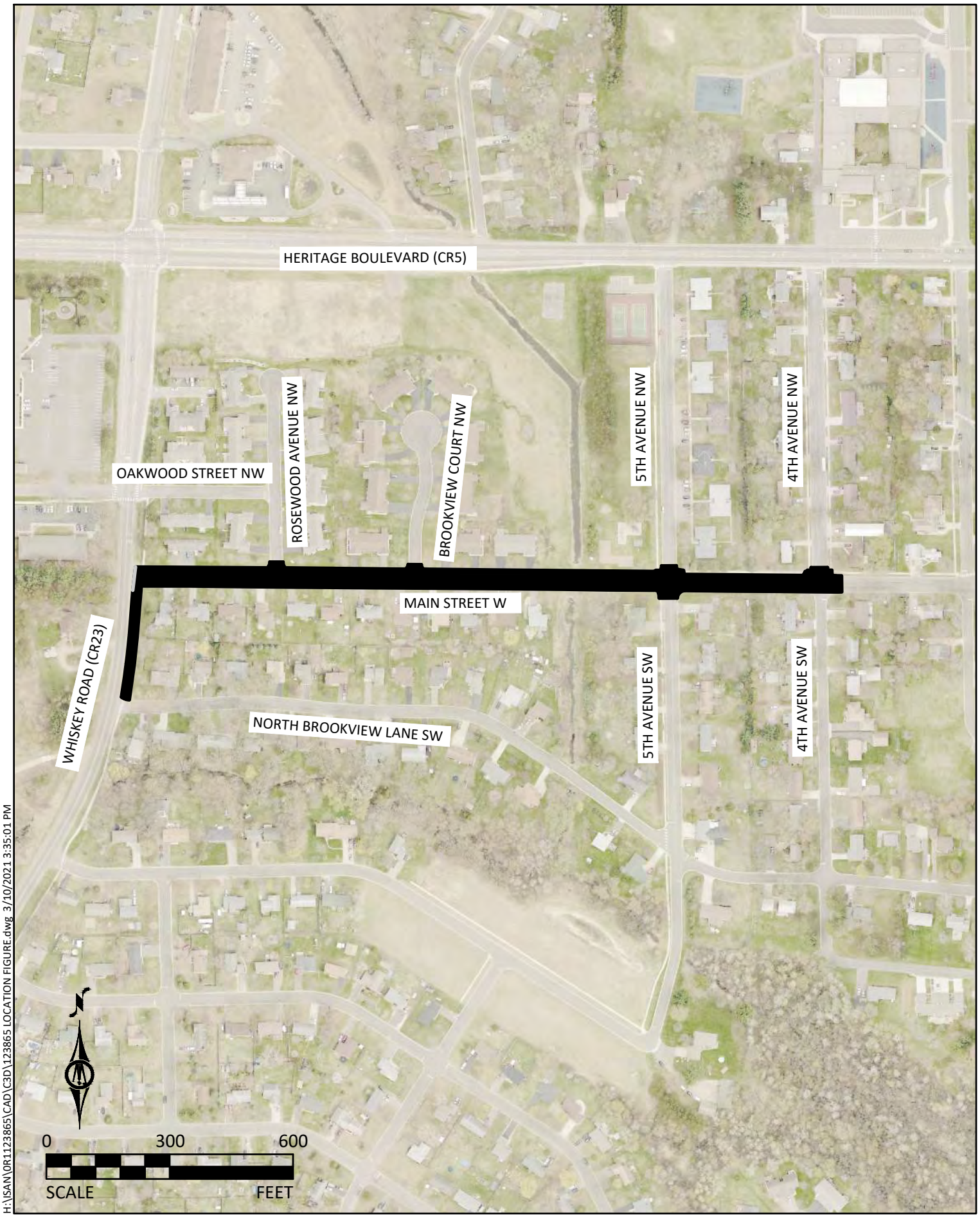
MAIN STREET RECONSTRUCTION

ISANTI, MN

FIGURE A - LOCATION MAP

MARCH 2021

BOLTON & MENK



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Appendix B: EXISTING CONDITIONS

MAIN STREET RECONSTRUCTION

ISANTI, MN

FIGURE B - EXISTING CONDITIONS

MARCH 2021

BOLTON & MENK



0 50 100
SCALE FEET

H:\SAN\0R1123865\CAD\C3D\123865 PROPOSED IMPROVEMENTS FIGURE.dwg 3/10/2021 3:33:54 PM

Appendix C: PROPOSED IMPROVEMENTS

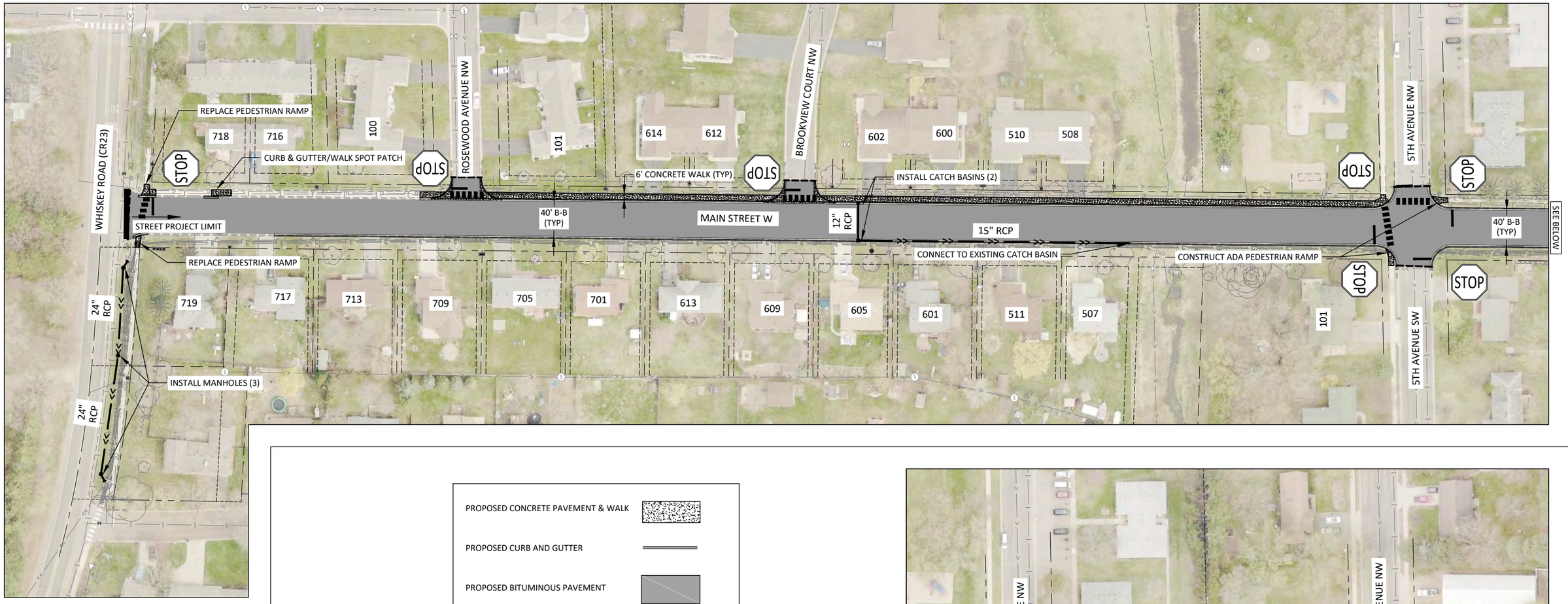
MAIN STREET RECONSTRUCTION

ISANTI, MN

FIGURE C - PROPOSED IMPROVEMENTS

MARCH 2021

BOLTON & MENK



PROPOSED CONCRETE PAVEMENT & WALK

PROPOSED CURB AND GUTTER

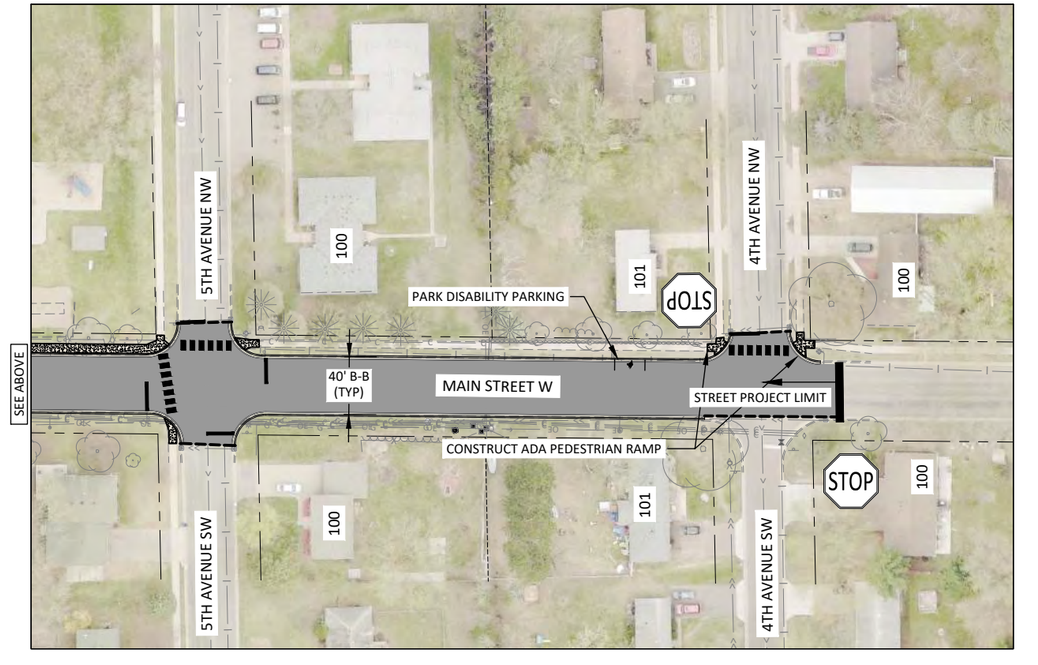
PROPOSED BITUMINOUS PAVEMENT

PROPOSED STORM SEWER >>

NOTES:

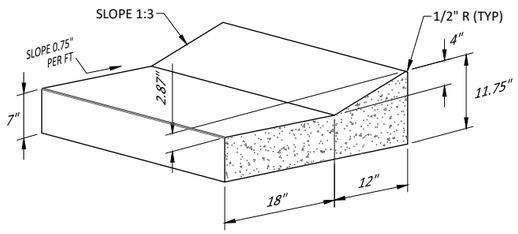
1. BACK OF CURB PROPOSED TO STAY IN SAME LOCATION ON BOTH SIDES OF THE STREET
2. 6' WALK ON NORTH SIDE OF THE STREET PROPOSED TO REMAIN IN SAME LOCATION
3. PEDESTRIAN RAMPS WITHIN THE PROJECT AREA THAT ARE NOT ADA COMPLIANT WILL BE RECONSTRUCTED
4. CURB AND GUTTER WILL BE MOUNTABLE STYLE

0 50 100
SCALE FEET

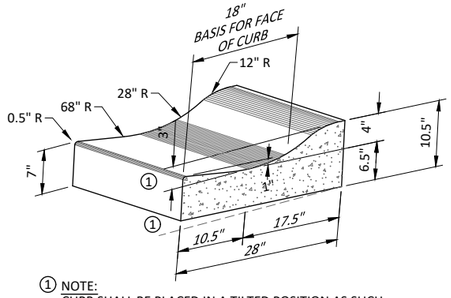


H:\ISAN\0R1123865\CAD\C3D\123865 PROPOSED IMPROVEMENTS FIGURE.dwg 3/10/2021 3:37:18 PM

Appendix D: TYPICAL SECTIONS



EXISTING CONCRETE CURB & GUTTER
DESIGN D418
NOT TO SCALE



1 NOTE:
CURB SHALL BE PLACED IN A TILTED POSITION AS SUCH TO PROVIDE A 3" DEPTH FROM THE TOP OF CURB TO THE FLOWLINE WHEN MEASURED ON A LEVEL PLANE.

PROPOSED MOUNTABLE
CONCRETE CURB & GUTTER
NOT TO SCALE

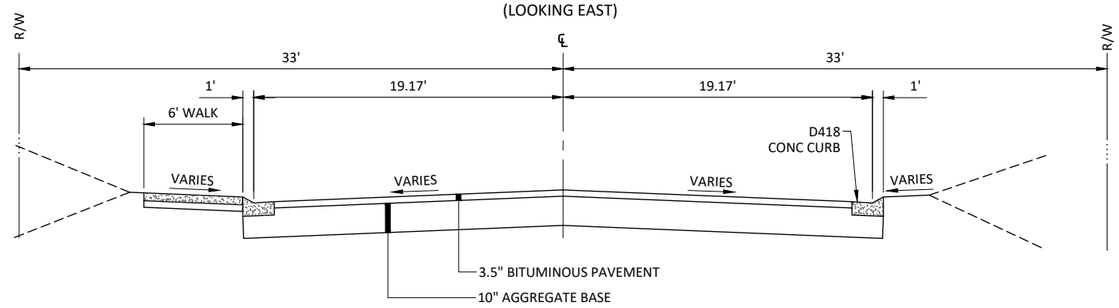
TYPICAL SECTION NOTES:

1. BACK OF CURB PROPOSED TO STAY IN SAME LOCATION ON BOTH SIDES OF THE STREET
2. 6' WALK ON NORTH SIDE OF THE STREET PROPOSED TO REMAIN IN SAME LOCATION
3. PEDESTRIAN RAMPS WITHIN THE PROJECT AREA THAT ARE NOT ADA COMPLIANT WILL BE RECONSTRUCTED
4. CURB AND GUTTER WILL BE MOUNTABLE STYLE

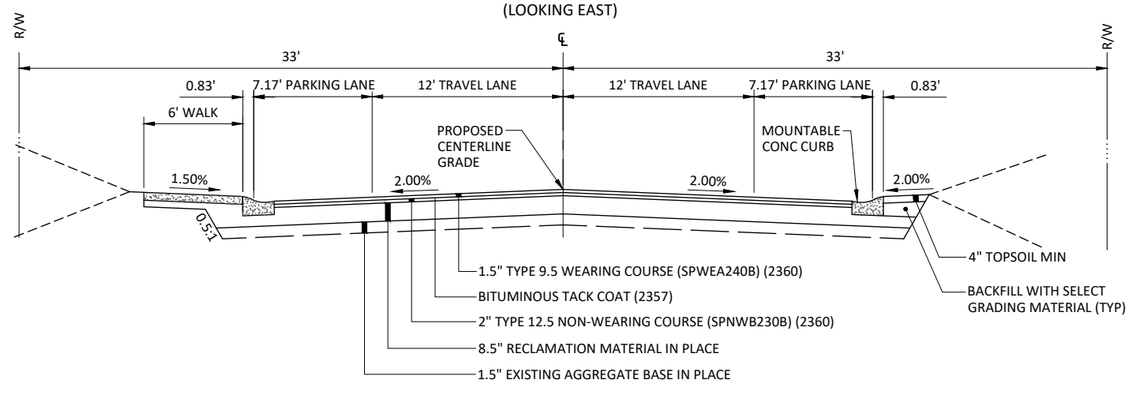
ALTERNATE TYPICAL SECTION NOTES:

1. BACK OF CURB PROPOSED TO REMAIN IN SAME LOCATION ON SOUTH SIDE OF THE STREET WHILE THE NORTH SIDE TO MOVE 2' 4" TOWARDS THE ROAD CENTERLINE
2. 5' WALK ON THE NORTH SIDE OF THE STREET PROPOSED TO REMAIN WITH OUTSIDE EDGE IN SAME LOCATION AS CURRENT WALK
3. 3' 4" TURF BOULEVARD PROPOSED BETWEEN THE WALK AND THE BACK OF CURB ON THE NORTH SIDE OF THE STREET
4. PEDESTRIAN RAMPS WITHIN THE PROJECT AREA THAT ARE NOT ADA COMPLIANT WILL BE RECONSTRUCTED
5. CURB AND GUTTER WILL BE MOUNTABLE STYLE

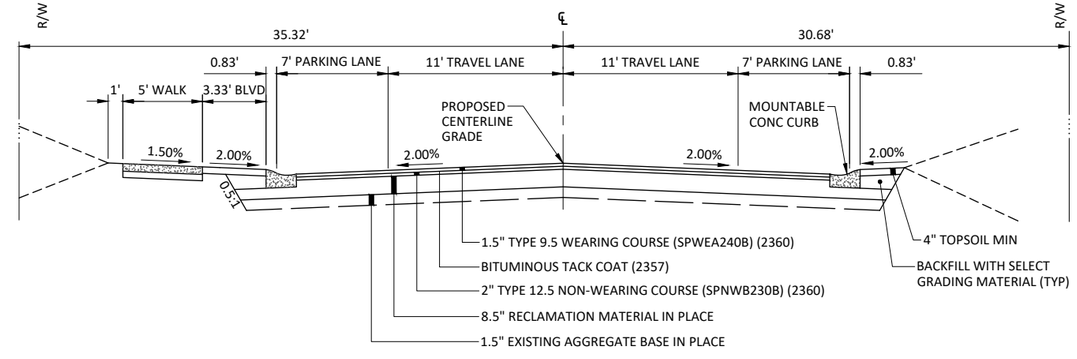
EXISTING TYPICAL SECTION
40' BACK-BACK
(LOOKING EAST)



PROPOSED TYPICAL SECTION
40' BACK-BACK
(LOOKING EAST)



ALTERNATE TYPICAL SECTION
36' FACE-FACE
(LOOKING EAST)



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Appendix E: WHISKEY ROAD (CR 23) PROPOSED DRAINAGE IMPROVEMENTS

FIGURE E - WHISKEY ROAD (CR 23) PROPOSED DRAINAGE IMPROVEMENTS

MARCH 2021

BOLTON & MENK



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Appendix F: PARCEL OWNERSHIP & ASSEABLE FRONTAGE

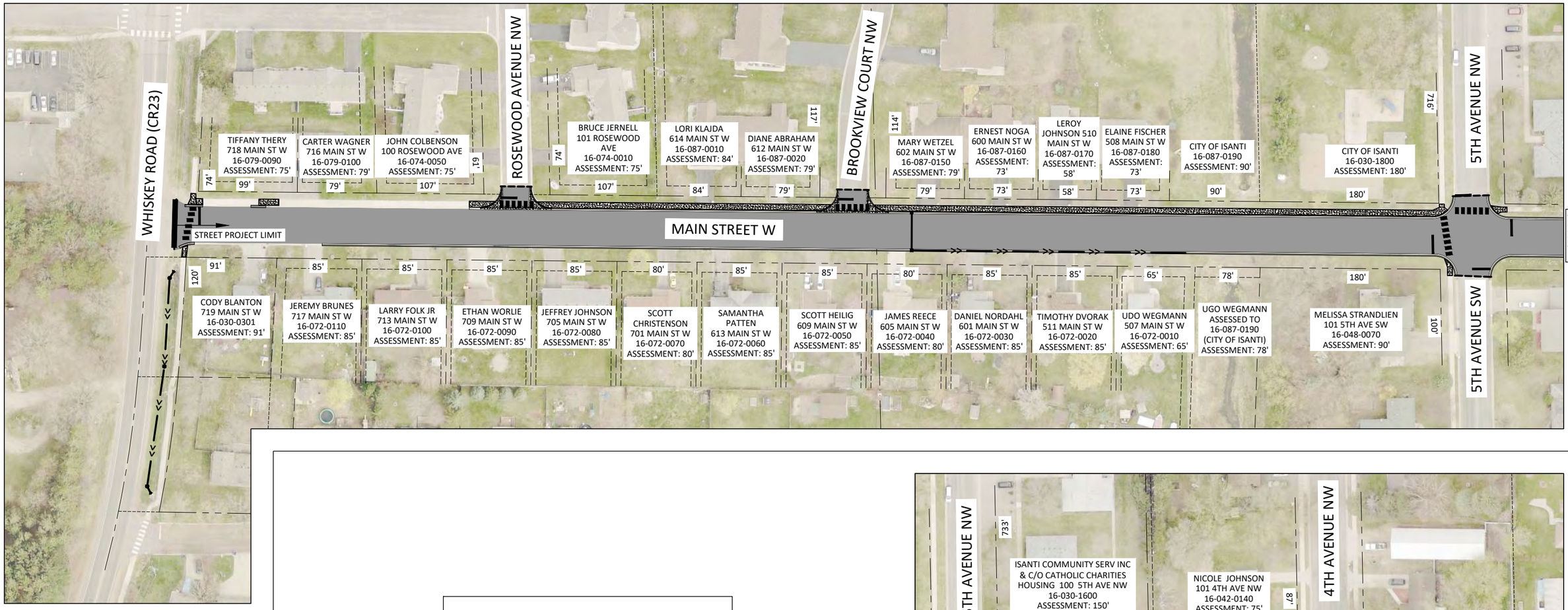
MAIN STREET RECONSTRUCTION

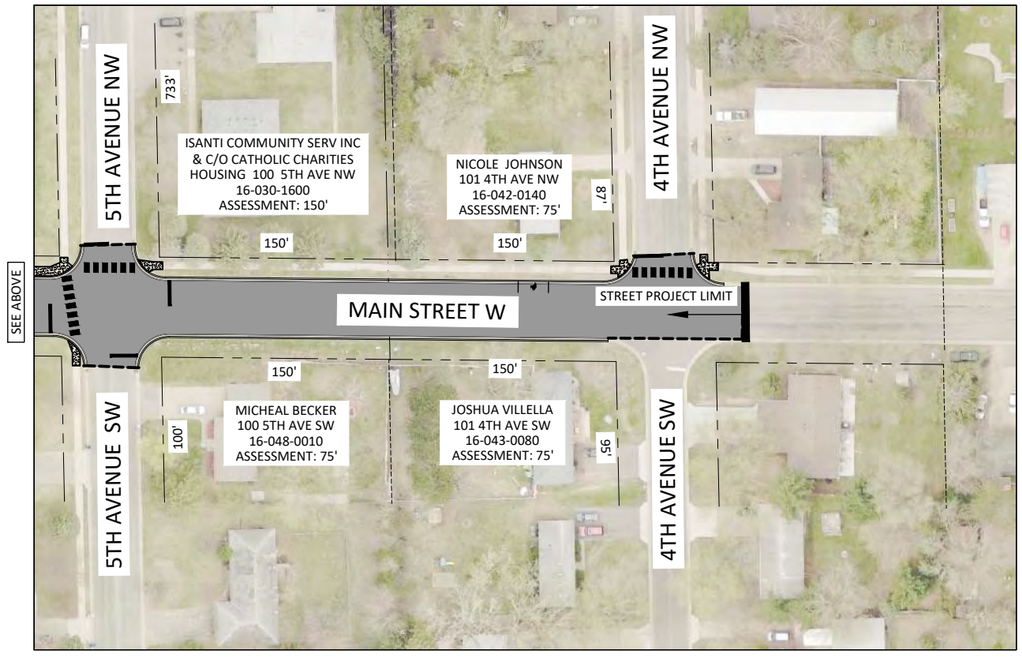
ISANTI, MN

FIGURE F - PARCEL OWNERSHIP & ASSESSABLE FRONTAGE

MARCH 2021

BOLTON & MENK





PROPOSED CONCRETE PAVEMENT & WALK

PROPOSED CURB AND GUTTER

PROPOSED BITUMINOUS PAVEMENT

PROPOSED STORM SEWER

0 50 100

SCALE FEET

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Appendix G: PRELIMINARY COST ESTIMATES

OPINION ON PROBABLE COST

MAIN STREET RECONSTRUCTION
ISANTI, MN
BMI PROJECT NUMBER - 0R1.123865

BOLTON & MENK
Real People. Real Solutions.

Date: 3/10/2021

Item No.	Item	Estimated Quantity	Unit	Unit Price	Breakdown				Total Amount
					Roadway		Storm		
					Quantity	Cost	Quantity	Cost	
BASE BID									
1	MOBILIZATION	1	LUMP SUM	$32,000.00	0.95	$30,400.00	0.05	$1,600.00	$32,000.00
2	REMOVE SIGN	14	EACH	$50.00	14	$700.00			$700.00
3	REMOVE CURB AND GUTTER	3125	LIN FT	$8.00	3125	$25,000.00			$25,000.00
4	REMOVE CONCRETE PAVEMENT	890	SQ FT	$6.00	890	$5,340.00			$5,340.00
5	REMOVE CONCRETE WALK	6485	SQ FT	$5.00	6485	$32,425.00			$32,425.00
6	RELOCATE SPRINKLER SYSTEM	15	EACH	$500.00	15	$7,500.00			$7,500.00
7	COMMON EXCAVATION (EV) (P)	703	CU YD	$18.00	703	$12,654.00			$12,654.00
8	AGGREGATE BASE SPECIAL (CV)	198	CU YD	$35.00	198	$6,930.00			$6,930.00
9	FULL DEPTH RECLAMATION (12")	7223	SQ YD	$3.25	7223	$23,474.75			$23,474.75
10	BITUMINOUS PATCH SPECIAL (DRIVEWAY)	442	SQ YD	$50.00	442	$22,100.00			$22,100.00
11	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	672	TON	$72.00	672	$48,384.00			$48,384.00
12	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	896	TON	$70.00	896	$62,720.00			$62,720.00
13	12" RC PIPE SEWER CLASS V	38	LIN FT	$55.00			38	$2,090.00	$2,090.00
14	15" RC PIPE SEWER CLASS V	280	LIN FT	$60.00			280	$16,800.00	$16,800.00
15	CASTING ASSEMBLY	2	EACH	$700.00	2	$1,400.00			$1,400.00
16	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (2X3) (R-1)	10	LIN FT	$600.00			10	$6,000.00	$6,000.00
17	CONNECT TO EXISTING STRUCTURE	1	EACH	$1,500.00			1	$1,500.00	$1,500.00
18	ADJUST FRAME AND RING CASTING (MANHOLE)	7	EACH	$600.00	7	$4,200.00			$4,200.00
19	ADJUST FRAME AND RING CASTING (CATCH BASIN)	4	EACH	$600.00	4	$2,400.00			$2,400.00
20	ADJUST VALVE BOX	6	EACH	$400.00	6	$2,400.00			$2,400.00
21	4" CONCRETE WALK	3965	SQ FT	$6.00	3965	$23,790.00			$23,790.00
22	6" CONCRETE WALK SPECIAL	2520	SQ FT	$12.00	2520	$30,240.00			$30,240.00
23	6" CONCRETE DRIVEWAY PAVEMENT	167	SQ YD	$72.00	167	$12,024.00			$12,024.00
24	CONCRETE CURB & GUTTER	3125	LIN FT	$15.00	3125	$46,875.00			$46,875.00
25	7" CONCRETE VALLEY GUTTER	100	SQ YD	$100.00	100	$10,000.00			$10,000.00
26	TRUNCATED DOMES	132	SQ FT	$60.00	132	$7,920.00			$7,920.00
27	RELOCATE MAIL BOX	23	EACH	$150.00	23	$3,450.00			$3,450.00
28	TRAFFIC CONTROL	1	LUMP SUM	$8,000.00	0.95	$7,600.00	0.05	$400.00	$8,000.00
29	SIGN PANELS TYPE C	130	SQ FT	$60.00	130	$7,800.00			$7,800.00
30	STABILIZED CONSTRUCTION EXIT	2	LUMP SUM	$1,000.00	2	$2,000.00			$2,000.00
31	STORM DRAIN INLET PROTECTION	17	EACH	$200.00	17	$3,400.00			$3,400.00
32	SILT FENCE, TYPE MS	400	LIN FT	$4.00	400	$1,600.00			$1,600.00
33	ROCK DITCH CHECK	16	EACH	$200.00	16	$3,200.00			$3,200.00
34	COMMON TOPSOIL BORROW (LV)	291	CU YD	$32.00	291	$9,312.00			$9,312.00
35	SODDING TYPE LAWN	1867	SQ YD	$7.00	1867	$13,069.00			$13,069.00
36	4" SOLID LINE MULTI-COMPONENT (BLUE)	16	LIN FT	$5.00	16	$80.00			$80.00
37	24" SOLID LINE MULTI-COMPONENT (WHITE)	150	LIN FT	$10.00	150	$1,500.00			$1,500.00
38	PAVEMENT MESSAGE MULTI-COMPONENT	5	SQ FT	$10.00	5	$50.00			$50.00
39	CROSSWALK MULTI-COMPONENT (WHITE)	700	SQ FT	$8.00	700	$5,600.00			$5,600.00
				CONSTRUCTION SUBTOTAL		**$477,537.75**		**$28,390.00**	**$505,927.75**
				5% CONTINGENCY:		**$23,876.89**		**$1,419.50**	**$25,296.39**
				ESTIMATED CONSTRUCTION COST		**$501,414.64**		**$29,809.50**	**$531,224.14**
				DESIGN & ADMINISTRATION THROUGH BIDDING		**$65,200.00**		**$3,900.00**	**$69,100.00**
				CONSTRUCTION ENGINEERING & ADMINISTRATION		**$60,200.00**		**$3,500.00**	**$63,700.00**
				MATERIAL TESTING		**$9,500.00**		**$500.00**	**$10,000.00**
				TOTAL ESTIMATED PROJECT COST:		**$636,314.64**		**$37,709.50**	**$674,024.14**

OPINION ON PROBABLE COST

WHISKEY ROAD DITCH DRAINAGE IMPROVEMENTS
ISANTI, MN

BOLTON & MENK
Real People. Real Solutions.

Date: 3/10/2021

Item No.	Item	Notes	Estimated Quantity	Unit	Unit Price	Total Amount
BASE BID						
1	MOBILIZATION		1	LUMP SUM	$3,000.00	$3,000.00
2	24" RC PIPE APRON		2	EACH	$1,600.00	$3,200.00
3	INSTALL CULVERT MARKER		2	EACH	$500.00	$1,000.00
4	24" RC PIPE SEWER CLASS V		230	LIN FT	$65.00	$14,950.00
5	CASTING ASSEMBLY		3	EACH	$700.00	$2,100.00
6	CONSTRUCT DRAINAGE STRUCTURE DESIGN G		12	LIN FT	$500.00	$6,000.00
7	RANDOM RIPRAP CLASS III		30	CU YD	$80.00	$2,400.00
8	TRAFFIC CONTROL		1	LUMP SUM	$1,000.00	$1,000.00
9	RELOCATE SIGN		3	EACH	$250.00	$750.00
10	STORM DRAIN INLET PROTECTION		5	EACH	$200.00	$1,000.00
11	SILT FENCE, TYPE MS		250	LIN FT	$4.00	$1,000.00
12	COMMON TOPSOIL BORROW		135	CU YD	$32.00	$4,320.00
13	TURF RESTORATION		0.15	ACRE	$15,000.00	$2,250.00

CONSTRUCTION SUBTOTAL	**$42,970.00**
10% CONTINGENCY:	**$4,297.00**
ESTIMATED CONSTRUCTION COST	**$47,267.00**
DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:	**$11,800.00**
TOTAL ESTIMATED PROJECT COST:	**$59,067.00**

Appendix H: PRELIMINARY ASSESSMENT ROLL

MAIN STREET RECONSTRUCTION
Preliminary Assessment Roll
Bolton & Menk Project # 0R1.123865
03/10/21

No.	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Assessable Frontage (LF)	Improvement Frontage (LF)	Side Frontage (LF)	Notes	Assessed Street Cost Per Front Footage $64.16
1	16-030-1800	CITY OF ISANTI	CITY PARK	PO BOX 428	180.0	180.0	716.0		$11,548.80
2	16-087-0190	CITY OF ISANTI	BROOKVIEW COURT OUTLOT A	PO BOX 428	168.0	90.0		1	$10,778.88
3	16-072-0010	UDO WEGMANN	507 MAIN STREET W		65.0	143.0		1	$4,170.40
4	16-087-0180	ELAINE FISCHER	508 MAIN STREET W		73.0	73.0			$4,683.68
5	16-087-0170	LEROY JOHNSON	510 MAIN STREET W		58.0	58.0			$3,721.28
6	16-072-0020	TIMOTHY DVORAK	511 MAIN STREET W		85.0	85.0			$5,453.60
7	16-087-0160	ERNEST NOGA	600 MAIN STREET W		73.0	73.0			$4,683.68
8	16-072-0030	DANIEL NORDAHL	601 MAIN STREET W		85.0	85.0			$5,453.60
9	16-087-0150	MARY WETZEL	602 MAIN STREET W		79.0	79.0	114.0		$5,068.64
10	16-072-0040	JAMES REECE	605 MAIN STREET W		80.0	80.0			$5,132.80
11	16-072-0050	SCOTT HEILIG	609 MAIN STREET W	106 4TH AVE NW, RICE, MN 56367	85.0	85.0			$5,453.60
12	16-087-0020	DIANE ABRAHAM	612 MAIN STREET W		79.0	79.0	117.0		$5,068.64
13	16-072-0060	SAMANTHA PATTEN	613 MAIN STREET W		85.0	85.0			$5,453.60
14	16-087-0010	LORRI KLAJDA	614 MAIN STREET W		84.0	84.0			$5,389.44
15	16-072-0070	SCOTT CHRISTENSON	701 MAIN STREET W		80.0	80.0			$5,132.80
16	16-072-0080	JEFFREY JOHNSON	705 MAIN STREET W		85.0	85.0			$5,453.60
17	16-072-0090	ETHAN WORLIE	709 MAIN STREET W		85.0	85.0			$5,453.60
18	16-072-0100	LARRY FOLK JR	713 MAIN STREET W		85.0	85.0			$5,453.60
19	16-079-0100	CARTER WAGNER	716 MAIN STREET W		79.0	79.0			$5,068.64
20	16-072-0110	JEREMY BRUNES	717 MAIN STREET W		85.0	85.0			$5,453.60
21	16-079-0090	TIFFANY THERY	718 MAIN STREET W		75.0	99.0	74.0	2	$4,812.00
22	16-030-0301	CODY BLANTON	719 MAIN STREET W		91.0	91.0	120.0		$5,838.56
23	16-043-0080	JOSHUA VILLELLA	101 4TH AVENUE SW		75.0	150.0	95.0	2	$4,812.00
24	16-042-0140	NICOLE JOHNSON	101 4TH AVENUE NW		75.0	150.0	87.0	2	$4,812.00
25	16-048-0010	MICHAEL BECKER	100 5TH AVENUE SW		75.0	150.0	100.0	2	$4,812.00
26	16-030-1600	ISANTI COMMUNITY SERV INC & C/O CATHOLIC CHARITIES HOUSING	100 5TH AVENUE NW	PO BOX 286, ISANTI, MN, 55040	150.0	150.0	733.0		$9,624.00
27	16-048-0070	MELISSA STRANDLIEN	101 5TH AVENUE SW		90.0	180.0	100.0	2	$5,774.40
28	16-074-0050	JOHN COLBENSON	100 ROSEWOOD AVENUE NW		75.0	107.0	61.0	2	$4,812.00
29	16-074-0010	BRUCE JERNELL	101 ROSEWOOD AVENUE NW	101 ROSEWOOD AVENUE NW, PO BOX 185, ISANTI, MN 55040	75.0	107.0	74.0	2	$4,812.00
				Totals	**2,559.0**	**2,962.0**			**$164,185.44**

NOTES:

(1) South Ditch Frontage Assessed to City Parcel 16-087-0190
(2) Corner Lot with Long Side on Improvement

Assessed Street Cost

AVERAGE	$5,661.57
HIGH	$11,548.80
LOW	$3,721.28

Total Assessable Cost	$164,185.44
Total Assessable Street Cost	$656,795.14
Percent Assessed	25%

RESOLUTION 2021-XXX

RECEIVING FEASIBILITY REPORT, AND CALLING HEARING ON THE MAIN STREET RECONSTRUCTION PROJECT

WHEREAS, pursuant to Resolution 2021-029 of the City Council adopted February 16, 2021, a report has been prepared by Bolton & Menk, Inc. with reference to the improvement of Main Street W from Whiskey Road to 4th Avenue NW. The improvement shall consist of street reclamation, sidewalk reconstruction, and the replacement of curb & gutter. This report was received by the Council on March 16, 2021, and,

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible;

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

1. The Council will consider the proposed improvement in accordance with the report and the assessment of benefited property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvement of $674,100.

2. A public hearing shall be held on such proposed improvement at approximately **7:00 p.m.** on the **20th** day of **April, 2021**, in the Council Chambers at Isanti City Hall, 110 1st Avenue NW, Isanti MN, and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

This resolution was duly adopted by the Isanti City Council this 16th day of March 2021.

Motion: Seconded: Carried:

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

AUTHORIZING PREPARATION OF PLANS ON THE MAIN STREET RECONSTRUCTION PROJECT

WHEREAS, pursuant to Resolution 2021-029 of the City Council adopted February 16, 2021, a report has been prepared by Bolton & Menk, Inc. with reference to the improvement of Main Street W from Whiskey Road to 4th Avenue NW. The improvement shall consist of street reclamation, sidewalk reconstruction, and the replacement of curb & gutter. This report was received by the Council on March 16, 2021; and,

WHEREAS, as recommended in the Preliminary Engineering Report, in order to keep the proposed project on schedule for a May 2021 bid opening, it is recommended that development of plans and specifications begin in advance of the public hearing;

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

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall prepare plans and specifications for the making of such improvement at an hourly not to exceed fee of $69,100.00. These fees are included in the total cost of the project in the report.
2. Should the project be awarded and move into construction, Bolton & Menk, Inc, shall perform engineering construction services at an hourly not to exceed fee of $63,700.00 These fees are included in the total cost of the project in the report.

This resolution was duly adopted by the Isanti City Council this 16th day of March 2021.

Motion: Seconded: Carried:

_____
Attest: Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

AUTHORIZING ENGINEERING SERVICES FOR THE WHISKEY ROAD STORM WATER IMPROVEMENTS

WHEREAS, a drainage issue has been identified along Whiskey Road from Main Street to North Brookview Lane SW; and,

WHEREAS, a Preliminary Engineering Report was completed evaluating the drainage issue and has identified a recommended solution. it is proposed to construct a 24-inch storm pipe from Main Street to North Brookview Lane SW along the Whiskey Road ditch; and,

WHEREAS, this project is proposed to be added to the 2021 Storm Water Management Project bid package to receive the most competitive bids; and,

WHEREAS, funding would come from the Storm Water Utility Fund; and,

WHEREAS, Bolton & Menk, Inc. will complete the Engineering Services to complete the design, and construction services for these improvements for an hourly, not to exceed, fee of $11,800 as identified in the Preliminary Engineering Report;

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

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for the proposed improvements and shall complete the Whiskey Road Storm Water Improvements services as described in the Preliminary Engineering Report, for an hourly, not to exceed, fee of $11,800.

This resolution was duly adopted by the Isanti City Council this 16th day of March 2021.

_____
Attest: Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

City of Isanti

Gross Payroll	97,817.88
Social Security & Medicare	5,388.42
Public Employees Retirement	10,059.59
Total City Expense	113,265.89

Pay Date 3/5/2021

Pay Period 5 (2/14-2/27/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/21	03/03/2021	55484	9	BERNICKS PEPSI-COLA	609-20200	1,067.68
03/21	03/03/2021	55485	8	DAHLHEIMER DISTRIBUTING CO	609-20200	18,923.72
03/21	03/03/2021	55486	1682	FERGUSON WATERWORKS	601-20200	57.14
03/21	03/03/2021	55487	2830	GDO LAW	101-20200	4,083.33
03/21	03/03/2021	55488	134	GOPHER STATE ONE-CALL INC	601-20200	33.75
03/21	03/03/2021	55489	2761	GRATITUDE FARMS	101-20200	250.00
03/21	03/03/2021	55490	739	HACH COMPANY	601-20200	990.16
03/21	03/03/2021	55491	160	HAWKINS INC	601-20200	4,373.01
03/21	03/03/2021	55492	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	103.27
03/21	03/03/2021	55493	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,672.40
03/21	03/03/2021	55494	5	KAWALEK TRUCKING	609-20200	317.80
03/21	03/03/2021	55495	17	MCDONALD DISTRIBUTING CO	609-20200	11,755.30
03/21	03/03/2021	55496	2208	MINNESOTA EQUIPMENT INC	101-20200	90.12
03/21	03/03/2021	55497	2080	MVTL LABORATORIES INC	602-20200	166.77
03/21	03/03/2021	55498	2159	NAMEPLATES FOR INDUSTRY INC	101-20200	369.53
03/21	03/03/2021	55499	2553	O'REILLY	101-20200	21.96
03/21	03/03/2021	55500	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,830.17
03/21	03/03/2021	55501	2396	SOUTHERN GLAZERS OF MN	609-20200	18,549.67
03/21	03/03/2021	55502	1361	STAPLES ADVANTAGE	101-20200	61.60
03/21	03/03/2021	55503	73	STAR	101-20200	5.64
03/21	03/03/2021	55504	2156	SUMMIT FIRE PROTECTION	101-20200	135.00
03/21	03/03/2021	55505	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	1,227.50
03/21	03/03/2021	55506	1290	THE AMBLE GROUP	101-20200	97.79
03/21	03/03/2021	55507	626	THE WINE COMPANY	609-20200	457.00
03/21	03/03/2021	55508	2944	UNIFIRST CORPORATION	609-20200	722.77
03/21	03/03/2021	55509	42	VIKING COCA-COLA BOTTLING CO	609-20200	149.35
03/21	03/03/2021	55510	4	WATSON CO INC	609-20200	4,001.79
03/21	03/03/2021	55511	1922	WEX BANK	101-20200	3,700.67
03/21	03/03/2021	55512	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,938.00
03/21	03/03/2021	55513	3019	WIDSETH SMITH NOLTING & ASSOC, INC.	609-20200	22,226.40
03/21	03/03/2021	55514	2872	WINEBOW	609-20200	427.75
03/21	03/03/2021	55515	3026	ZEROREZ-MINNESOTA	101-20200	490.00
Grand Totals:						110,297.04

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/21	03/11/2021	55521	1231	ACE SOLID WASTE INC	101-20200	663.49
03/21	03/11/2021	55522	2290	AMERICAN FLAGPOLE &	101-20200	183.80
03/21	03/11/2021	55523	598	ASPEN MILLS INC	101-20200	56.95
03/21	03/11/2021	55524	2850	BEAUDRY OIL & PROPANE INC	601-20200	2,164.83
03/21	03/11/2021	55525	53	BELLBOY CORPORATION	609-20200	4,748.73
03/21	03/11/2021	55526	9	BERNICKS PEPSI-COLA	609-20200	823.79
03/21	03/11/2021	55527	2221	C & L DISTRIBUTING	609-20200	854.94
03/21	03/11/2021	55528	421	CARGILL INC	101-20200	14,474.29
03/21	03/11/2021	55529	1198	CENTER POINT ENERGY	601-20200	4,816.82
03/21	03/11/2021	55530	1822	CENTURYLINK BUSINESS SERVICES	101-20200	17.42
03/21	03/11/2021	55531	1629	CITY OF ISANTI	101-20200	10,466.64
03/21	03/11/2021	55532	918	CRYSTAL SPRINGS ICE	609-20200	88.29
03/21	03/11/2021	55533	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,419.02
03/21	03/11/2021	55534	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	113.64
03/21	03/11/2021	55535	2028	FURTHER	101-20200	29.00
03/21	03/11/2021	55536	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	72.77
03/21	03/11/2021	55537	1684	ISANTI COUNTY AUDITOR-	505-20200	390.00
03/21	03/11/2021	55538	114	ISANTI COUNTY RECORDER	505-20200	56.00
03/21	03/11/2021	55539	114	ISANTI COUNTY RECORDER	101-20200	46.00
03/21	03/11/2021	55540	114	ISANTI COUNTY RECORDER	101-20200	46.00
03/21	03/11/2021	55541	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,714.09
03/21	03/11/2021	55542	5	KAWALEK TRUCKING	609-20200	230.20
03/21	03/11/2021	55543	131	MACQUEEN EQUIPMENT INC	603-20200	443.12
03/21	03/11/2021	55544	17	MCDONALD DISTRIBUTING CO	609-20200	16,105.10
03/21	03/11/2021	55545	110	METAL COATING & MFG CO	101-20200	50.00
03/21	03/11/2021	55546	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
03/21	03/11/2021	55547	2842	MN PEIP	861-20200	28,872.90
03/21	03/11/2021	55548	617	PAUSTIS & SONS	609-20200	585.25
03/21	03/11/2021	55549	44	PHILLIPS WINE & SPIRITS INC	609-20200	7,709.91
03/21	03/11/2021	55550	1113	RJM DISTRIBUTING INC	609-20200	259.80
03/21	03/11/2021	55551	450	STAR QUALITY GLASS	101-20200	211.70
03/21	03/11/2021	55552	1820	URBANS HARDWARE INC	101-20200	60.51
03/21	03/11/2021	55553	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
03/21	03/11/2021	55554	686	VERIZON WIRELESS	101-20200	1,444.25
03/21	03/11/2021	55555	42	VIKING COCA-COLA BOTTLING CO	609-20200	301.28
03/21	03/11/2021	55556	1286	VINOCOPIA INC	609-20200	130.50
03/21	03/11/2021	55557	780	WINE MERCHANTS	609-20200	672.00
Grand Totals:						118,504.62

RESOLUTION 2021-XXX

AUTHORIZING THE CLOSING OF FUNDS 223 AND 224 TO THE GENERAL FUND

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 interest of the community to close Youth Rec Ed Safety Fund 223 and Cambridge-Isanti Joint Event Fund 224 to the General Fund 101;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, to:

Close Fund 223 and Fund 224 to the General Fund, effective December 31st 2020.

Adopted by the Isanti City Council this 16th day of March 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Isanti Police Department Monthly Report

February 2021

Reported Crime	Month to Date	Year to Date
Theft	8	15
Assault	3	6
Vandalism/Damage to Property	0	2
Narcotics	4	9
Burglary	1	1
Domestics	4	10
Crim Sex	1	3
Robbery	0	0
Loud Party/Disturbance	1	3
Medical	18	55
Permit to Purchase	9	24
Security Check / Extra Patrol	410	874

Traffic Offenses	Month to Date	Year to Date
No Insurance	4	13
DUI	1	2
Accidents	5	19
Hit & Run	0	0
Warrant P/U	2	6
Speed	15	29
DAR/DAS	4	7
Administrative Citations (Including Speed)	13	27

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	96,846	650	1,045
Ford Explorer 224	94,258	372	1,221
Ford F150 225	42,597	635	1,325
Chevy Impala 223	98,367	171	350
Dodge Durango 226	Not Available	#VALUE!	#VALUE!
Dodge Durango 227	34,451	2,047	3,043
Dodge Durango 228	11,420	1,979	3,734
Chevy Tahoe 229	3,200	598	3,200

CEZT REPORT FEBRUARY 2021

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD												
NEW CASES OPENED THIS MONTH											11	9
NEW CRIMINAL CITATIONS ISSUED THIS MONTH											2	9
NEW ADMIN CITATIONS ISSUED THIS MONTH												
OPEN CASES NOT INCL CITATIONS (End of month)												
OPEN CRIMINAL CITATIONS END OF MONTH											1	5
OPEN ADMIN CITATIONS END OF MONTH											4	4
CLOSED CASES THIS MONTH												
CAN-Proh Animals											6	9
CCV-Comm Vehicle Storage												
CDO--Dogs												
CPA-Park & Store. 227-8												2
CSN-Snow Removal 216-2-Q											1	5
CSP-Admin Permits/Solicitors/Peddlers											1	2
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass/weed length. 216-2-H												
Nuisance Junk/rubbish/salvage. 216-2-L												
NJU--Junk/Brush												4
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates. 216-2-L												
RNT-Unlicensed rental												
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence. 216												
Compliance Letters Mailed this month												
Abated Properties this month											1	8
Admin Hearings Requested												
Admin Hearings Held - positive judgement												
Criminal trials - positive judgement												

CITY OF ISANTI MONTHLY REPORT

February 2021

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	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		
ROOF / SIDING	9	14	$0.00	$0.00	$9.00	$14.00	$720.00	$1,120.00		
DECK	0	1	$0.00	$3,000.00	$0.00	$1.50	$0.00	$153.45		
LL FINISH	2	3	$7,000.00	$7,000.00	$2.00	$3.50	$600.00	$753.88		
REMODEL / ADDITION	1	1	$15,650.00	$15,650.00	$8.00	$8.00	$475.20	$475.20		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	12	23	$0.00	$65,000.00	$12.00	$54.50	$980.00	$2,640.00		
SINGLE DWELLINGS	9	10	$1,885,832.00	$2,072,332.00	$944.50	$1,052.50	$25,329.10	$28,292.50		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	18	25	$0.00	$0.00	$18.00	$25.00	$1,350.00	$1,875.00		
PLUMBING	13	22	$0.00	$0.00	$13.00	$22.00	$1,102.00	$1,868.00		
RESIDENTIAL TOTAL	**64**	**99**	**$1,908,482.00**	**$2,162,982.00**	**$1,006.50**	**$1,181.00**	**$30,556.30**	**$37,178.03**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	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		
ROOF / SIDING	1	1	$15,150.00	$15,150.00	$0.00	$0.00	$280.50	$280.50		
MISCELLANEOUS	16	18	$22,000.00	$31,990.00	$26.00	$27.00	$2,641.50	$3,018.20		
COMMERCIAL TOTAL	**17**	**19**	**$37,150.00**	**$47,140.00**	**$26.00**	**$27.00**	**$2,922.00**	**$3,298.70**		
RESIDENTIAL/COMMERCIAL TOTAL	**81**	**118**	**$1,945,632.00**	**$2,210,122.00**	**$1,032.50**	**$1,208.00**	**$33,478.30**	**$40,476.73**	**$57,071.00**	**$63,446.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 2/28/2021**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	45	0	0	0	$60,616.00	$5,500.93	$0.00
2015	30	4	0	0	$883,705.00	$14,568.24	$23,949.00
2016	67	7	0	1	$3,683,095.10	$42,000.64	$55,581.00
2017	69	9	0	0	$1,730,522.00	$30,757.95	$73,998.00
2018	72	4	0	0	$740,650.00	$16,803.40	$19,666.00
2019	70	2	0	0	$900,472.64	$20,136.75	$11,616.00
2020	81	8	0	0	$1,688,104.03	$31,656.20	$48,391.00
2021	118	10	0	0	$2,210,122.00	$40,476.73	$63,446.00

MONTHLY COMPARISON FOR 2021

Month	# Permits	Permit Value	Permit Fees
January	37	$264,490.00	$6,998.43
February	81	$1,945,632.00	$33,478.30
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	118	$2,210,122.00	$40,476.73

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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: March 10, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.123310, Isanti, MN

Please find listed below a status report of the current projects in the City of Isanti:

1) Liquor Store Site Design

The site plan is complete and ready for bidding. Bids are scheduled to be received April 9, 2021.

2) Main Street Reconstruction

We will bring the Preliminary Engineering Report to the March 16, 2021 Council Meeting for consideration.

3) Eagle Park Parking Lot Reconstruction

The survey is complete. We will provide an update at the March 16, 2021 Council Meeting.

4) Heritage Walk Improvements

The survey is complete. We will provide an update at the March 16, 2021 Council Meeting.

5) 2021 Pavement Management Project

We will complete the plan development this month.

6) 2021 Storm System Management Project

We will complete the plan development this month.

7) 6th Avenue Rehabilitation

Punchlist items will be completed this spring.

8) Legacy Pines 2nd & 3rd Additions

Punchlist items will be addressed in the spring on 2nd Addition. Sidewalks and final pavement surfaces will be completed in the spring on 3rd Addition Phases 1 & 2. 3rd Addition Phase 3 is planned for construction this summer.

9) Fairway Greens North Development

A new development is proposed to extend to the NE along 7th Avenue from Cajima Street near the Arts & Science Academy. The first phase is planned for construction this summer.

10) MS4 Implementation

We will continue to assist the City as requested to meet MS4 requirements.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
Febuary 23, 2021

Call to Order: Matt Sylvester – Public Services director called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Mike Becker
Staff Present: Matt Sylvester: Public Services Director

Agenda/Modifications: Witte asked that discussion be had on the Sledding Hill. Sylvester added it too the Agenda.

2. Oath of Office: Zdon volunteered to be chair position if no one else was interested, Zdon accepted and motion passed 4-0. Witte volunteered to be vice chair, Zdon motioned to nominate Witte and seconded by Gordon. Motion passed 4-0. Secretary is assigned to city staff.

3. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from November 24, 2020. Motion passed 4-0.

4. Review of the Parks, Recreation and Culture Board meeting dates: Sylvester shared the 2021 dates along with the material submittal dates for 2021 and reminded the board members that if they have an item they would like added to an agenda these are the dates to have items in to staff by, motion by Witte second by Becker.

5. Overview of 2021 Projects
Sylvester shared that the Parks Brochure has been completed in the fall of 2020, along with items that are in the CIP plan for 2021, that the Isantian will be going digital, and also the many PRC Events and dates that will be happening this year. Discussion was also had on the Amphitheater design and the bathrooms that are in the CIP plan for 2021.Gordon shared that the bathrooms would be separate from the Amphitheater and that they would be in a more central location for a possible Splash Pad in the future. It was also shared by Sylvester that Curious Creatures has been canceled the last few months from a lack of interest and that the last movie night had zero in attendance.

6. Sledding Hill Agenda Modification:
Witte asked how the feedback for the Sledding Hill. Sylvester shared that a berm has been placed to prevent kids from sledding onto the street and that staff has not received any complaints about the hill. It was also shared that the Sledding Hill has had a number of people in attendance.

Adjournment: Motion by Witte, second by Gordon to adjourn the February 23, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:13 p.m.

Respectfully Submitted
Matt Sylvester
Public Services Director

AGENDA
CITY OF ISANTI
SPECIAL MEETING CITY COUNCIL
FRIDAY, MARCH 19, 2021 at 5:00 PM
CITY HALL

The public can comment at the City Council meeting by visiting this website:
https://zoom.us/j/94335746046?pwd=ZnowalRHTlByM1Z2K2ExUlRmdnd2Zz09

Or by calling into this number +1 312 626 6799 US with this meeting ID: 943 3574 6046 and Passcode: 732549

To mute and unmute during meeting press *6

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

Business Items

1. Resolution 2021-XXX Approving Plans and Ordering Advertisement for Bids for the Municipal Liquor Store

F. Adjournment

WIDSETH

ARCHITECTS ▪ ENGINEERS
SCIENTISTS ▪ SURVEYORS

MEMORANDUM

Date: March 17, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Mike Angland, AIA, LEED AP

Subject: Approval of Plans and Authorization to Advertise for Bids
Isanti Liquor Store
City of Isanti, MN
Widseth Project No.: 2021-10036

We request that the City Council approve the plans and specifications, entitled "Isanti Liquor Store", and authorize advertisement for bids.

The Isanti Liquor Store Project consists of a 12,604 s.f. building that will be located at 10 6th Avenue SE, Isanti, MN. The building will consist of 7,200 s.f. of retail space, 4,700 s.f. of rail cooler, beer cave, back-stock storage and delivery space, with the remaining space being dedicated to mechanical, restrooms, office and break room space. The building will be accompanied by a parking lot with regular sized parking stalls, pull through parking stalls for vehicles pulling trailers, dumptser enclosure and loading dock for deliveries. The building and site have been designed to provide the City of Isanti with a municipal liquor store that will meet their current and future needs.

Following is the schedule for the Isanti Liquor Store Project:

Approve Plans & Specs, Authorize Advertisement for Bids	March 19, 2021
Open Bids	April 09, 2021
Award Contract	April 13, 2021
Commence Construction	April 27, 2021
Final Completion of Construction	November 5, 2021

A resolution is attached to approve the plans and authorize the advertisement for bids.

I will be at the March 19, 2021 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.

Sincerely,

Mike Angland, AIA, LEED AP
Vice President

RESOLUTION 2021-XXX

APPROVING PLANS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE MUNICIPAL LIQUOR STORE

WHEREAS, pursuant to Resolution 2021-004 passed by the Council, Widseth has prepared plans and specifications for the liquor store project.

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

1. Such plans and specifications, copies of which are on file in the City Offices, are hereby approved.
2. Widseth shall prepare and cause to be inserted in the official paper and on QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The bids will be received by the City Administrator until 2:00 pm on April 9, 2021 at which time they will be publicly opened in the Council Chambers of the City Hall by the City Administrator, will then be tabulated, and will be considered by the council at approximately 7:00 p.m. on April 13th, 2021, in the Council Chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a bid bond payable to the City of Isanti for five percent (5%) of the amount of such bid.
3. Advertisement for bids are outlined in Exhibit A.

This resolution was duly adopted by the Isanti City Council this 19th day of March 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

EXHIBIT A

SECTION 00 1113

ADVERTISEMENT FOR BIDS

ISANTI MUNICIPAL LIQUOR STORE

Contractor's sealed proposals for the construction of Isanti Municipal Liquor Store will be received by Owner in accordance with the plans and specifications prepared by:

ARCHITECT

Widseth Smith Nolting

7804 Industrial Park Road

Baxter, MN 56425

SITE VISIT INFORMATION

Bidders are encouraged to visit the construction site. There will not be a scheduled Pre-Bid Meeting.

BID DATE INFORMATION:	**04-09-2021**
Bid Time:	2:00 pm
Location:	Isanti City Hall Attn: Josi Wood, City Administrator 110 1st Avenue Northwest Isanti, MN

at which time they will be publicly opened and read aloud for the construction of the above named project. Envelopes containing bids must be sealed, clearly marked on the lower left-hand corner "Bid Enclosed for Isanti Municipal Liquor Store" and with the name and address of the bidder and the date and hour of the opening.

PROJECT DESCRIPTION: The project involves general, civil, mechanical and electrical work for construction of an approximate 12,600 total sf municipal liquor store. Construction will be poured concrete foundation and slab-on-grade floor, wood framed walls and partitions with wood truss roof structure. HVAC system to be gas-fired forced air. Water and sewer systems are to connect to city services. Electrical work will include lighting, power and communications material and installation.

Each bid must be accompanied with a cashier's check, bid bond, U.S. Government Bonds (at par value) or certified check equal to five percent (5%) of the amount of the proposal. Security is payable to the Owner as a guarantee of prompt execution of the contract in accordance with the proposal and Contract documents, along with furnishing Payment and Performance Bonds of One Hundred percent (100%) of the bid amount acceptable to the Owner.

Bids received after the deadline will be returned unopened. Bids are to be submitted on the Bid Form provided in the project manual. Bids not received on the Bid Form will be cause for rejection.

Complete digital project bidding documents are available at www.widseth.com by clicking on Bid Documents link or at www.questcdn.com by inputting Quest project #7641363 on the website's Project Search page. Please contact QuestCDN.com at (952) 233-1632 or info@questcdn.com for assistance in free membership registration, downloading and working with this digital project information. You may download the digital plan documents electronically for $30. An optional paper set of project documents is also available from Cadd/Engineering Supply (CES) 1701 James Circle N., Brooklyn Center, MN 55430. Please contact CES's Repro Dept at (763) 560-9098 or (800) 831-8587 for pricing and if you have any questions.

The successful bidder must be a "responsible contractor." The term "responsible contractor" means a contractor as defined in Minnesota Statutes Section 16C.285, subdivision 3. Any

prime contractor, subcontractor, or motor carrier that does not meet the minimum criteria or fails to comply with the verification requirements is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project. A prime contractor, subcontractor, or motor carrier that makes a false statement under oath verifying compliance with the minimum criteria will be ineligible to be awarded a construction contract on the project and the submission of a false statement may result in termination of a contract awarded to a prime contractor, subcontractor, or motor carrier that submits the false statement. A prime contractor shall include in its verification of compliance a list of all of its first-tier subcontractors that it intends to retain for work on the project. Before execution of a construction contract, a prime contractor shall submit a supplemental verification under oath confirming that all subcontractors and motor carriers that the prime contractor intends to use to perform project work have verified to the prime contractor, through a signed statement under oath by an owner or officer, that they meet the minimum criteria for a responsible contractor.

Bids may not be withdrawn within forty-five (45) days after the scheduled closing time for receiving bids without consent of the Owner. The Owner reserves the right to reject any and all bids and rebid the project until a satisfactory bid is received.

No bid will be read or considered if the bid does not fully comply with the requirements of this invitation and/or other bidding and contract documents. Any deficient bid submitted will be resealed and returned to the bidder immediately.

By: Josi Wood, City Administrator
City of Isanti

END OF SECTION

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 6, 2021 – 7:00 P.M.
CITY HALL

Seating may be limited. If you would like to send in a comment for Public Comment or a Public Hearing to be read on your behalf, please submit to the City Clerk jstrand@cityofisanti.us or (763) 762-5759.

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award
1. Week of the Young Child- April 10 through April 16, 2021

G. Approve City Council Minutes
1. March 19, 2021- Special City Council Meeting
2. March 16, 2021- Regular Meeting of the City Council
3. March 16, 2021- Committee of the Whole Meeting
4. January 19, 2021- Planning Commission Meeting
5. March 2, 2021- Planning Commission Special Meeting
6. February 23, 2021- Parks, Recreation and Culture Board Meeting

H. Announcements

1. Special City Council Meeting	Tuesday, April 13, 2021 at 5:00 p.m.
2. Committee of the Whole	Tuesday, April 20, 2021 at 5:00 p.m.
3. Special Economic Development Authority	Tuesday, April 20, 2021 at 6:30 p.m.
4. City Council Meeting	Tuesday, April 20, 2021 at 7:00 p.m.
5. Planning Commission Meeting	Tuesday, April 20, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood
1. Resolution 2021-XXX Approving a Special Event Permit Request for the Race for Life, DK Gold Cup Qualifier & MN State Qualifier

Community Development Director Sheila Sellman
2. Resolution 2021-XXX Approving a Site Plan, Conditional Use Permit for a Caribou Coffee with a Drive-Thru Located at 260 5th Ave NE
3. Resolution 2021-XXX Approving a Variance to the Rear Setback for 511 Blue Bird Court
4. Resolution 2021-XXX Approving the Final Plat for Fairway Greens

City Engineer Jason Cook
5. Resolution 2021-XXX Accepting Plans and Specifications and Authorizing Request for Quote for the 2021 Storm System Maintenance Project

L. Approve Consent Agenda

1. Payroll in the Amount of $116,440.85, Accounts Payable in the Amount of $488,771.14 and First Quarter Payroll for Council/ Boards/ Commissions in the Amount of $9,278.65
2. Resolution 2021-XXX Approving Application for Exempt Gambling Permit for Rum River BMX 50/50 Raffle
3. Resolution 2021-XXX Accepting Resignation for Liquor Store Clerk Emily Nelson
4. Resolution 2021-XXX Accepting Parks, Recreation and Culture Board Member Michael Becker's Resignation
5. Resolution 2021-XXX Approving a Water Shutoff Policy for Non-Payment During Cold Weather Months
6. Resolution 2021-XXX Approving IAJOFD Lease Payment for 2020
7. Resolution 2021-XXX Amending the 2021 Sewer Budget
8. Resolution 2021-XXX Authorizing an Additional Generator Monitoring Alarm
9. Resolution 2021-XXX Approving Donation Box at Liquor Store
10. Resolution 2021-XXX Approving the Re-Hire of Part-Time Public Works Seasonal Joel Bazey
11. Resolution 2021-XXX Approving the Re-Hire of Sarah Bjork for the Position of Administrative Assistant Internship
12. Resolution 2021-XXX Authorizing the Purchase of an Employee Assistant Program (EAP)
13. Resolution 2021-XXX Approving the Hire of Part-Time Liquor Store Clerk II for Kalee Springer

M. Other Communications

1. Draft Minutes for the March 23, 2021 Parks, Recreation and Culture Board Meeting

Adjournment

Proclamation by Mayor Jeff Johnson

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 10th - April 16th; 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, Jeff Johnson, Mayor of the City of Isanti do hereby proclaim April 10th - April 16th, 2021 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 Jeff Johnson

MINUTES
CITY OF ISANTI
SPECIAL MEETING CITY COUNCIL
FRIDAY, MARCH 19, 2021 at 5:00 PM
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (via Zoom), Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, City Engineer Jason Cook, Chief of Police Travis Muyres and Finance Director Mike Betker

Others Present: Mike Angland (Widseth)

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Collison to approve agenda as presented. Motion passed 5-0. Motion carried.

Business Items

1. **Resolution 2021-054** Approving Plans and Ordering Advertisement for Bids for the Municipal Liquor Store

Mike Angland from Widseth thanked Council for their availability to have the special meeting. Angland continued to share that Widseth was not ready with plans as anticipated to make it to the regularly scheduled Council meeting. This resolution is to approve the plans and go out for bids for the proposed liquor store.

Councilor Collison asked if any of the plans had changed since the Planning Commission meeting.

City Administrator Josi Wood confirmed that there were no changes but it does have the interior layout and some additional items included. Additionally, it shows the bids and

alternate bids including seamless steel roof, asphalt and with and without the snowmelt for the concrete sidewalk.

Councilor Gordon asked if vinyl siding that looks like wood siding could be used and if there were any areas where money could be saved.

Angland responded that he has only used vinyl siding for residential projects and not commercial projects. LP Smart siding is an economical siding application for exterior.

Gordon asked if the bid would be line items or one lump bid amount.

Angland responded it will be a lump sum bid however, there is going to be some breakdown as it relates to woods, plastics or concrete. Typically, that happens when the bid is awarded to the successful bidder because sometimes the bidder may be a little hesitant to give that information.

City Engineer Jason Cook stated that it would be after the bid is awarded. Any changes or reduction in things would be a change order after the fact but the bid would have already been awarded.

Administrator Wood stated that this would be the meeting if Council had specific things they wanted to get looked into. This would be the meeting to bring those items up for discussion. Wood continued to share that another item she wanted to bring up is that extra registers were excluded off the bat because there is enough counter space to add a 3rd register if needed. If whole counter units are needed, they will be added at that time.

Angland gave a brief overview of all the interior elements of the liquor store project. Highlights included: polished concrete, painted sheetrock walls, vinyl base, acoustical ceiling tiles, LED lighting throughout, wood doors, double impact door between the retail and backstock area, sealed concrete in breakroom and backstock area, 10'x10' overhead doors for deliveries, dock leveler and breakroom and restrooms is painted sheetrock.

Administrator Wood shared to keep the project on task with such a tight timeline. There is a special council meeting that will need to be called to award the contract on April 13th if council agrees.

Gordon asked if the time for the special meeting could be earlier.

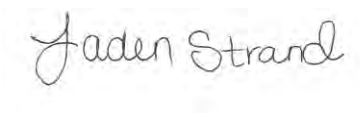
Mayor Johnson asked the council if 5:00 p.m. on April 13th worked for holding a special meeting.

Motion by Lundeen, second by Bergley to approve resolution as presented and for a special city council meeting to be called on April 13th, 2021 at 5:00 p.m. Motion passed 5-0. Motion carried.

F. Adjournment

A motion was made by Lundeen, seconded by Collison to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 5:29 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 16, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, Public Services Director Matt Sylvester, City Engineer Jason Cook, Finance Director Mike Betker and Chief of Police Travis Muyres

D. Public Comment
None

E. Adopt Agenda
Motion by Bergley, second by Collison to approve agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes
1. March 2, 2021- Regular Meeting of the City Council
2. November 24, 2020- Parks, Recreation and Culture Board Meeting
Motion by Collison, second by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, March 23, 2021 at 6:00 p.m.
2. CITY OFFICES CLOSED	Friday, April 2, 2021 *(In observance of Good Friday)*
3. City Council Meeting	Tuesday, April 6, 2021 at 7:00 p.m.
4. EDA Meeting	Tuesday, April 6, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

Community Development Director Sheila Sellman

1. MS4 2020 Annual Report
Community Development Director Sheila Sellman shared a presentation in regards to Municipal Separate Storm Sewer System. Highlights of the presentation included: when the city became a MS4 city in 2016, partnerships, 5 illicit discharges in 2020, minimum control measures, construction site runoff controls and post-construction stormwater management.

2. Resolution 2021-046 Approving the Site Plan for a Liquor Store Located at 10 6th Avenue SE
Community Development Director Sheila Sellman shared that the Planning Commission held a public hearing at their last meeting and there was no public comment. The area is zoned B-2, General Business District. A drive up will be included with 6 stalls and 6 rv/boat trailer parking. The color of the building is maroon. The Planning Commission recommends approval 6-0.

Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

Public Services Director Matt Sylvester

3. Street Lighting Infill Plan
- **a. Resolution 2021-047** Approval of a 10 Year Street Lighting In-Fill Plan
- **b. Resolution 2021-048** Approval of Street Lighting In-Fill for 2021

Public Services Director Matt Sylvester shared that at the last Committee of the Whole meeting he had received direction to see if Isanti County was willing to share the cost of lighting on Heritage Blvd. Sylvester stated that Isanti County is not willing to share any of the cost because it is primarily to light the city's sidewalk and they would provide the easement.

Motion by Lundeen to approve K.3 a. and K.3 b., seconded by Collison. Motion passed 5-0. Motion carried.

4. Resolution 2021-049 Authorizing Repair and Maintenance Work at Well House II
Public Services Director Matt Sylvester shared that EH Renner was awarded the work of pulling the Well II pump and making necessary repairs. During this process it was discovered that the well had filled in with sand. EH Renner who initially drilled the well in 1991, which was drilled to a depth of 380' deep. The well, when drilled, had 846 cubic yards of sand removed and was left with an open hole that was 107' deep. Sand has since filled in and that open hole is now 37' deep. When the pump was put in back in 1991 it was rebuilt in 1996 likely because it had pumped sand initially. Upon taking it apart the pump shows wear from sand. The CIP has $109,270.00 for well repairs. The total

project cost is estimated at $109,402.00. The funding sources identified as Water in the Capital Outlay- $500 from the Fund Balance.

Motion by Lundeen, second by Gordon to approve resolution as presented. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

5. Main Street Construction-Preliminary Engineering Report
   - **a. Resolution 2021-050** Receiving Feasibility Report and Calling for Hearing on the Main Street Reconstruction Project
   - **b. Resolution 2021-051** Authorizing Preparation of Plans on the Main Street Reconstruction Project
   - **c. Resolution 2021-052** Authorizing Engineering Services for the Whiskey Road Storm Water Improvements

City Engineer Jason Cook shared that a preliminary engineering evaluation was performed of Main Street. Cook continued to share that a survey was completed and evaluated the most cost-effective options. The location of the project is from Main Street W from Whiskey Road (CR 23) to 4th Avenue NW/SW. The existing street is a state aid route so it is eligible for state aid funds. It was rated 4/10 in the last 2020 rating evaluation. The watermain was installed in 2-3 different phases with the first block and a half done on the East end in 1975/1976 and the rest of the watermain was installed in 1992. The sanitary sewer was installed in 1994 and the storm sewer was installed in 2006. Proposed improvements include: reclaiming existing street section, remove and replace curb and gutter, alternate street width evaluated, replace 6' concrete walk on North side of Main Street W from Rosewood Avenue NW to 5th Avenue NW/SW, pedestrian ramps reconstructed for ADA compliance, add catch basins East of Brookview Court NW to improve drainage and existing sewer and water to remain in place.

Motion by Lundeen to approve K.5 a, K.5 b. and K.5 c., seconded by Gordon. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $113,265.89 Accounts Payable in the Amount of $228,801.66
2. **Resolution 2021-053** Authorizing the Closing of Funds 223 and 224 to the General Fund

Motion by Bergley, second by Collison to approve consent agenda as presented. Motion passed 5-0. Motion carried.

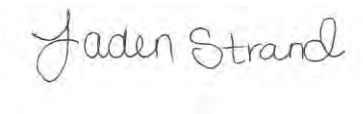
M. Other Communications

1. February Police Department Reports
2. February Code Enforcement Officer Report
3. February Building Inspector Report
4. March Engineering Project Status Report
5. Draft Minutes for the February 23, 2021 Parks, Recreation and Culture Board Meeting

Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:43 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, MARCH 16, 2021 – 5:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, Public Services Director Matt Sylvester, Finance Director Mike Betker, City Engineer Jason Cook and Chief of Police Travis Muyres

D. Public Comment
None

E. Committee Meeting Items

1. Liquor Store Bonding Options *(Jessica Green, Northland Securities 5-5:25 p.m.)*
- Financing options were shared with Committee of the Whole regarding the liquor store project. The options included:
  - Lease-Revenue Bonds
  - General Obligation Tax Abatement Bonds
- Methods of sale were shared with Committee regarding the liquor store project. The options included:
  - Competitive Sale
  - Negotiated Sale
- Majority consensus from Committee is to go with lease-revenue bond and negotiated sale options.

2. Public Works Updates
- Public Works had to haul snow out of many cul-de-sacs and intersections this winter to make room for the continuing snow events that took place.
- Doors were posted again in January for tree trimming. Tree trimming is something that Public Works does every year during the winter months.
- With the warm weather we have received lately staff has been out doing yard repairs from plow damage.
- Staff has been out filling potholes and will continue to monitor ad fill those as needed.
- Public Works took time to paint the breakroom and bathroom walls at the Public Works shop.
- Staff has also been out sweeping streets and will continue to sweep those weather permitting.

- Staff has been busy hauling brush out. Brush is taken to Central Landscaping in East Bethel.
- Annual maintenance of the air release valves has been started for this year.
- Annual maintenance was completed at the Wastewater Treatment Plant. The filters were shocked and put back online. The pond aeration pumps had new belts, air filters and an oil change completed.
- Annual maintenance was also completed at the Water Plant for the MIOX machine.
- Staff has created an alarm call-back log for SCADA alarms. This call-back log will help as a training tool for newer staff. There are several alarms that don't happen very often. This log will help staff as a training tool so that the On-call person has an idea as to how to fix the alarm.
- Annual water hardness test was completed. The city website has been updated with the results.
- Alyssa Olson was hired as our new Parks, Rec and Events Coordinator.
- Staff made some shelving at the ICC to store supplies. The items supply includes Christmas decorations and Curious Creatures supplies.
- Water Conservation Reports (MPARS and ESPARS) were completed.
- Solid Waste Report (ReTrac) was completed.

3. Water Shut-Off Policy Discussion
- Historically when utility billing is done, water shut-offs are not done in cold weather months which is October 15-April 15th.
- Cold water rule in Minnesota is for utilities that provide heat.
- Not shutting water off has been a courtesy but it is not written in policy.
- Consensus from Committee is to continue with not shutting water off in cold weather months and for staff to draft a policy by resolution.

4. Address Changes by 911 Coordinator-Dispatcher
- The 911 Coordinator-Dispatcher has contacted Community Development Director wanting review of city addresses for discrepancies.
- There are some addresses on the North side of the road, East side of the road and West.
- Odd numbers should be assigned on the North side for the streets running East and West and vice versa.
- The 911 Coordinator-Dispatcher has provided discrepancies that he has pointed out.
- This does affect a lot of households and businesses.
- There is an ordinance in place that specifically states how addresses are numbered.
- Chief of Police Travis Muyres shared that it's not a public safety concern because changing any of the addresses with discrepancies is not going to change emergency response.
- Consensus from Committee is to leave addresses as is and address any conflicting street signs.

5. City Council Agenda Request *(Josh S, Homepride Inc.)*
- Josh S requested to have 5 model homes built without hooking up sewer and water.

- Community Development Director Sheila Sellman shared that the city does not typically allow development on a proposed subdivision until it has been recorded with the county, a development agreement and a letter of credit in place.
- Sellman suggested not allowing it because utilities would not be in place.
- Consensus from Committee is to bring back to Committee of the Whole for further discussion once the final plat is approved.

6. Bee Farming
- Residents have contacted Mayor Johnson wondering why there is not an Ordinance regarding bee farms in the city. Residents are requesting to allow bee farming within City limits.
- Consensus from Committee is for staff to look into specifics of potentially allowing bee farming and bring back to Committee of the Whole for further discussion.

7. Fire District Rent 2020 Update
- The City was waiting for the Joint Powers Agreement amendment to go through to clear up whether the rent is $1 or fair market value.
- After City Administrator Wood spoke with the City Attorney, a resolution would clearly explain that the City Council wishes to charge the Fire District $1 for rent payment for 2020.
- Going forward, the newly signed lease-purchase agreement makes the rent not an issue anymore.

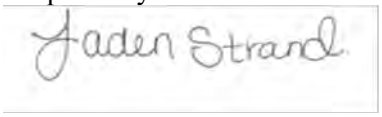
8. Heritage Walk Improvements
- There is only an 8-foot boulevard to the right-of-way from back of curb so the trail option would not be able to be done.
- The only viable option is to do what is already done to most of Heritage which is a 6-foot wide concrete walk running along the back of curb.
- It is 10% under what was budgeted.
- Consensus from Committee is to move forward and get a plan set to get a price.

9. Eagle Park
- 12 stalls were deeded to the private property in 1993 and they are assigned that way.
- It was discussed to potentially reduce pavement area.
- The private property does not have an easement to the 12 parking stalls.
- The cost savings to making the area a greenspace is about $10,000.
- Consensus from Committee is for staff to look at possible cost of altering into greenspace and possible grant funding.

F. Adjournment

Meeting was adjourned at 6:57 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, January 19, 2021

Immediately following the 7:00 P.M City Council Meeting;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 7:23 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Dan Collison, Steve Lundeen, Jimmy Gordan, Paul Bergley, Alexander Collins, Arissya Simon.
     Members Absent: None
     Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis, City Administrator Josi Wood, City Engineer Jason Cook
   - D. Agenda Modifications: Remove Public Hearing Item 4.B

2. **Organization of Advisory Bodies as per the City Code of Ordinances Chapter 8**
   - A. Election of 2021 Chair
   - B. Election of 2021 Vice-Chair
   - C. Election of 2021 Secretary
   - D. Approval of Meeting Dates

   The Planning Commission approved the 2021 meeting calendar, and the positions of the Chair (Jeff Johnson), Vice-Chair (Steve Lundeen) and Secretary (Sheila Sellman or designee) will remain the same as the 2020 positions. Motion for approval by Lundeen, second by Collision, motion passes 7-0.

3. **Meeting Minutes**

   A. Approval of Minutes from December 15, 2020 Planning Commission Meeting motion by Collison, second by Simon motion passes 7-0.

4. **Public Hearing**

   A. Request by Homepride, Inc for consideration of a Preliminary Subdivision and a Planned Unit Development called "Fairway Greens North" at PID's 16.020.1000 and 16.020.0803. Sellman presented the preliminary plans for a proposed single family residential housing development called Fairway Greens North. Representatives of the applicant, Homepride Inc and engineer of LHB Inc, were at the meeting and available for questions. There was no one present from the public to speak at the public hearing. The Planning Commission discussed if having one entrance/exit into the development would be sufficient for traffic and circulation of emergency vehicles. It was noted that the fire chief recommends another entrance/exit for the development to allow for multiple access points. The

applicants explained that this request would be difficult due to the existing natural features on site such as wetlands and forested areas which are intended to be preserved. And they do provide two outlets, one on the north and one to the east, but those won't be used until the adjacent lands develop. The applicant explained the entrance road off Cajima is wider than a standard road, that the 40 ft width would have enough clearance for cars and emergency vehicles to pass through, given that a condition is in place where there is no parking on this road along the north side. The Planning Commission was in agreement to this condition.

The Planning Commission also discussed the tree removal/preservation plan and whether the number of trees dispersed across the site after the removal of the wooded areas would be sufficient or if the lots would need to add an additional 2 trees (from the landscaping ordinance) on top of the replacement amount from the removal. The applicants explained that they would be planting over 400 trees across the development due to taking out expansive wooded areas, and that this number would equal more than two trees planted per lot. The Planning Commission determined that the number of trees that would be replanted would be sufficient as long as they place at least two trees per lot. Park dedication was also discussed and the applicants agreed to pay the fees associated with designating park space of a little over three acres. Conditions for approval from the Planning Commission include no parking on the north side of the entrance, requiring at least two trees per lot, and the applicant pays park dedication fees. Motion for approval of the preliminary plans with conditions given by the Planning Commission, conditions listed in the City Engineer's Report dated January 13th, 2021 and conditions listed in the Community Development Director's report dated January 19, 2021 by Lundeen, 2nd by Collison, motion passes 7-0.

B. Request by the City of Isanti for a Preliminary and Final Subdivision to combine the current UPS parcel, PID 16.053.0151, with a city-owned vacant parcel to the east located at PID 16.029.1400 and 16.020.0803.

This agenda item was removed at the beginning of the Planning Commission meeting.

C. Request by the City of Isanti for a Preliminary and Final Subdivision to subdivide PID 16.124.0020 into three five-acre lots

The Planning Commission discussed splitting up the 15-acre parcel into three five-acre lots of the shovel ready site, in which LTL, LLC will be purchasing the northern two lots. The city will retain the southern lot for sale in the future. A representative from LTL, LLC was present for questioning. There was no one from the public who spoke at the public hearing. Motion for approval to subdivide the parcel by Bergley, 2nd by Collins, motion passes 7-0.

5. **Other Business:** None
6. **Discussion Item:** None
7. **Adjournment:** Motion by Bergley, 2nd by Lundeen to adjourn, motion passed 7-0 meeting adjourned at 8:19 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

SPECIAL PLANNING COMMISSION MEETING
TUESDAY, March 2, 2021

1. Meeting Opening

A. **Call to Order**: Chair Johnson called the meeting to order at 7:37pm
B. **Pledge of Allegiance**
C. **Roll Call:** Members present: Jeff Johnson, Steve Lundeen, Paul Bergley, Dan Collison, Alexander Collins, Jimmy Gordon.
Members absent: Arissya Simon.
Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood, City Engineer Jason Cook, Police Chief Travis Muyres, Widseth Project Team Mike Angland.
D. **Agenda Modifications:** None
E. **Adopt Agenda**: Motion by Lundeen, second by Collison to approve motion passes 6-0.

2. Public Hearing

A. Request by the City of Isanti for approval of a Site Plan as required under City Ordinance 445, Sect. 18. Said request is for a municipal liquor store located at 10 6th Ave SE PID 16.029.2100. Sellman gave a power point presentation on the proposed liquor store. She commented that as proposed all zoning requirements have been met. Collison had questions about building signage and commented that we should look into internally lit signage for the building. Lundeen responded that different signage alternatives will be presented and that detail will be worked out at the permit process. Sellman noted that she would bring any sign proposals to the Council for approval. Collison questioned if the parking lot medians are necessary along the trailer parking area, noted that makes it harder for the plow trucks. City Engineer Cook responded that is for separation and to provide a guide for winter parking. He noted that there is an outlet on the SE corner of the site for a plow truck. The public hearing was opened and no one from the public spoke on this item. Motion by Lundeen to approve the site plan as presented, second by Collison, motion passed 6-0.

3. Adjournment: Motion by Lundeen, second by Collison to adjourn, motion passed 6-0 meeting adjourned at 7:53pm.

Respectfully submitted by Sheila Sellman, Secretary/Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
Febuary 23,2021

Call to Order: Matt Sylvester – Public Services Director called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Mike Becker
Staff Present: Matt Sylvester: Public Services Director

Agenda/Modifications: Witte asked that discussion be had on the Sledding Hill. Sylvester added it too the Agenda.

2. Oath of Office: Zdon volunteered to be chair position if no one else was interested, Zdon accepted and motion passed 4-0. Witte volunteered to be vice chair, Zdon motioned to nominate Witte and seconded by Gordon. Motion passed 4-0. Secretary is assigned to city staff.

3. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from November 24, 2020. Motion passed 4-0.

4. Review of the Parks, Recreation and Culture Board meeting dates: Sylvester shared the 2021 dates along with the material submittal dates for 2021 and reminded the board members that if they have an item they would like added to an agenda these are the dates to have items in to staff by, motion by Witte second by Becker.

5. Overview of 2021 Projects
Sylvester shared that the Parks Brochure has been completed in the fall of 2020, along with items that are in the CIP plan for 2021, that the Isantian will be going digital, and also the many PRC Events and dates that will be happening this year. Discussion was also had on the Amphitheater design and the bathrooms that are in the CIP plan for 2021.Gordon shared that the bathrooms would be separate from the Amphitheater and that they would be in a more central location for a possible Splash Pad in the future. It was also shared by Sylvester that Curious Creatures has been canceled the last few months from a lack of interest and that the last movie night had zero in attendance.

6. Sledding Hill Agenda Modification:
Witte asked how the feedback for the Sledding Hill. Sylvester shared that a berm has been placed to prevent kids from sledding onto the street and that staff has not received any complaints about the hill. It was also shared that the Sledding Hill has had a number of people in attendance.

Adjournment: Motion by Witte, second by Gordon to adjourn the February 23, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:13 p.m.

Respectfully Submitted
Matt Sylvester
Public Services Director

DRAFT

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson - Parks, Recreation, and Events Coordinator
Date: April 6, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Request for the Race for Life, DK Gold Cup Qualifier & MN State Qualifier

Background

Rum River BMX has submitted a special event permit application to host a three-day pedal bike racing event for the Race for Life, DK Gold Cup Qualifier and MN State Qualifiers. The event will take place Friday, April 23 through Sunday, April 25, 2021. The races will take place in the Isanti Indoor Arena, with some participant tents sized 12x12' to 24x24' being set up along the South and East sides of the building.

Event hours will begin with set-up on Thursday, April 22 from 4-8pm and the public event will run Friday from 6-9pm, Saturday from 10am-6pm, and Sunday from 7am-5pm.

The event map is attached with the desired layout for external elements. No road closures or parking restrictions are being requested. Rum River BMX and event volunteers will be responsible for cleaning up waste on the property after the event.

The approximate attendance in spectators is 800 per day. The spectators will have to follow the social distancing guidelines that are in place.

4 Portable restrooms will be brought in to accompany the existing restrooms; no outdoor audio system or live entertainment will be used. Race fees will be collected and a portion of fees will be donated to the Leukemia Cancer Society.

The complete application, along with the proposed site map, as well as departmental review are attached.

Staff Request

City staff is requesting approval of the Race for Life, DK Gold Cup Qualifier & MN State Qualifier Special Event Permit application and attachments.

Attachments

- Resolution No. 2021-XXX
- Special Event Application – Race for Life, DK Gold Cup Qualifier & MN State Qualifier
    - Application Form
    - Proposed Site Map

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR RACE FOR LIFE, DK GOLD CUP QUALIFIER & MN STATE QUALIFIER

WHEREAS, Rum River BMX has submitted a Special Event application requesting a permit to host the Race for Life, DK Gold Cup Qualifier & MN State Qualifier; and,

WHEREAS, a three-day pedal bike race event is scheduled to take place in the Isanti Indoor Arena from Friday, April 23 through Sunday, April 25; and,

WHEREAS, event set-up is scheduled for Thursday, April 22 from 4:00 pm to 8:00 pm; and,

WHEREAS, the estimated number of people to be in attendance each day is 800; and,

WHEREAS, the applicant will be required to provide additional restrooms for the event; and,

WHEREAS, parking during the event will be restricted to paved surfaces at the Isanti Indoor Arena, Bluebird Park parking lot or Skateboard Park, as per the venue agreement with the City of Isanti; and,

WHEREAS, the applicant has submitted a complete request with the application materials; and,

WHEREAS, public addressing systems and live entertainment will not be utilized during the event; and,

WHEREAS, the application submittal does not require a $100 clean-up deposit fee;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event permit request for Race for Life, DK Gold Cup Qualifier & MN State Qualifier;

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This Resolution is hereby approved by the Isanti City Council this April 6 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
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: 2/1/2021

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: 763 - 234 - 5977

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: 612 - 308 - 9147 E-mail: Sean@rumriverbmx.com

EVENT INFORMATION

Event Name: Race for Life, DK Gold Cup Qualifier & MN. State Qualifer

Date(s) of Event: April 23rd thru April 25th

Hours of Event: Thurs. 4-8pm Set-up, Fri. 6-9pm, Sat. 10am-6pm & Sun. 7am-5pm

Type of Event: ☑ Open to the Public ☐ Private ☐ Other: ___

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Three day race. Race for life entry fees go to raise money for Leukemia, the Gold Cup Qualifier is a regional qualifier for the DK Gold Cup series.

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Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena. Grass area to the south & 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 on paved surfaces. There will be no camping & parking on grass area to the south. Some over flow may be at the Bluebird Park parking lot or Skateboard Park parking lot. Per agreement with the city of Isanti. No parking allowed at the dog park.

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.

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Live entertainment – Describe in detail:
This will be live BMX pedal bike racing.

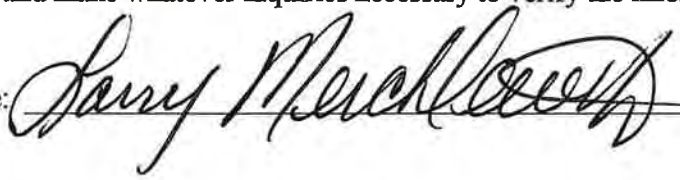
Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current indoor system.

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 to the Cancer Society.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: 

City of Isanti
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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: Approved via email - See attached

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Approved via email - See attached

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: Matt Ty

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: CB

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: Jon Wood

City Council
_____ Approved _____ Denied

Date of Review: _____

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www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Bmx pedal bike Race for Life and DK Gold Cup Qualifier Located at the Isanti Indoor Arena on April 23 thru April 25th 2021.

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) BM

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) BM

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 Larry Merchlewitz

Date 2/1/2021

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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: Race for Life and DK Gold Cup Qualifier

Date(s) of Event: April 23rd thru April 25th 2021

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: April 23rd 2021 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: 0

No Parking Signs: 25 small sign

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____


Isanti Parkway Northwest
1st Avenue Northwest
Clifford Park
Bluebird Park
1st Avenue Northwest
1st Avenue Northwest
Google
Parking (Free)
~~Parking (Paid)~~ ~~Cars, RVs, Camping~~
Canopies
No Parking
No Parking
8m
3/5/21

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Monday, March 15, 2021 10:35 AM
To: Isanti Parks
Subject: RE: Race for Life

Alyssa,

Isanti Fire District approves the April 22-25 Race for Life SEP 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: Monday, March 8, 2021 2:26 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: SEP: Race for Life

SEP for approval. Let me know if you have any questions or need adjustments.

Thanks!
Alyssa Olson

Email: isantiparks@cityofisanti.us
Direct: 763-762-5754

Isanti Parks

From: Travis Muyres
Sent: Monday, March 15, 2021 9:17 AM
To: Isanti Parks; Fire Department - Al Jankovich
Subject: Re: Race for Life

approved

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Monday, March 8, 2021 2:25:49 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: SEP: Race for Life

SEP for approval. Let me know if you have any questions or need adjustments.

Thanks!
Alyssa Olson

Email: isantiparks@cityofisanti.us
Direct: 763-762-5754

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Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: April 6th, 2021
Subject: Site Plan Review and Conditional Use Permit for a Caribou Coffee with a drive-thru located at 260 5th Ave NE

Background: A presentation was given at the March 16, 2021 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans and conditional use permit for the proposed freestanding building located at 260 5th Ave NE. Discussion was had between Planning Commission Members regarding building appearance, drive-thru accessibility, fire safety measures, maneuverability of vehicles, site design and landscaping. The applicant, Jon Fahning of Coffee Holdings, LLC was present at the meeting and available for questions. Planning Commission members asked Jon about Fire Access to the building and drive-thru as well as other locations these coffee cabins are located. No one else from the public spoke at the public hearing.

The City of Isanti Planning Commission approved the Site Plans and Conditional Use Permit for a Caribou Coffee building with drive-thru facilities with conditions at the March 16, 2021 Planning Commission meeting. Motion for approval passed 7-0.

Request: Consider adopting the resolution and findings of fact.

Attachments

- Resolution
- Findings of Fact
- Planning Commission Report with Exhibits
- Conditional Use Permit

RESOLUTION 2021-XXX

A RESOLUTION APPROVING THE SITE PLANS AND CONDITIONAL USE PERMIT FOR A CARIBOU COFFEE BUILDING WITH DRIVE-THRU FACILITIES LOCATED AT 260 5TH AVE NE

WHEREAS, Coffee Holdings, LLC (applicant) has requested approval for site plans of a Caribou Coffee Building and a Conditional Use Permit for Drive-Thru Facilities at 260 5th Ave NE in the City of Isanti (PID 16.029.0500); and,

WHEREAS, the property is located in the "B-2" General Business District and is subject to the additional requirements of the "H65" Highway 65 Corridor Overlay District, in both of the Zoning Districts a *Coffee house* is a permitted use; 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, 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; and

WHEREAS, the proposed use for Drive-Thru Facilities meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of Site Plans and Conditional Use Permit for a Caribou Coffee Building with Drive-Thru Facilities on March 16, 2021; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans and Conditional Use Permit at its regularly scheduled meeting on April 6, 2021;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Site Plans and Conditional Use Permit for a Caribou Coffee Building with Drive-Thru Facilities;

BE IT FURTHER RESOLVED that the requested Site Plans and Conditional Use Permit be hereby APPROVED subject to the following conditions:

1. Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances.
2. Outdoor Patio design/layout of tables and seating shall be shown on site plan and approved by staff and as part of the development agreement.
3. Wall signs shall be altered to be within 1 foot from the side of the building.

4. All freestanding signs require a sign permit to determine dimensions and locations and are not approved as part of this site plan review.
5. Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
6. All other conditions listed in the City Engineer's memo, dated 2/23/2021 shall be met.
7. A minor development agreement shall be executed and recorded prior to issuance of a building permit.

This Resolution is hereby approved by the Isanti City Council this 6th day of April, 2021.

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request by Coffee Holdings, LLC for a Conditional Use Permit for a Drive-Thru Window located at 260 5th Ave NE.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for Drive-Thru Facilities for the property located at 260 5th Ave NE.
2. The Property is zoned B-2, General Business District within the Highway 65 Overlay.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on March 16, 2021 at 7:00 p.m. at City Hall within the City Council Chambers.
4. Notice of the Conditional Use Permit application was published with the *County Star* on March 5, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. 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 nature of the business and drive-thru service is consistent with the goals and objectives of Isanti's Comprehensive Plan. The subject property is serviced by city sewer and water.*

   B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *Drive-Thru Facilities is a Conditional Use in the B-2 zoning district, applying for the CUP meets the purpose and intent.*

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 will not be detrimental or endanger the public.*

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 diminish or impair surrounding property values.*

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property.*

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *The site is served by City sewer and water, and will be able to reasonably accommodate the conditional use for the business' drive-thru facilities.*

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 meets this requirement.*

H. The conditional use complies with the general and specific performance standards as specified by within this Article. *The conditional use meets this requirement.*

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 the drive-thru facilities.*

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 for drive-thru facilities will have the capacity for 9 vehicles in the drive-thru lane, as well as two waiting stalls to prevent traffic conflicts. The drive-thru and by-pass lanes for the will not interfere with parking on site. 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. *The drive-thru will be located in a position that is away from off-street parking areas on site. The site is not adjacent to a residential area.*

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 site is surrounded by other B-2 properties and Highway 65 and is not adjacent to a residential district.*

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance. *The site is proposed to have plantings surrounding the entire drive-thru area and is in compliance with Section 15 of the City's Zoning Ordinance.*

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance. *Proposed lighting complies with the city's zoning code. This section is met.*

I. The site drainage system shall be subject to the review and approval of the City Engineer. *The site drainage has been reviewed by the City Engineer and has been 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 features 4-sided architecture with similar materials on all sides and is visually appealing.*

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. *A trash enclosure is proposed in the parking lot to the west of the building and outdoor trash and recycling is proposed in the outdoor patio seating area.*

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 of the freestanding sign dimensions and location. Wall signage is included with the site plan review. All signage is intended to meet Section 16 of the City's Zoning Ordinances.*

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. *The site is not adjacent to a residential district.*

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated. *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 Conditional Use Permit approved by the City Council.*

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on March 16, 2021. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Lundeen, seconded by Gordon to recommend approval of the Conditional Use Permit for Drive-Thru Facilities at 260 5th Ave NE.

A Community For Generations.

Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: March 16, 2021

SUBJECT: Site Plan Review and Conditional Use Permit for a Caribou Coffee with a drive-thru located at 260 5th Ave NE

Request: The applicant, Coffee Holdings, LLC is requesting Site Plan and Conditional Use Permit (CUP) approval for a proposed building with a drive-thru located at 260 5th Ave NE for Caribou Coffee PID 16.029.0500.

Overview/Background: The applicant would like to construct a Caribou Coffee freestanding building on a 1.03-acre vacant lot located at the corner of Highway 65 and Main St E. A Caribou Cabin style building is proposed for the south side of the parcel while allowing room for future development on the remaining 0.46 acres of the north side of the parcel. This parcel is currently zoned B-2 General Business and is also within the Highway 65 Corridor Overlay District in which a "Coffee House" is a permitted use.

The building is intended to service drive-thru orders, walk up orders, along with order ahead requests to be delivered either curbside or via the pick-up window. The building is proposed to be 605 square feet and will be considered a "Caribou Cabin", a small-scale building without indoor seating that will only allow employees to enter. The interior of the building will accommodate the service equipment, a bathroom and office area. An outdoor patio of roughly 400 square feet is proposed for use during seasons that would allow for customers to sit outside. The site is designed to accommodate nine cars in the drive-thru area, with a designated bypass lane running parallel to the drive-thru lane. Fourteen Parking stalls are also displayed on the site plans, with two of these stalls designated as handicap accessible.

Analysis of Application: The site plan for the building shall comply with the following requirements for both the B-2 General Business District and the Highway 65 Corridor Overlay District:

Lot Requirements

- Lot Size 1 acre
- Minimum Building Size 15% of lot size

The area of the parcel is 44,902 square feet or roughly 1.03 acres in size. The proposed building is 605 square feet and will not meet the minimum building size requirement (15% of lot size) in the Highway 65 Overlay District. The area of the proposed building will be 1.3% of the total lot size. However, there will potentially be two buildings on this site, being flexible now will allow this to happen.

Setbacks and Height Restrictions – Principal Building

- Front Yard Setback 30 feet
- Side Yard Setback 15 feet
- Street Side Yard Setback 20 feet
- Rear Yard Setback 15 feet
- Highway 65 Setback 100 feet
- Maximum Building Height 3 Stories or 45 ft, whichever is less

The proposed building will be located roughly in the middle of the lot and will meet all required setbacks. The building will be single story and will not exceed the 45 feet height requirement.

Impervious Surface Coverage

Twenty-five (25) percent of the total lot area shall consist of green space. Five (5) percent of the total lot area shall be green space within the parking perimeter. (Ord. No. 618)

The proposed development will be roughly 0.57 acres on the south end of the site and the remaining 0.46 acres is intended to be developed in the future. The landscaping requirement of 25% of the total lot area as green space will be met for this phase of development.

Parking Lot Setbacks

- Front Yard Setback 10 feet
- Rear Yard Setback 10 feet
- Street Side Yard Setback 10 feet
- Side Yard Setback 10 feet

Parking areas on site will meet the required 10-foot setbacks from property lines.

Parking Standards

The following minimum number of off-street parking and loading spaces shall be provided and maintained:

Fast food, drive-thru restaurants	1 space for every 3 seats and 1 space for every employee on the peak shift, plus stacking space for 6 vehicles per service lane

This type of use will require at least 6 parking spaces in which one stall would need to be designated as handicap accessible. The site plans show 14 parking stalls, in which two parking stalls are designated as handicap accessible. The site plans meet the required number of parking spaces for the development.

TABLE 9: Parking Lot and Parking Stall Dimensions

Angle of Parking	Stall Width	Curb Length Per Car	Stall Length	Aisle Width One Way	Aisle Width Two Way
90 degrees	9 feet	9 feet	19 feet	26 feet	26 feet

The site features 90-degree parking stalls and will follow the required stall dimensions of 9 feet in width and 19 feet in length. The drive aisle widths are proposed at 26 feet and meet the requirement for two-way vehicle circulation. The entrance to the drive-thru lane is proposed at roughly 10 feet in width, MN State Fire Code states that this width shall be a minimum of 20 feet to allow fire apparatus access to the building and customer vehicles in the drive-thru. A minimum turning radius of 28 feet for access roads is also a regulation listed in the State Fire Code, and mentioned in the Fire Chief's memo. The applicant is requesting the ability to maintain the 12' width as they feel they are providing adequate access to the 605 square foot building via two other access points in an emergency situation as depicted on the site plan. The Planning Commission should discuss if they want to allow this request.

Bicycle Parking

Bicycle parking is required for all new construction commercial developments in the city and is determined by the number of required car parking stalls. Since this site requires less than 20 parking stalls, the development will only need 1 required bike parking space. The site plans show bicycle racks near the outdoor patio area and walk-up service window to the building. The bicycle racks are proposed in a convenient location less than 50 feet from the building and will comply with the City's Bicycle Parking standards.

Surfacing

All areas devoted for parking space and driveways shall be surfaced with asphalt, concrete, or other surface materials, as approved by the City Engineer, suitable to control dust and drainage. All parking areas shall be designed to control surface runoff to adjacent properties either with curbing or grading techniques.

The parking areas and drive-thru lanes are proposed to be surfaced with standard duty asphalt. Drive aprons around the site entrances, sidewalks and the outdoor seating patio will be surfaced with concrete.

Lighting

Any lighting used to illuminate off-street parking areas, signage, or buildings shall be directed away from residential properties and shall meet the standards as stipulated within Section 14 of this Ordinance.

Outdoor Lighting Standards

A. Prohibited Lighting: No use or structure shall be operated or occupied as to create light or glare in such an amount or to such a degree or intensity as to constitute a hazardous condition, or as to unreasonably interfere with the use and enjoyment of property with by any person or normal sensitivities, or otherwise as to create a public nuisance.

B. Minimum Standards: All uses shall comply with the following standards except as otherwise provided in this section:

1. Lighting fixtures shall be effectively shielded and arranged so as not to shine directly on any residential property. Lighting fixtures not of a cutoff type shall be subject to the following:

   a. Maximum initial lumens generated by each fixture shall not exceed two thousand (2,000) lumens (equivalent to a one hundred fifty (150) watt incandescent bulb).

   b. Mounting heights of such fixtures shall not exceed fifteen (15) feet.

2. Lighting shall not create a sensation of brightness that is substantially greater than ambient lighting conditions so as to create annoyance, discomfort, or decreased visual performance or visibility.

3. Lighting shall not directly or indirectly cause illumination or glare in excess of one-half (1/2) foot candle measured at the closest residential property line and five (5) foot-candles measured at the street curb line or non-residential property line nearest the light source.

4. Lighting shall not create a hazard for vehicular or pedestrian traffic.

5. Lighting of building facades or roofs shall be located, aimed, and shielded so that light is directed only onto the façade or roof.

6. Lighting shall be maintained stationary and constant in intensity and color, and not be of a flashing, moving, or intermittent type.

7. Business and industrial zoned property must light the trash enclosure areas for the safety of their employees.

A photometrics plan was submitted with foot candle readings and lighting types used on the site. Based on the foot candle readings on the photometrics plan these light sources will meet all criteria listed in Section 14 of the City Zoning Ordinance. Three downlit light poles are proposed to be placed around the drive-thru and bypass lanes and one light pole will be placed near the trash enclosure.

Curbing

Except for single-family dwellings, two-family dwellings, and townhouses, all parking areas located in the R-1, R-2, R-3, and R-4 as well as B-1, B-2, B-3, CBT, RC, I-1, or S-1 zoning districts must have curb and gutter around the perimeter of the parking lot.

Concrete curbing and gutters will extend around all parking areas and the drive-thru/by-pass lanes. The City Engineer's report addresses modifications to the curbing by replacing the existing curbing with B618 as needed.

Curb Cuts

The curb cuts proposed along 5th Avenue NE and Main St E are 26 feet in width and comply with City Standards.

Exterior Building Materials

These standards are intended to ensure coordinated design of building exteriors, additions and accessory structure exteriors in order to prevent visual disharmony, minimize adverse impacts on adjacent properties from buildings which are or may become unsightly, and buildings that detract from the character and appearance of the area. It is not the intent of this division of unduly restrict design freedom when reviewing and approving project architecture in relationship to the proposed land use, and site characteristics.

A. The exterior wall finishes on any building shall be comprised of one or more of the following materials:

1. Face brick.
2. Natural stone.
3. Glass.
4. Decorative concrete block as approved by the City Council.
5. Specifically designed pre-cast concrete units; if the surfaces have been integrally treated with an applied decorative material or texture.
6. Masonry stucco.
7. Other comparable or superior material as recommended by the Planning Commission and approved by the City Council.
8. No more than 75% of the building sides visible from Highway 65 may be constructed of decorative concrete block, pre-cast concrete or stucco.
9. The exterior of the building shall have varied and interesting detailing. Large unadorned walls shall be prohibited (50' or more). All large walls viewable from Highway 65 must be relieved by architectural detailing, such as change in materials, change in color, offsets, or other significant visual relief provided in a

manner or at intervals in keeping with the size, mass and scale of the wall and its views from the public right-of-way.

10. Exterior building material colors shall be complimentary of other buildings within the district.

11. Exterior elevations of all sides of a proposed building noting the material and color of each component, to include exterior building materials, awnings, mechanical screening material, fencing and the like, shall be submitted with the site plan for determination of compliance with the above requirements.

Exterior building materials include cultured/manufactured stone around the base of the entire building, Hardie Plank siding, trim board and metal roofing. Siding will be painted a teal color and the stone, trim and metal roofing are proposed to be varying brown colors. Exterior building material colors in the Highway 65 District are to be complimentary of other buildings within the district; the teal siding color does not match any surrounding buildings in the district but could be acceptable with flexibility and approval from the Planning Commission and City Council. The exterior of the building has varied detailing with materials and colors on all sides and visually appealing architectural detailing to resemble a "cabin feel" to the design.

B. Landscaping.

The site shall be landscaped in accordance with an approved landscape plan. All lots shall be sodded with four (4) inches of topsoil. One (1) tree shall be provided for every 10,000 square feet of lot or one (1) tree per fifty (50) feet of road frontage, whichever is greater.

The landscaping plan proposes to include 18 trees on site with 10 overstory trees planted along the perimeter of the site and 8 ornamental trees on the interior and north perimeter. The City Landscaping Ordinance requires that the site have at least 12 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage) and the proposed amount of 18 trees will meet this standard. The tree species and plantings proposed on the landscaping plan are consistent with the City Tree List and are permitted to be planted on site. Mulch will be placed around the perimeter of the site and sod will be laid on the interior of the site in between the drive-thru lane and the outdoor patio area.

Building Orientation

Building shall be oriented towards Highway 65 or, at a minimum, give the appearance of having a front facing Highway 65 (second front).

The building orientation is proposed to be four-sided architecture with all elevations proposing signage, stone base, plank siding and wall lamps. The west elevation will have a door for entering/exiting the building and the north, south, and east sides of the building will have windows.

Outdoor Seating Food service businesses, including, but not limited to, bakeries, delicatessens, coffee shops, and restaurants, may provide temporary outdoor seating as an accessory use for their patrons, provided the following requirements are met:

A. An administrative permit shall be reviewed and approved by the City Planner or his/her designee. If the proposed outdoor seating area abuts a residential district, then a Conditional Use Permit is required.
Site Plan Approval will suffice for this requirement and a separate administrative permit is not necessary.

B. Seating and furniture shall enhance the appearance of the business.

Furniture shall compliment the building and enhance the appearance of the business.

C. Seating areas shall be located in a controlled or cordoned area with at least one (1) opening to an acceptable pedestrian walk. When a liquor license is involved, an enclosure is required and the enclosure shall not be interrupted. Access to such area shall be through the principal building only. Signage shall be displayed that restricts the consumption of alcohol outside of the designated outdoor seating area. The proposed use is not selling alcohol and the patio is in a designated area with pedestrian access.

The outdoor seating area will have pedestrian access from the parking lot area and sidewalks allowing controlled pedestrian walkways. Alcohol will not be served on site and the patio area will not have to be enclosed.

D. Seating shall be located and designed so as not to interfere with pedestrian and vehicular circulation.

Outdoor patio design/plans shall be included on the site plan to display tables and seating areas to determine if these criteria are met for pedestrian access and flow. Such plans shall be submitted and approved by staff as part of the development agreement.

E. Seating areas shall be equipped with trash receptacles and shall be periodically reviewed for litter pick up.

Trash receptacles shall be located on site plans in the outdoor patio area to reduce litter by customers.

F. Seating areas shall not have loud speakers or audio equipment that is audible from adjacent property lines. All exterior sound equipment shall be shut off by ten (10) o'clock p.m.

Speakers or Audio Equipment are not shown on the exterior of building.

G. Lighting shall be permitted to the extent that it only illuminates the designated seating area.

Freestanding light poles are not shown on the photometrics plan to illuminate the seating area. Wall lamps are proposed on the side of the building as shown on the exterior elevation plans.

H. Seating areas shall not obstruct required accesses, entrances, and exits into the business establishment; but shall be located adjacent to the principal use.

The seating area is located in the middle of the site near the building and will not obstruct the access into the building.

I. Seating shall not be located in such a manner as to obstruct parking spaces. No additional parking is required for thirty (30) seats or less. Any additional seating over thirty (30) seats shall provide required parking based on one (1) space per three (3) seats.

Seating areas will not obstruct parking spaces. Seating layout shall be shown on site plans for staff to determine whether additional parking is needed.

J. Any proposed outdoor seating plan over fifty (50) seats shall be reviewed as a Conditional Use Permit.

If the applicant proposes an outdoor seating plan that exceeds 50 seats, they will need to apply for a Conditional Use Permit.

Refuse and Trash Receptacle Enclosures

A. Refuse. All lots within all zoning districts shall be maintained in a neat and orderly manner. No rubbish, salvage materials, junk, or miscellaneous refuse shall be openly stored or kept in the open when the same is construed by the City Council to be a menace or nuisance to the public health, safety, or general welfare of the City, or to have a depressing influence upon property in the area.

B. Trash Dumpsters and Garbage Receptacles Required: All new uses and buildings in all zoning districts, with the exception of the "R-1", "R-2", and "R-3A" Districts; shall have trash dumpsters or garbage receptacles provided on the parcel or lot and be adequately screened and enclosed. The location of trash dumpsters and garage receptacles shall be approved during the site plan approval process.

C. Standards for Trash Enclosures: Trash dumpsters and garbage receptacles shall be screened from all lot lines and public roadways, in accordance with the following provisions:

1. The screening devices shall be designed so that they are architecturally harmonious with the principal structures on the site and shall meet the requirements as specified in Section 15 of this Ordinance.

2. Trash enclosures shall be lit.

3. Trash enclosures shall be of an adequate size to accommodate all refuse and recyclables.

D. Enclosure and Receptacle Maintenance Required: Fencing and landscaping for trash dumpsters and garbage receptacles shall be maintained in good condition and shall be kept litter-free at all times.

The trash enclosure is proposed to be located in the parking area and will be screened with coniferous shrubs and a large overstory tree near the curb cut on 5th Ave NE. The colors of the enclosure and bollards is consistent with the principal building on site. The trash enclosure is proposed to be 7'8" in height and will open on two sides for access by latched gates. The trash enclosure is proposed to be illuminated with a light pole for safety of employees.

Mechanical Equipment

Mechanical equipment shall be screened from the public right-of-way and from adjacent residential properties. Screening shall be compatible with the principal building and shall be provided in accordance with the regulations as provided within Section 15, Subdivision 3 of this Ordinance.

The Mechanical Equipment Pad and Electrical Transformer Pad are located near the outdoor patio area and are screened from all roadways by coniferous shrubs and ornamental trees. Flagstone steppers allow accessibility to these pads from the patio area.

Drive-Thru Facilities

Permitted by a Conditional Use Permit only as an accessory use to a business or restaurant providing the following requirements are met:

A. No drive-thru window shall be adjacent to a public street.

The proposed drive-thru window will be located on the north side of the building and will not be adjacent to a public street.

B. Drive-thru facilities shall be limited to one (1) service window which is part of the principal structure and not more than two queuing lanes, unless approved along with additional landscaping, screening, or other pedestrian amenities such as fencing, seating, raised pedestrian crossings, etc.

The exterior building elevations display one drive-thru window and one designated queuing lane, with a bypass lane running parallel to the drive-thru lane.

C. There shall not be any additional curb cuts on a public right-of-way exclusively for the use of drive-thru queuing or exit lanes. Drive-thru traffic shall enter and exit from internal circulation drives.

The curb cuts will be located on 5th Ave NE and Main St E to access the site. These curb cuts will not be used exclusively to enter the drive-thru lanes.

D. Queuing space for at least four (4) cars or seventy (70) feet shall be provided per drive-thru service lane as measured from but, not including the first drive-thru window or teller station.

The drive-thru lane will be able to accommodate 9 cars, with 2 additional waiting stalls ahead of the drive-thru window.

E. Queuing space shall not interfere with parking spaces or traffic circulation with the parking lot or upon the public right-of-way.

Queuing space is located on the east side of the site and will wrap around the building, while the parking stalls are located on the west side of the parcel. Traffic circulation for cars entering into parking stalls will not be impacted by the drive-thru lane.

F. Alcoholic beverages shall not be served.

There will be no alcoholic beverages sold on site.

G. Exterior loud speakers shall be located a minimum of one hundred fifty (150) feet from any parcel containing a residential use and such speakers shall comply with the noise regulations as provided within Isanti City Code of Ordinances.

The site does not border a residential area.

H. A by-pass lane shall be provided, allowing autos to exit the drive-thru lane from the stacking lane.

A by-pass lane is provided that runs parallel to the drive thru lane, allowing vehicles to exit the drive-thru lane from the stacking lane.

I. Screening of automobile headlights must be provided. Screening shall be at least three (3) feet in height and fully opaque. Screening shall consist of a wall, fence, dense vegetation, berm or grade change or similar screening as determined to be acceptable by the City Council.

The landscaping plan displays trees and shrubs surrounding the drive-thru and by-pass lane to screen vehicle headlights from surrounding parcels and roadways.

Drive-Thru Facilities are a Conditional Use and must follow criteria prior to approval. 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.

The nature of the drive-thru service is consistent with the goals and objectives of Isanti's Comprehensive Plan. The subject property is serviced by city sewer and water.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

   Drive-Thru Facilities is a Conditional Use in the B-2 zoning district and Highway 65 overlay district and is an accessory use to a business or restaurant. Applying for the CUP meets the purpose and intent.

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 establishment will not be detrimental or endanger the public.

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 conditional use will not diminish or impair surrounding property values.

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 conditional use will not impede on the normal and orderly development and improvement of surrounding property.

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
   The site is served by City sewer and water, and will be able to reasonably accommodate the conditional use for Drive-Thru Facilities.

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
   The conditional use meets this requirement.

8. The conditional use complies with the general and specific performance standards as specified by within this Article.
   The use meets this requirement.

<u>Signs</u>

Wall signs.

1. Wall signs shall be located a minimum of one (1) foot from the side of the building or unit line.

   Signs located on the front and rear elevations show lettering that overlaps the side of the building and does not meet this requirement to be located a minimum of 1 foot from the side of the building. Sign plans shall be altered to meet this requirement.

2. The minimum sign area for each building or tenant shall be not less than twenty-five (25) square feet.

   The building is proposed to have signage on all sides and will not be less than 25 square feet in area.

3. The maximum wall sign area is to be no greater than three hundred (300) square feet per business or unit regardless of wall size.

   The building will not exceed 300 square feet in sign area.

4. One (1) wall sign per building or unit is permitted on the primary frontage. Additional wall signage may be permitted on the secondary frontage, which shall not exceed eighty (80) percent of the primary sign area allowance.

   Wall signs are proposed on all four sides of the building. The front and rear elevations will have similar wall size dimensions and both side elevations will have the same dimensions. Two wall signs are proposed on both sides of the building and will not meet this requirement. Planning Commission shall discuss the wall signage proposed on the building. What is your recommendation?

5. Wall signs shall not exceed the number of square feet for every lineal frontage of building or unit wall in which the sign is to be located, for the district in which it is located, as provided: Zoning District Square feet of Sign Area B-1 1 CBT, B-3, RC, POS 1.5 Heritage Blvd Overlay, I-1 1.75 B-2 2 TH 65 Overlay 2.5

   Wall signs in the Highway 65 Overlay District are allowed up to 2.5 square feet of sign area for every lineal frontage of the building. Based on the dimensions of the building and sign area proposed, the wall signs will meet this standard.

6. Wall signs shall not project more than eighteen (18) inches from the façade of the building.

   Wall signs are proposed to project roughly 5 inches from the façade of the building.

7. On non-residential multiple story buildings, wall signs shall be located below the bottom of the second story; except that wall signs indicating the building name or the name of the primary occupant shall be permitted above the floor level of the highest floor in the building.

The building is proposed to be one story in height.

8. Illumination. The light source shall be either internal or shielded external to minimize glare and light spilling unto neighboring properties. The illumination of signs shall not interfere with surrounding uses.

   The proposed wall signs show a trim cap surrounding signage that will shield the light from glare. Illumination of these signs will not interfere with surrounding uses.

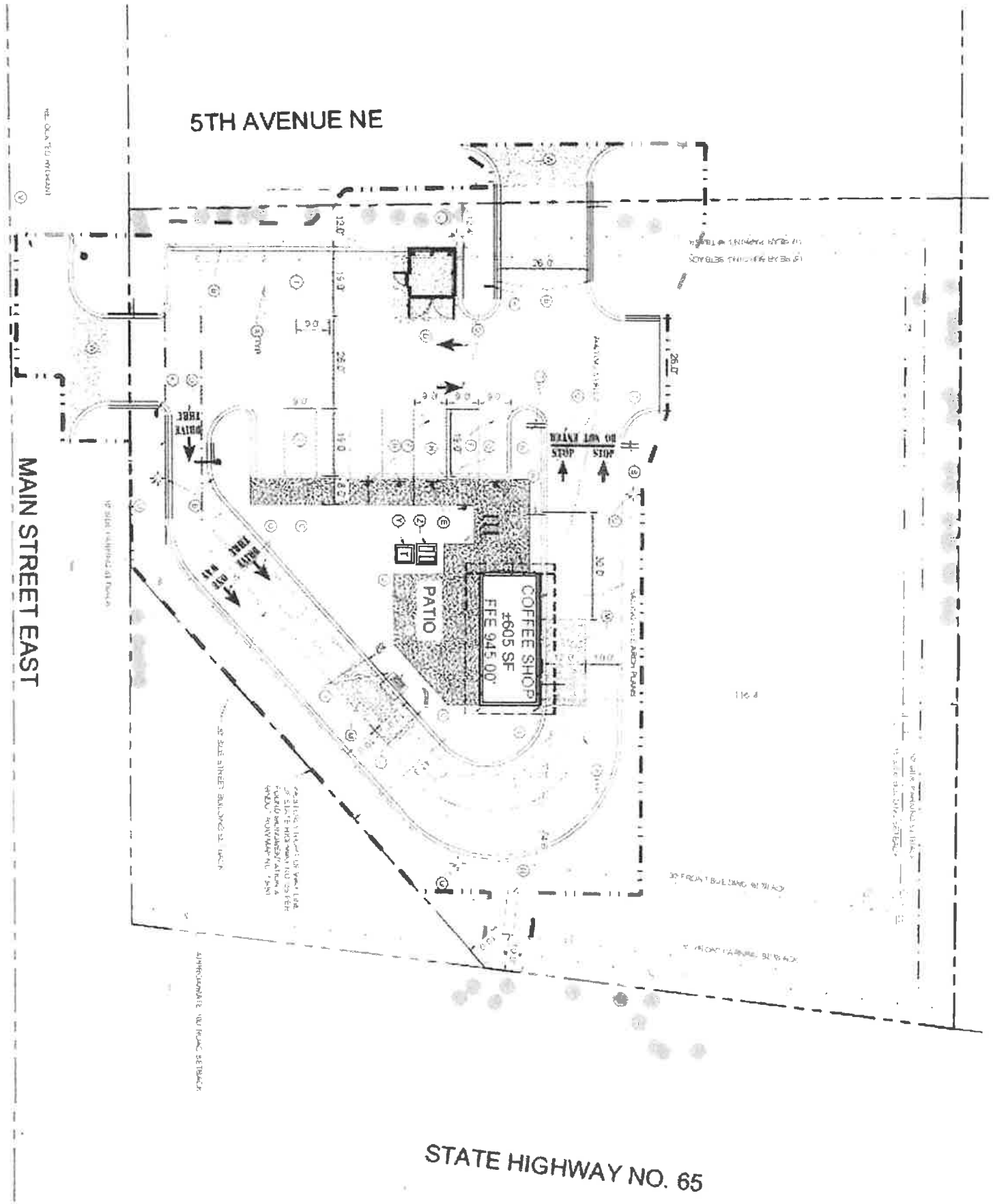
The site proposes wall signage on all four sides of the building, directional signs near the curb cuts on 5th Ave NE and Main St E. and one freestanding sign near Highway 65. The freestanding sign proposed near Highway 65 follows the requirement for 10 ft setbacks from property lines. Dimensions for the freestanding sign were not provided, therefor the sign will not be included with this site plan review. A sign permit for this freestanding sign shall be provided with dimensions, materials and location prior to approval. Menu boards for the drive-thru will not exceed the 60 square foot maximum requirement.

Staff Recommendation: Staff recommends approval of the Site Plan and Conditional Use Permit for the proposed Caribou Coffee free standing building located at 260 5th Ave NE with the following conditions:

1. Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances.
2. Outdoor Patio design/layout of tables and seating shall be shown on site plan and approved by staff and as part of the development agreement.
3. Wall signs shall be altered to be within 1 foot from the side of the building.
4. All freestanding signs require a sign permit to determine dimensions and locations and are not approved as part of this site plan review.
5. Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
6. All other conditions listed in the City Engineer's memo, dated 2/23/2021 shall be met.
7. A minor development agreement shall be executed and recorded prior to issuance of a building permit.

Attachments:

- Site Plans and Landscaping Plans
- Floor Plan and Exterior Elevations
- Photometrics Plan
- Sign Plans
- Engineer's Memo Dated 2/23/2021
- Fire Chief's Memo

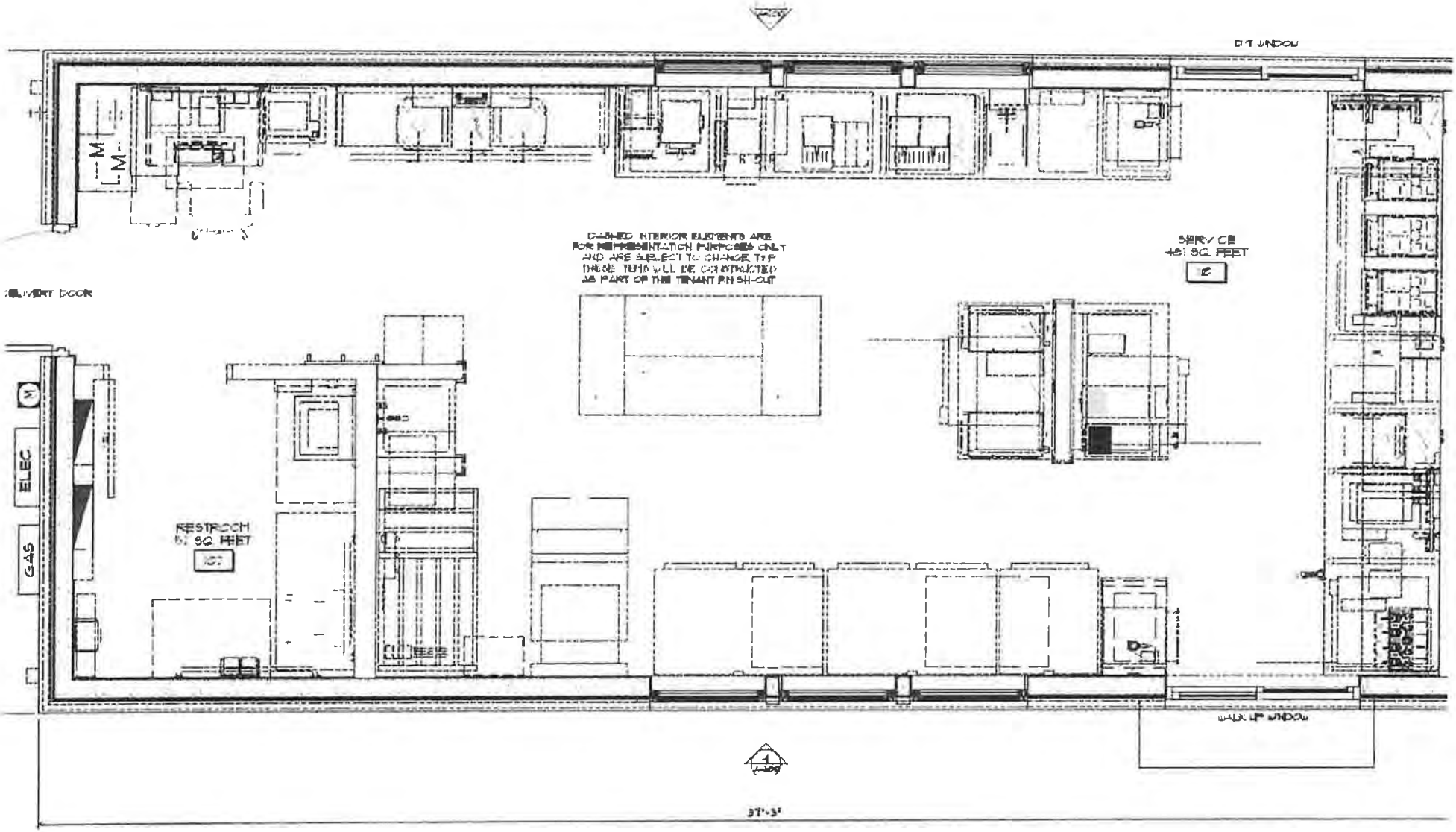

5TH AVENUE NE
MAIN STREET EAST
STATE HIGHWAY NO. 65
COFFEE SHOP
±605 SF
FFE 945.00'
PATIO
STOP
STOP
DO NOT ENTER
DRIVE THRU
DRIVE THRU
EXIT ONLY

K:\TWC_LDEV\Coffee Holdings LLC\Caribou Cabin - Isanti\Design\CAD\Plansheets\L1-LANDSCAPE PLAN.dwg February 16, 2021 - 12:22pm

ISSUED FOR REVIEW - NOT FOR CONSTRUCTION

PROJECT NUMBER	L100
PROJECT NAME	CARIBOU CABIN ISANTI PREPARED FOR COFFEE HOLDINGS, LLC
SHEET NAME	LANDSCAPE PLAN

Kimley»Horn


M
ELEC
GAS
RESTROOM
SERVICE
45± SQ. FEET
WALK UP WINDOW
37'-3"
NORTH

1 FLOOR PLAN



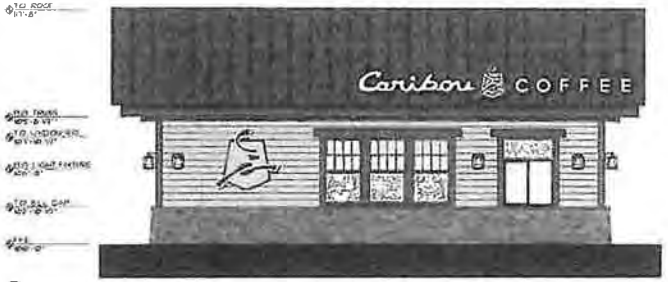
1 NORTH ELEVATION



2 EAST ELEVATION



3 WEST ELEVATION



4 SOUTH ELEVATION

BUILDING MATERIALS LEGEND

- STONE - ENVIRONMENTAL STONE, ENVIRONMENTAL STONE WORKS STYLE, TUSCAN, 6" COLOR LANTANA, 8" CAP ENVIRONMENTAL STONE, 12" LEDGE, 3" DRIP LEDGE COLOR RED OAK
- HARDI PLANK SIDING - PAINTED SW 6041
- HARDIE TRIM BOARD AT HORIZONTAL TRANSITION TO SIDING AND SURROUNDING WINDOW AND DOORS - PAINTED "BITTERSWEET CHOCOLATE"
- STANDING SEAM METAL ROOFING - COLOR SW 6994 BRAINY
- DARK BRONZE STOREFRONT DOORS WINDOWS, AND MY SERVICE DOORS
- NEW LIGHT FIXTURES - PROGRESS P5164-86 BURNISHED CHESTNUT WALL LAMPS

PRELIMINARY NOT FOR CONSTRUCTION

CARIBOU COFFEE COMPANY
DRIVE-THRU ONLY STORE
OF HIGH 1 HWY 65 & MAIN STREET ISANTI MN 55040

EXTERIOR ELEVATIONS

Caribou COFFEE
Caribou Coffee Company

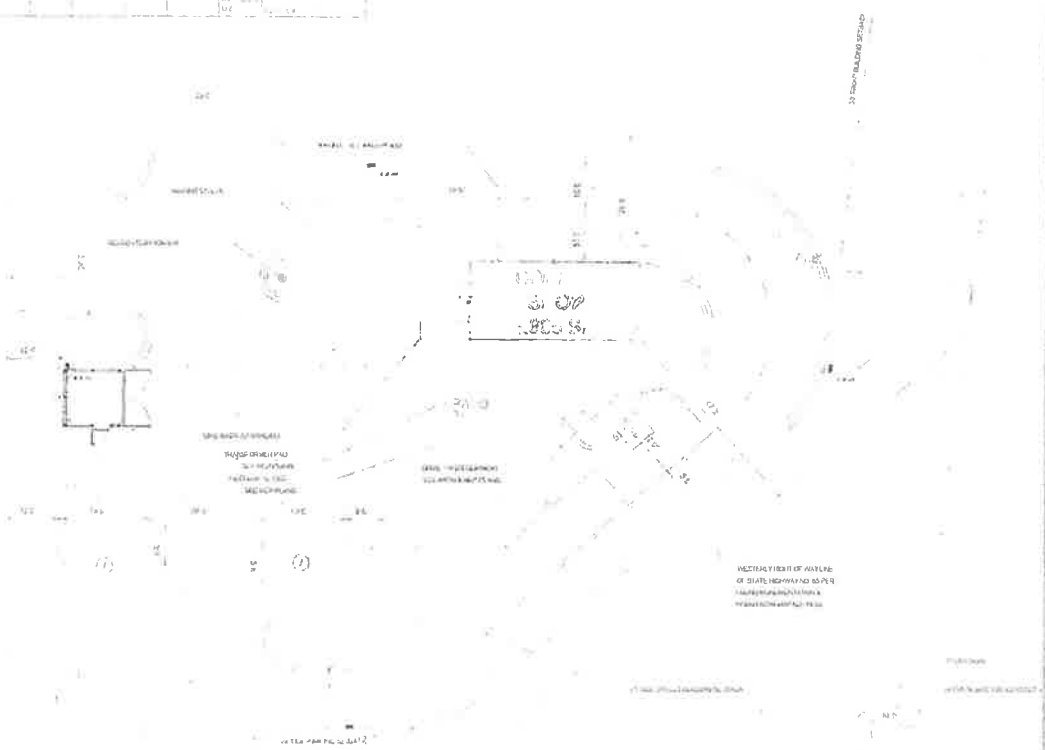
ISANTI MN

A-200

Schedule																		
Symbol	Label	Image	QTY	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Mounting	Lumens per Lamp	Current (Amps)	LLF	Wattage	Efficiency	Photometric File	Field Plan	Notes
	B		1					1			1						
	C		1					1			1						

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Parking and Drives	+	1.5 fc	3.4 fc	0.4 fc	8.5:1	3.8:1



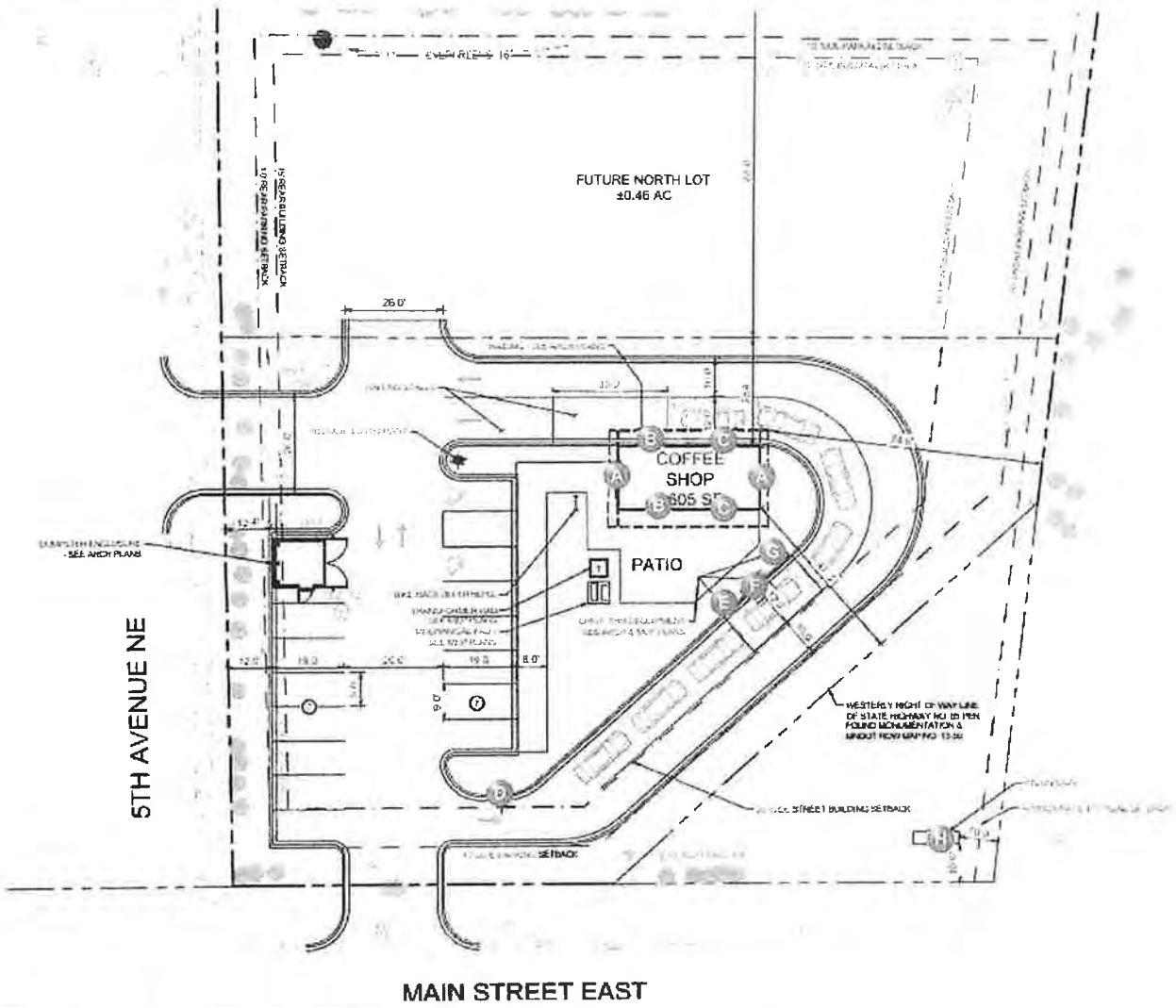
Note
1 Graybar Electric does not assume responsibility for the interpretation of the calculation, or State and City codes
2 Calculation Points are taken at [illegible]

Plan View
Scale: [illegible]

Graybar

Carlton
Carlton, MN

1 of 1



Sign Schedule

- A 16" Channel letter set on raceway
- B 22" Channel letter set on raceway
- C 54" Logo Shield
- D Vehicle height detector
- E Preview board
- F Order Point Canopy
- G 5 Panel Menuboard
- H MONUMENT 61"x93.5"

Everbrite

Customer/Site No: 0065R
Address: HIGHWAY 65 AND MAIN ST ISNATI, MN 55040
Description: CARIBOU COFFEE

Prepared By: Jennifer Melinski
Date: 02/17/2021 PIF: 443603-1
Customer Signature

Caribou COFFEE

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Sign Schedule



FRONT ELEVATION

206.4"
28"
88"
86.4"
24.9"
16"
10.5"



VINYL COLORS:

3M 3630-7297 Custom Blue

3M 3630-69 Duranodic "brown"

Everbrite

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Customer: Caribou Coffee
Project No: 438979 Scale: NTS
Date: 11/5/20 Drawn By: DB
Location & Site No: Isnati, MN CC0065ADR

Description: 16" Channel Letter Set.

Revised:

Customer Approval: NOTE: Unless specified by customer, all depth of embossing will be determined by Everbrite Engineering or existing customer specifications on file. Colors and graphics on file will be used unless otherwise specified by customer.

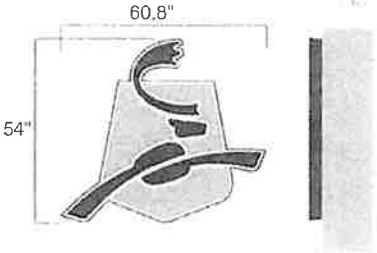
Please read carefully, check appropriate box and fax back to Everbrite:

☐ Sketch OK as is
☐ New sketch required

SIGNATURE DATE

Sign Schedule





SIDE ELEVATION





VINYL COLORS:

3M 3630-7297 Custom Blue

3M 3630-69 Duranodic "brown"

Everbrite

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Customer: Caribou Coffee
Project No: 432669-2 Scale: NTS
Date: 7/14/20 Drawn By: DB
Location & Site No: Coon Rapids, MN CCCOONRAPIDSMN

Description: 22" Channel Letter Set. 54" Shield

Revised:

Customer Approval: NOTE: Unless specified by customer, all depth of embossing will be determined by Everbrite Engineering or existing customer specifications on file. Colors and graphics on file will be used unless otherwise specified by customer.

Please read carefully, check appropriate box and fax back to Everbrite:

☐ Sketch OK as is
☐ New sketch required

SIGNATURE DATE

Everbrite

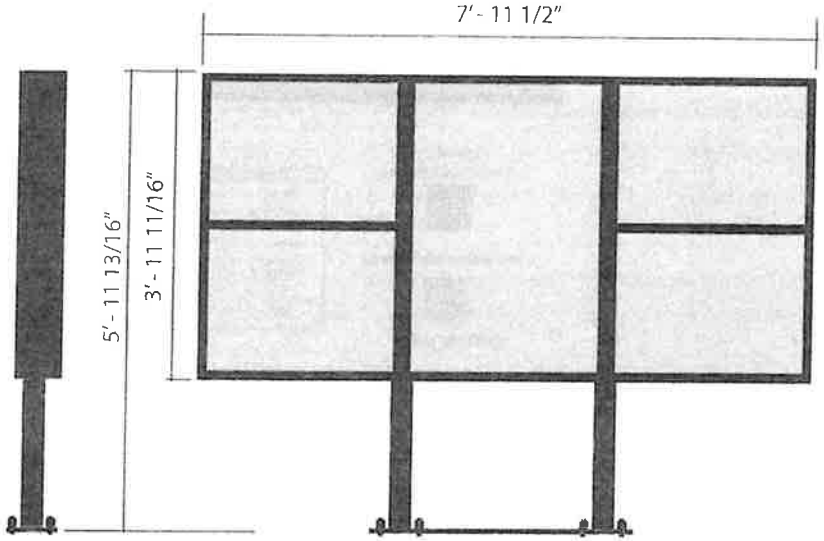
Customer/Site No: 0065R
Address: HIGHWAY 65 AND MAIN ST, ISNATI, MN 55040
Description: CARIBOU COFFEE

Prepared By: Jennifer Melinski
Date: 02/17/2021 PIF: 443603-1
Customer Signature:

Caribou COFFEE

CARIBOU COFFEE MENUBOARD:
4' h (Nominal) x 8'w (Nominal) Illuminated menuboard.
OAH: 6'
Shroud height: 1' 5-1/2"h.
Double Pole
Anchor bolt foundation.
5 panels
LED Illumination 138 Lumens Sq Ft, Color Temp 5000k
Aluminum cabinet
Painted Duranodic Brown
Divider bars painted Duranodic Brown
Inserts provided by others.
Slotted base plate.
All Menuboards to have internal disconnect switch





Everbrite

DISCLAIMER: Renderings are for graphic purposes only and not intended for actual construction dimensions. For windload requirements, actual dimensions and mounting detail, please refer to engineering specifications and install drawings.
These drawings and designs are the exclusive property of Everbrite LLC Use of, or duplication in any manner without express written permission of Everbrite LLC is prohibited.

Customer: Caribou Coffee | Description: Menu Board | Customer Approval: NOTE: Unless specified by customer, all depth of embossing will be determined by Everbrite Engineering or existing customer specifications on file. Colors and graphics

Customer/Site No: 0065R
Address: HIGHWAY 65 AND MAIN ST ISNATI, MN 55040
Description: CARIBOU COFFEE

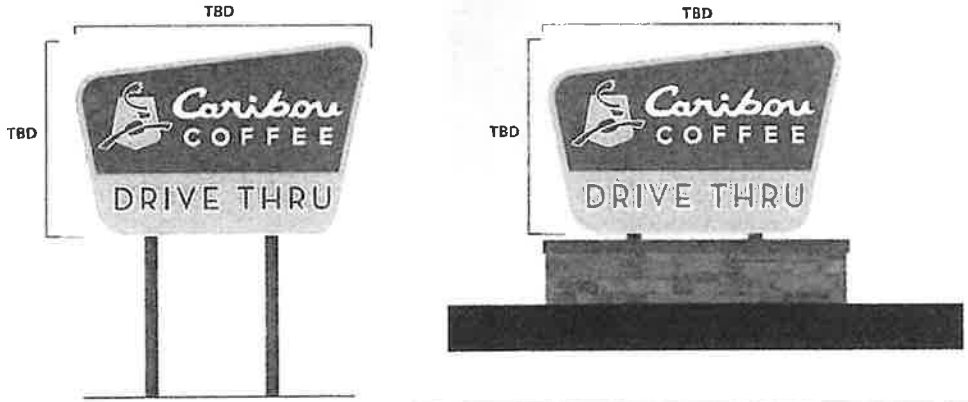
Prepared By: Jennifer Melinski
Date: 02/17/2021 PIF: 443603-1
Customer Signature:

Caribou COFFEE

SIDE 1



SIDE 2



- Double faced cabinet.
- Faces to be flat poly. Decoration to be vinyl with the standard Caribou spec.
- Cabinet to be LED illuminated.
- Cabinet depth TBD.

VINYL COLORS:

3M VT 17935 Blue

"brown"

3M 3630-69 Duranodic "brown"

Everbrite

DISCLAIMER: Renderings are for graphic purposes only and not intended for actual construction dimensions. For windload requirements, actual dimensions and mounting detail, please refer to engineering specifications and install drawings. These drawings and designs are the exclusive property of Everbrite LLC Use of, or duplication in any manner without express written permission of Everbrite LLC is prohibited.

Customer: Caribou Coffee

Description: Pylon

Customer Approval: NOTE: Unless specified by customer, all depth of embossing will be determined by Everbrite Engineering or existing customer specifications on file. Colors and graphics

Everbrite

Everbrite, LLC 4949 South 110th Street / Greenfield, WI 53228

Customer/Site No: 0065R
Address: HIGHWAY 65 AND MAIN ST, ISNATI, MN 55040
Description: CARIBOU COFFEE

Prepared By: Jennifer Melinski
Date: 02/17/2021 PIF: 443603-1
Customer Signature:

Caribou COFFEE

These drawings and designs are the exclusive property of Everbrite, LLC. Use or duplication in any manner, without express written permission of Everbrite, LLC, is prohibited.

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 23, 2021

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Caribou Cabin Isanti - Plan Set - Engineering Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the Site Plan entitled "Caribou Cabin Isanti" received on February 22, 2021 with an "Issued for Review-Not for Construction" note and a revision date of 2/18/2021.

The project includes the construction of a new Caribou Cabin building and parking lot. The site plan includes 14 single car parking stalls (including 2 handicap stalls), a storm water collection system, sanitary sewer and water service extensions, a drive through with bypass lane, landscaping, and site grading.

We have reviewed the submitted documents and have the following comments:

General Comments:

1. Issue final plans that have a signature date.
2. Create removal plan depicting the following along with all other removal items needed:
    a. Show how many trees will be removed
    b. Remove the existing concrete driveway apron and curb cut onto Main Street. Replace curb with full B618 through old entrance.
    c. Remove sidewalk as needed along 5th Avenue.
    d. Remove existing curb & gutter & replace with valley gutter or full B618 as needed.

Site Plan Sheet:

1. Show patching the existing sidewalk at the storm sewer crossing and at the proposed 5th Avenue Driveway with ramps as needed for grade.
2. Extend new 5' wide sidewalk along Main Street from 5th Avenue Ped Ramp to Main Street driveway access.
3. Concrete valley gutters will be needed at both proposed entrances.
4. Depict where gutter out curb will be used.
5. See attached record drawing for pavement section in the street for patching. Show proposed pavement section in parking lot and on street patch.
6. Show B618 C&G required along city streets.
7. Monument sign placement is shown in MnDOT Right-of-Way. Written approval from MnDOT will need to be submitted to the City prior to approval of site plan and sign location.

Bolton & Menk is an equal opportunity employer.

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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

8. Label stop signs on plan.

Grading Plan Sheet:

1. 5th Avenue entrance cannot exceed 1.5% across sidewalk walkway. Show sidewalk ramps as needed to tie into entrance and joint concrete to delineate walkway.
2. Does the storm sewer pipe cross too close to the proposed light pole between STRM 105 & STRM 102?

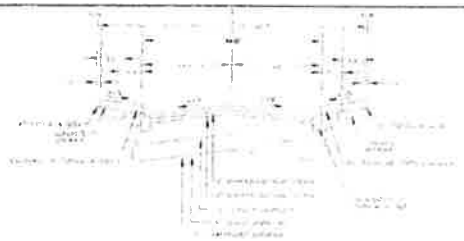
Utility Plan Sheet:

1. See attached marked up record drawing for location of existing water service stub and alternate hydrant relocation. Remove street patch area from plans.

Landscaping Plan:

1. Verify all disturbed surfaces will receive landscaping or 4-inches of topsoil and sod. Seeding is not allowed. The General Notes include both seeding and sodding notes.
2. Submit irrigation plan.

We recommend approval of the plans once the above comments are addressed.



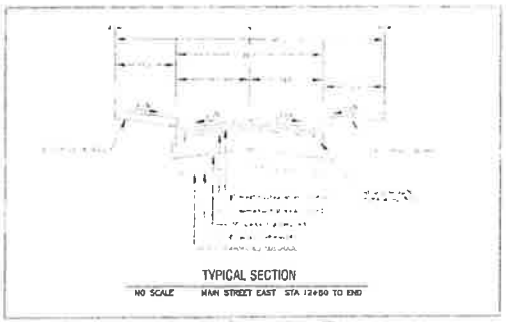
TYPICAL SECTION

NO SCALE MAIN STREET EAST STA 0+00 TO 4+45
**EXTEND SIDEWALK FROM B/C TO BUILDING OR SPECIFIED DISTANCE ON SHEET C.4.02



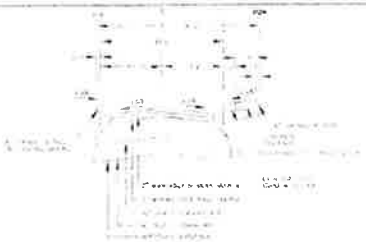
TYPICAL SECTION

NO SCALE MAIN STREET EAST STA 4+45 TO 12+60
**EXISTING SIDEWALK FROM 10+23 TO 12+50



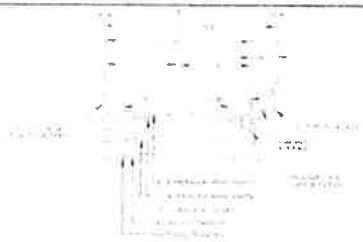
TYPICAL SECTION

NO SCALE MAIN STREET EAST STA 12+50 TO END



TYPICAL SECTION

NO SCALE DAHLIN AVENUE STA 0+00 TO 2+50



TYPICAL SECTION

NO SCALE DAHLIN AVENUE STA 3+30 TO 6+08



TYPICAL SECTION

NO SCALE DAHLIN AVENUE STA 6+68 TO 7+38



TYPICAL SECTION

NO SCALE DAHLIN AVENUE STA 8+77 TO 13+38



TYPICAL SECTION

NO SCALE RICHARD AVENUE STA 0+00 TO END



TYPICAL SECTION

NO SCALE RICHARD AVENUE STA 0+00 TO END
**NORTH OF BROADWAY STREET



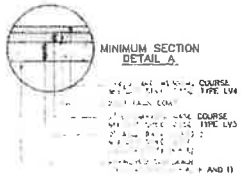
TYPICAL SECTION

NO SCALE SHANN STREET STA 0+00 TO END
CANDY AVENUE STA 0+00 TO END



TYPICAL SECTION

NO SCALE MOHO AVENUE STA 0+00 TO END



MINIMUM SECTION
DETAIL A

COURSE
TYPE LV4

COURSE
TYPE LV3

AND 11

RECORD PLAN

CONTRACTOR: ARCON CONSTRUCTION CO, INC
P.O. BOX 159
HARRIS, MN 55032
651-674-4474
PAT DIEDRICH

DATE: MARCH 2007

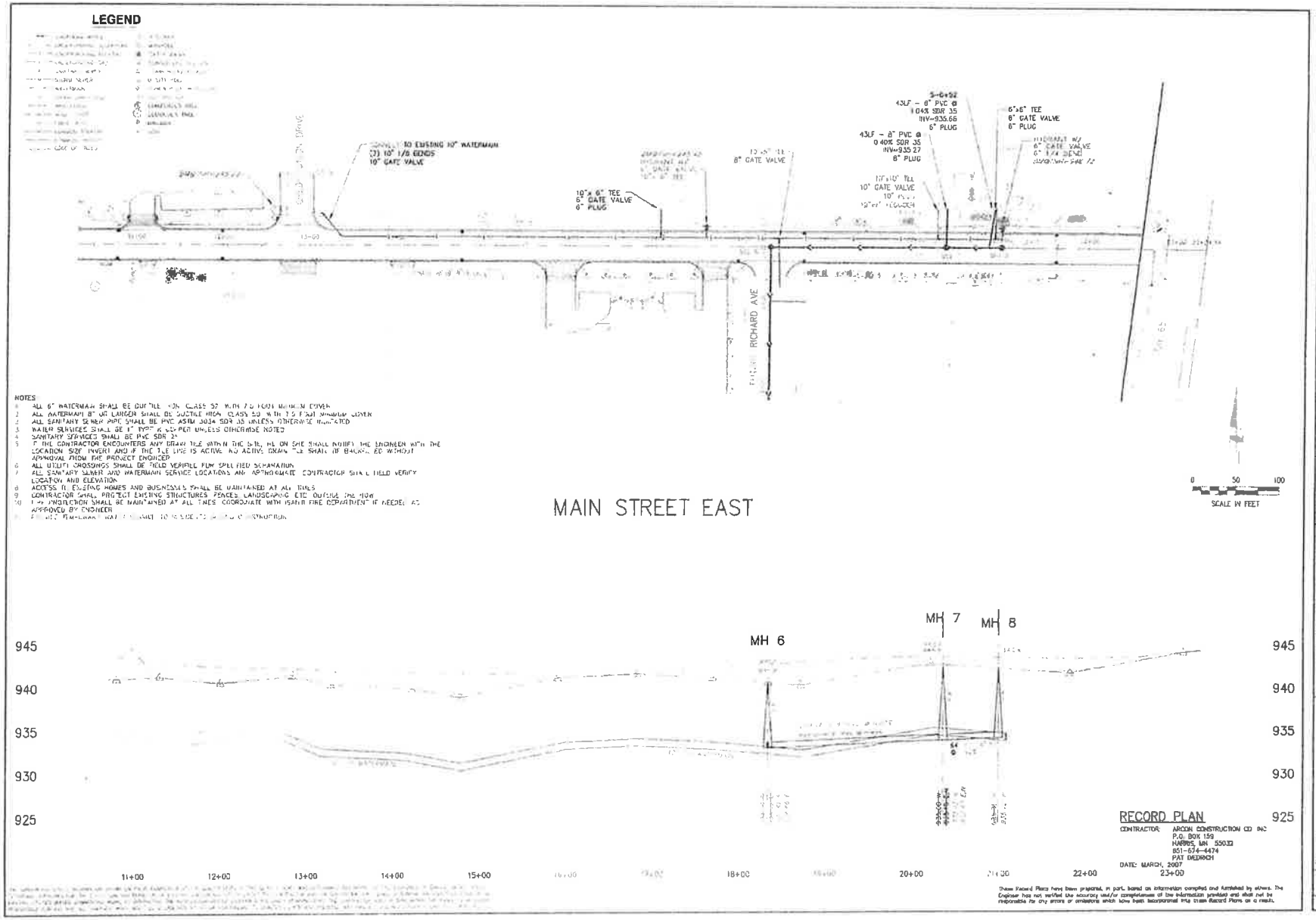
These Record Plans have been prepared, in part, based on information received and furnished by others. The Engineer has not verified the accuracy and/or completeness of the information provided and shall not be responsible for any errors or omissions which may exist in the as-constructed site Record Plans as a result.

2006 STREET & UTILITY IMP.
ISANTI, MINNESOTA
CITY OF ISANTI
DETAILS

Engineering • Planning • Surveying
MFRA

Designed	MW
Drawn	MW
Date	3/01/07
Checked	BTD
Approved	BTD

SHEET NUMBER C.9.01
REV E

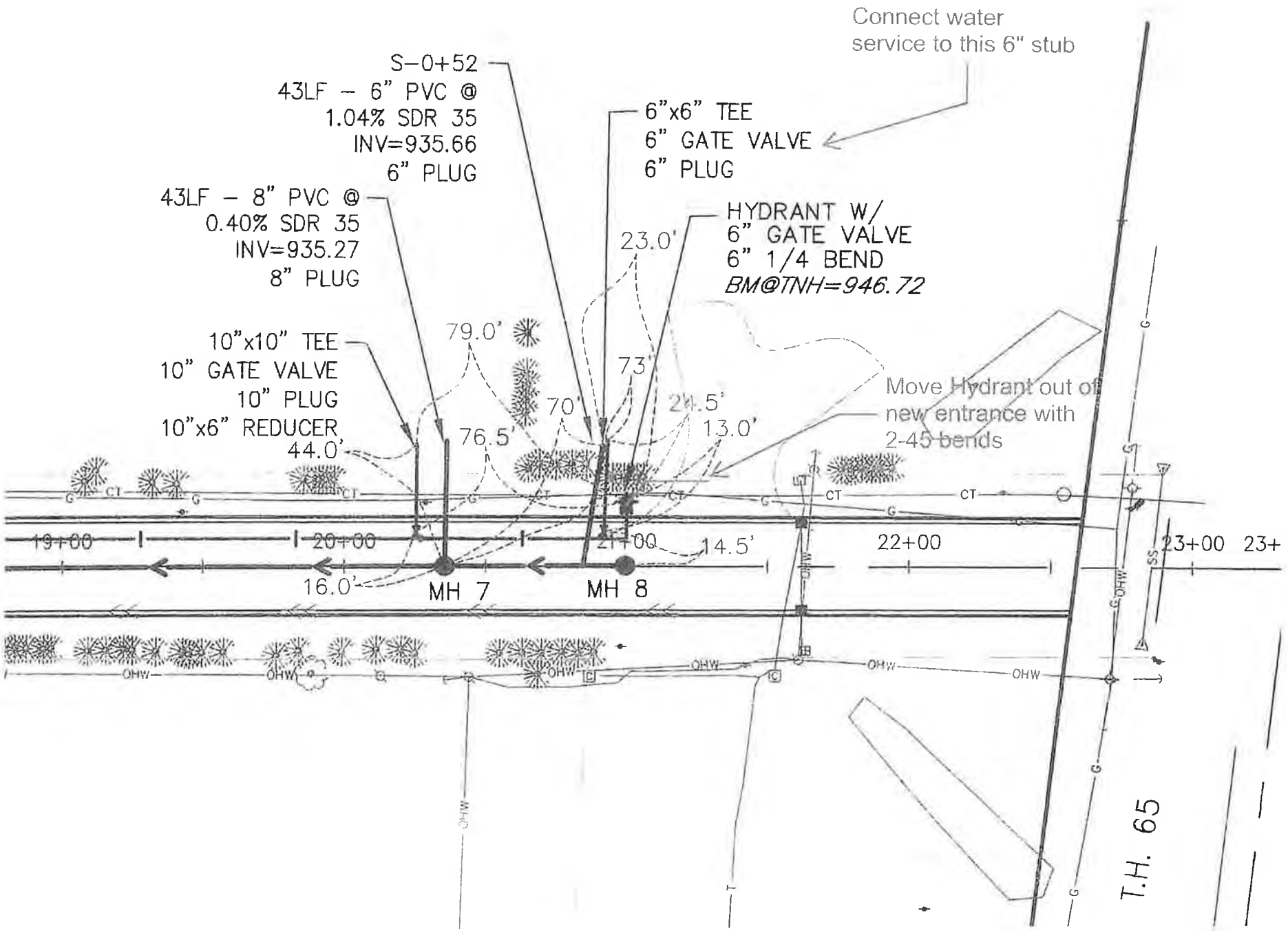


2006 STREET & UTILITY IMP.
ISANTI, MINNESOTA
CITY OF ISANTI
SANITARY SEWER & WATERMAIN-MAIN STREET

MFRA
Engineering • Planning • Surveying

Designed RTD 3/23/06
Drawn RTD
Checked RTD
Approved RTD

SHEET NUMBER C.5.03
REV C


Connect water service to this 6" stub
S-0+52
43LF - 6" PVC @ 1.04% SDR 35
INV=935.66
6" PLUG
6"x6" TEE
6" GATE VALVE
6" PLUG
43LF - 8" PVC @ 0.40% SDR 35
INV=935.27
8" PLUG
HYDRANT W/ 6" GATE VALVE 6" 1/4 BEND
BM@TNH=946.72
23.0'
10"x10" TEE
10" GATE VALVE
10" PLUG
10"x6" REDUCER
44.0'
79.0'
73'
70'
24.5'
13.0'
76.5'
Move Hydrant out of new entrance with 2-45 bends
19+00
20+00
21+00
14.5'
22+00
23+00
23+
16.0'
MH 7
MH 8
CT
G
OHW
SS
T.H. 65

February 23, 2021

City of Isanti

RE: Caribou Coffee Plan Review

Isanti Fire has reviewed the proposed Caribou Cabin on 5th Avenue NE in the City of Isanti, for Coffee Holdings, LLC. Listed below are noted concerns regarding fire safety, as well as applicable language from the 2015 MN State Fire Code.

1) Fire access (road) to south, and east facing building sides. To allow fire apparatus access to building and customer vehicles in the drive through, please ensure the access road maintains a minimum width of 20 feet and a minimum radius of 28 feet.

503.1.1 Buildings and facilities.
Approved fire apparatus access roads shall be provided for every facility, building, or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

503.2.1 Dimensions.
Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for *approved* security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

503.2.4 Turning radius.
The required turning radius of a fire apparatus access road shall be determined by the fire code official.

Sincerely,

Alan Jankovich | Fire Chief
Isanti Fire District

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

In the matter of Caribou Coffee Drive-Thru Facilities, 260 5th Ave NE, Isanti Minnesota

Request: A Conditional Use Permit for Drive-Thru Facilities in the B-2 Zoning District within the Highway 65 Corridor Overlay.

CONDITIONAL USE PERMIT

The above referenced application for a Conditional Use Permit was heard before the City of Isanti Planning Commission on March 16, 2021 and the Isanti City Council on April 6, 2021 pursuant the Isanti Zoning Ordinance, for the following described property:

LEGAL and ADDRESS 260 5th Ave NE PID: 16.029.0500

IT IS HEREBY approved that a Conditional Use Permit be granted at the above described property subject to the following conditions:

1. The Conditional Use Permit shall be recorded by the applicant and proof of recording submitted to the City.
2. Lighting Designs shall follow requirements in Subdivision 5 Outdoor Lighting Standards of Section 14 of Isanti's City Zoning Ordinances
3. Outdoor Patio design/layout of tables and seating shall be shown on site plans
4. All signs shall need a sign permit when applicable to determine dimensions and locations
5. Location of the freestanding sign along Highway 65 will need permission from MNDOT if placed in ROW
6. Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
7. All other conditions listed in the City Engineer's memo, dated 2/23/2021.
8. A minor development agreement shall be executed and recorded prior to issuance of a building permit.

Date:_____

_____
Mayor Jeff Johnson

Attest:

_____
City Clerk Jaden Strand

This document was drafted by:
The City of Isanti
110 1st Ave NW
Isanti MN 55040

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: April 6, 2021
Subject: Resolution 2021-XXX Approving a Variance to the Rear Setback for 511 Bluebird Court

---

Background: A public hearing was held at the March 16, 2021 Planning Commission meeting. No one from the public spoke on this item. Staff gave the staff report and concluded that not all of the practical difficulties used in connection with granting a variance could be made; therefor recommended denial. Below is what was presented to the Planning Commission (full report attached):

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *A single-family dwelling is permitted by the zoning ordinance however the setback proposed does not. A single-family home is a reasonable use of the land and meeting the setback can be achieved if they reduce the side of the porch or reconfigure somehow.*

B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner. *This property is not unique and the circumstances are directly caused by the owners.*

C. A variance, if granted, will not alter the essential character of the locality. *Granting a variance for a rear yard setback does not alter the essential character of the locality.*

D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
Not applicable.

E. Economic considerations alone do not constitute practical difficulties.
Economic considerations do not play a role in this situation

After the Planning Commission reviewed the above information, they recommended approval with a 6-1 vote and approved based on the following findings:

1. A single-family home is a reasonable use of the land and meeting the setback can be achieved if they reduce the side of the porch or reconfigure somehow.
2. Granting a variance for a rear yard setback does not alter the essential character of the locality.
3. Economic considerations do not play a role in this situation
4. A precedence has been set other variances like this have been approved
5. There is not a utility easement where the porch will be placed
6. The lot backs up to an outlot

Request: Consider adopting the resolution and findings of fact.

Attachments

- Resolution
- Findings of Fact
- Planning Commission Report

RESOLUTION 2021-XXX

A RESOLUTION APPROVING A VARIANCE TO THE REAR YARD SETBACK FOR 511 BLUEBIRD COURT

WHEREAS, Paradise Homes (applicant) has requested a variance to the 30-foot rear yard setback for property located at 511 Bluebird Court City of Isanti (PID 16.029.0500); and,

WHEREAS, the property is zoned R-1 PUD and is subject to the setbacks established in the PUD; and,

WHEREAS, Section 21, Article 5: Variances, Subdivision 4(D) of the Zoning Ordinance establishes criteria used in granted a variance; and,

WHEREAS, the City of Isanti Planning Commission held a public hearing on March 16, 2021 and recommended approval; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested variance to the 30-foot setback, resulting in a 26-foot setback for a three-season porch;

BE IT FURTHER RESOLVED that the requested variance is hereby APPROVED subject to the following conditions:

1. The reduced setback applies only to the three-season porch shown on plans dated received February 17, 2021.

This Resolution is hereby approved by the Isanti City Council this 6th day of April, 2021.

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request from Paradise Homes for a variance to the rear yard setback to construct a 4-season porch within the 30-foot rear setback requirement of Legacy Pines Second Addition PUD located at 511 Bluebird Court PID 16.155.0080.

Findings of Fact

1. Paradise Homes (applicant) submitted an application for a variance to the rear yard setback resulting in a 4.68 encroachment into the 30-foot requirement.
2. The property is zoned R-1 PUD. In which, the use is permitted.
3. A public hearing was held at the Planning Commission on March 16, 2021.
4. Notice of the Site Plan Review request was published within the Isanti County News on March 4, 2021. Notices were sent to all property owners located within 350 feet of the subject property.

Conclusions

1. In review of the standards established in Section 25, Article 5, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:
   A. A single-family home is a reasonable use of the land and meeting the setback can be achieved if they reduce the side of the porch or reconfigure somehow.
   B. Granting a variance for a rear yard setback does not alter the essential character of the locality.
   C. Economic considerations do not play a role in this situation
   D. A precedence has been set other variances like this have been approved
   E. There is not a utility easement where the porch will be placed
   F. The lot backs up to an outlot

Decision

The Planning Commission reviewed the request in a public hearing on March 16, 2021. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Gordon, second by Simon to recommend approval of the variance as presented for a variance to the 30-foot setback for 511 Bluebird Court PID 16.155.0080.

Motion carried unanimously 6-1, Commissioner Johnson voted Nay.

A Community For Generations.

Isanti

MEMORANDUM

TO: Planning Commission

FROM: Sheila Sellman, Community Development Director

DATE: March 16, 2021

SUBJECT: Request by Paradise Homes for a Variance under City Ordinance 445, Section 21, Article 2, said request is to construct a four-season porch within the 30-foot rear setback requirement of Legacy Pines Second Addition PUD, located at 511 Blue Bird Ct, PID 16.155.0080.

Request: Paradise Homes is requesting a 4.68-foot variance to the 30-foot rear yard setback for construction of a 4-season porch.

Overview/Background: The subject site is vacant and legally described as Lot 8, Block 1, Legacy Pines 2nd Addition. This is a new residential development that is finishing building out the 2nd addition and the 3rd Addition is starting construction. The subject site has a rear yard setback of 30 feet and the applicant is requesting a variance to encroach on the required setback.

As stated previously the subject site is a vacant residential lot. The buyers of the lot are in the design phase and would like to build a 196 square foot 4-season porch with full basement on the back of the house. According to the applicant the building in the front is only 54 feet (to meet setbacks) so the home was designed to be narrow and long, which causes the setback encroachment. According to the applicant this is the best location for the porch as it is advantageous for energy savings, safety and mechanical issues.

In review of the standards established within Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4 Procedures (D), the following conclusions have been made (*conclusions to each requirement are shown in italics)*:

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *A single-family dwelling is permitted by the zoning ordinance however the setback proposed does not. A single-family home is a reasonable use of the land and meeting the setback can be achieved if they reduce the side of the porch or reconfigure somehow.*

B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner. *This property is not unique and the circumstances are directly caused by the owners.*

C. A variance, if granted, will not alter the essential character of the locality. *Granting a variance for a rear yard setback does not alter the essential character of the locality.*

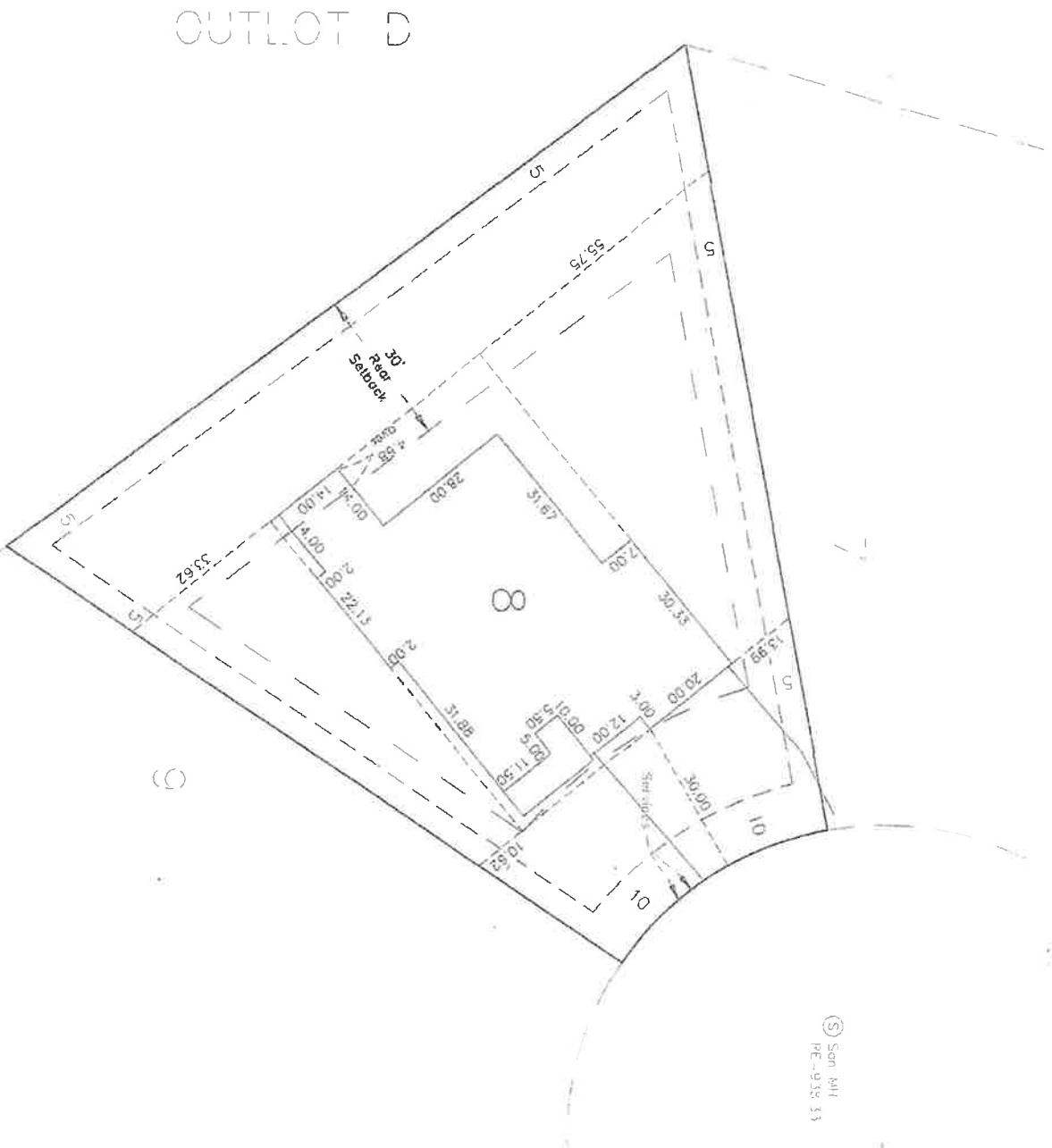
D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
Not applicable.

E. Economic considerations alone do not constitute practical difficulties.
Economic considerations do not play a role in this situation

Staff Recommendation:
The five criteria for granting a variance are listed above not all criteria are met. Staff has reservations about recommending approval of this variance. The site is vacant and the house can be designed to meet the setbacks that are required. If the house was existing the variance could be argued since there wouldn't be room for a 4-season porch with the proposed house design, but that is not the case there is no house built yet. Not all of practical difficulties are met, therefore staff recommends denial.

If the Planning Commission recommends approval, they will need to list why they are approving so that it can be reflected in the findings of fact for the Council to adopt.

Attachments:
- Applicant's narrative
- Site Plan



RECEIVED
FEB 17 2021
BY:

Narrative for Lot Variance request

Paradise Homes Inc is requesting a Variance for a new home to be buildt on Lot 8 Block 1 Legacy Pines Second Addition.

This is a full bsmt walkout culdesac lot with the backyard facing S ,S-W.Adjoining the Backyard is Outlot D.

Outlot D slopes gently S, S-W to a Pond and Homes on Whiskey Rd. N.W.These homes back up to the west side of the pond.These Homes are about 300-400 feet away from Lot 8's backyard.

The Buyers would like to build a 4 season Porch on the rear of home with full bsmt,not posts, for not only added warmth and structural benefit but also to capture the S,S-W rolling pond view.

Because the building envelope in frt of lot is only 54 feet,the home was designed narrow but long about 75+ feet. The rear of the Home therefore encroaches the rear property by 4.68 feet causing our hardship.

The Home is designed w/garage on the right or the Northwest corner of lot.This acts as a buffer to Home from from winters bitter N.W. winds.The Home has 2 smaller windows on the North side of Home to be more energy efficient which is all important to the Senior aged buyers.

Also important are the new Homes Sewer and Water service locations on the south side of lot.Thus the rough ins come straight into the Homes mechanical Room when tieing in Utilities.Also important is not having to trench in 8 ft deep thru driveway location causing future settling issues.

Also important to the buyers,in the winter,is the Sun's radiation in helping to melt off the front stoop,walkway and driveway to help reduce ice and prevent unwanted slips and falls.

Important also is the lots natural water drainage flow.Walkout lots have about 8 ft of fall front to back.With the porch on the back of home theres no restriction of water drainage and danger of water intrusion into the Bsmt. Nobody wants water intrusion Especially with a finished Bsmt.

In summary we would like to build the home with the porch on the Back of Home.This will eliminate any elevation and water drainage Hardships.Its also advantageous for Energy Savings,Saftey and Mechanical issues and settling in building areas.We also feel the proposed home will blend in astetically with surrounding homes in the neighborhood and bring added value.The buyers and Paradise Homes Inc. thank you for your consideration.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: April 6, 2021
Subject: Resolution 2021-XXX Approving Final Plat for Fairway Greens North (Phase I)

Background:
At the January 19, 2021 City Council meeting, the Council approved the Preliminary Plat and Planned Unit Development for Fairway Greens North with conditions. The applicant Home Pride, Inc has applied for Final approvals. At this time only the final plat will be considered. The applicant and staff are still working on final plans for the development including a phasing layout and development agreement. This approval will be for final plat of the first addition and will contain 56 lots. The development agreement will be considered for approval at a different meeting once all plans and agreements are completed.

Request:
Consider resolution 2021- XXX approving Final Plat for Fairway Greens North First (Phase I).

Attachments:
- Resolution 2021-XXX
- Plat
- City Engineers Memo

RESOLUTION 2021-XXX
APPROVING THE FINAL PLAT FOR FAIRWAY GREENS NORTH (PHASE I)

WHEREAS, Home Pride Inc., has applied for Final Plat and PUD approval for phase I Fairway Greens North Addition, a 56-lot residential subdivision for 80 acres with PID 16.020.1000 and 16.020.0803, Isanti County, Isanti, Minnesota; and,

WHEREAS, the lots will be developed into phases/additions, each phase/addition will have their own development agreement; and,

WHEREAS, the City of Isanti Planning Commission held a public hearing on the proposed Preliminary Plat and PUD of Fairway Greens North Addition during the regular Planning Commission meeting held on January 19, 2021; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Preliminary Plat and PUD of Fairway Greens North with conditions; and,

WHEREAS, this approval is for the final plat of phase I, the approval of the PUD and Development Agreement will be considered at a later date once final plans have been reviewed;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that the requested Final Plat of Fairway Greens North Addition be approved with the following conditions:

1. All comments and concerns in the City Engineers memo dated January 13, 2021 and March 25, 2021 should be met (minus second connection).
2. Minimum lot size shall be 9,600 square feet.
3. Setbacks for the principal structure shall be as follows: Front 30' Side 8' Rear 20'
4. Clarification on the lots along the golf course and what those setbacks will be.
5. A phasing plan shall be submitted.
6. Final Plat be submitted and approved for each addition.
7. 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.
8. 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.
9. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.
10. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.
11. Any conditions added by the Planning Commission.

12. No parking at the entrance of the development on the north side of the road to the first intersection, this shall be signed by the developer.
13. Park dedication credit may be given for the park shown per City Code requirements.
14. Documentation from the gas company approving driveways and ROW over the gas easement.

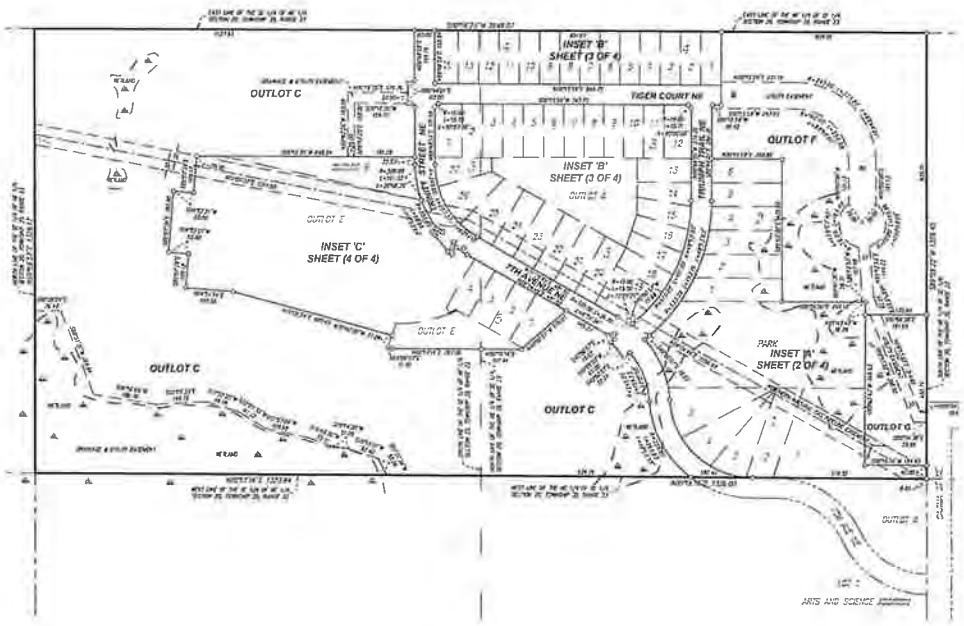
This resolution is hereby approved by the Isanti City Council this 6th day of April 2021.

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

FAIRWAY GREENS NORTH

SEC. 20, TWP. 35, RNG. 23
CITY OF ISANTI
ISANTI COUNTY

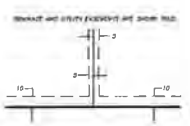


0 75 150 300
(SCALE IN FEET)

LEGEND

- ○ REVISED SET IRON PIPE WITH CAP MARKED RLS 42627
- ■ MONUMENT FOUND MONUMENT

CURVE TABLE		
C1 = R=305.00	L=77.23	Δ=14°54'28"
C2 = R=125.00	L=14.67	Δ=6°43'08"
C3 = R=330.50	L=41.38	Δ=7°10'23"
C4 = R=125.00	L=8.82	Δ=4°02'32"
C5 = R=15.00	L=16.19	Δ=61°50'04"
C6 = R=140.00	L=21.19	Δ=8°39'52"



BEING 5 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 10 FEET IN WIDTH, AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT

NOTE REGARDING WETLANDS

THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WETLANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WETLANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS

BEARING NOTE

FOR THE PURPOSES OF THIS PLAT, THE NORTHERLY LINE OF OUTLOT C, FAIRWAY GREENS NORTH, IS ASSUMED TO BEAR NORTH 89 DEGREES 59 MINUTES 57 SECONDS EAST.

KNOW ALL MEN BY THESE PRESENTS: That Homeside, Inc., a Minnesota corporation, owner and proprietor of the following described property situated in the County of Isanti, State of Minnesota, to wit:

Outlot H, SUN PRAIRIE FIRST ADDITION, according to the plat thereof on file and of record in the office of the County Recorder, Isanti County, Minnesota

Subject to easements, restrictions, or reservations of record, if any

Has caused the same to be surveyed and platted as FAIRWAY GREENS NORTH and do hereby dedicate and reserve to the public for public use forever the public ways shown on this plat and also dedicating the easements as shown on this plat for public utility and/or drainage purposes only.

In witness whereof said Homeside, Inc. 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 was acknowledged before me this _____ day of _____, 20___, by _____ of Homeside, Inc., a Minnesota corporation, on behalf of the corporation.

_____ _____
SIGNATURE PRINTED NAME (DO NOT USE STAMP)

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. Reddy, Land Surveyor
Minnesota License Number 42627

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by Kyle J. Reddy, Land Surveyor, Minnesota License number 42627.

_____ _____
SIGNATURE PRINTED NAME (DO NOT USE STAMP)

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
Min. 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___.

_____ _____
Chairperson Secretary

I hereby certify that the taxes for the year _____ on the property described hereon have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 20___.

_____ By _____ Deputy
Isanti County Auditor-Treasurer

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 20___ at _____ o'clock ___M. and was duly recorded as Document No. _____

_____
County Recorder, Isanti County, Minnesota

LHB
Earthview, MN

SHEET 1 OF 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
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MEMORANDUM

Date: March 25, 2021

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Fairway Greens North 1st Addition – Site Plan & Final Plat Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the Site Plan and Final Plat including supporting documents entitled "Fairway Greens North 1st Addition" with a signature date of March 19, 2021.

The final plat includes the creation of 56 single family lots. The submitted "1st Addition" plan set includes the extension of city streets and utilities as well as site and storm water pond grading included in the 1st Addition final plat. They have also submitted a master plan set which includes the ultimate build out of the development including a total of 167 lots with the extension of city streets and utilities as well and is being considered the preliminary plat.

Also submitted was a concept sketch of a future layout of Outlot G, a response memo to previous City comments, a construction cost estimate, and technical specifications.

We have reviewed the submitted documents and have the following comments:

1st Addition - Final Plat:

1. Add a drainage & utility easement covering the EOF discharge to the NW of the west pond.
    a. The emergency overflow of Outlot E pond needs to be maintained at the designed 946.84. this can be accomplished through a graded swale in an easement, or though the designed storm pipe in an easement.
2. Add a drainage & utility easement covering the storm sewer discharge from the intersection of Trinity Street & Tiger Court to the Outlot B pond.
    a. Two CBs on Trinity Street have no outlet. Either complete the pipe installation to the Outlot B pond or create a swale to the pond. Either option will require easements over them.
3. Lot 1 Block 1 does not appear to have adequate street frontage for an approved lot. Revise lot layout or obtain access easement from the adjacent property owner.
4. Widen utility easement extending west from Tiger Court to provide 5-feet of easement from the future storm pipe to easement line.
5. Add Tiger Court cul-de-sac bulb as easement to cover sewer service extensions.
6. Enlarge D&U easements on Lots 17 & 18 Block 3 to cover flow way from pond to overflow apron.
7. Widen utility easement on Lot 19 Block 3 to 10 feet along the gas easement. The storm pipe needs to move to 5 feet off gas easement line.

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1st Addition Plan Set:

1. Show 1st Addition ROW and easements on all sheets. Gray out future plat linework.
2. Sanitary sewer service needs to cross a minimum of 1.5 feet above the watermain, verify crossings and lower watermain as needed. (check full plan, multiple locations are same depth) This does not appear to have been addressed nor responded to from the past review memo.
3. Move all sewer services to wye into sewer main, not directly into manholes.
4. Move all light poles to boulevard, not behind walk.
5. Sheet G001, Remove city approvals signature lines.
6. Sheet C002 table:
    a. Verify low opening elevation is at least 2-feet above the 100-year flood elevation. This does not appear to be met on multiple lots in Block 7. Check all.
    b. Verify low opening elevation is at least 1 foot above emergency overflow elevation. This does not appear to be met on multiple lots in Block 7. Check all
    c. List the wetland EOF on all lots that abut wetlands as the emergency overflow elevation in the table. Verify the low opening elevation of the home is 2 feet above the wetland EOF.
    d. Add a column in this table showing sewer service invert at right-of-way as previously requested. Also add a column of the lowest floor elevation of all homes. The City wants these in one place. All sewer services need to be installed at 1% minimum grade and able to service all proposed lowest building floor elevations not just low opening.
7. Sheet C202:
    a. Obtain easement for grading on adjacent property Outlot A at Lot 1 Block 1.
    b. Move storm pipe from FES 83 to PMH 82 to be 5 feet off gas easement line.
8. Sheet C203, where does the "Temporary EOF=944.45" go? It appears to be 3 feet below the ground. Need EOF to be 946.84 as designed, either create swale or install outlet pipe.
9. Sheet C206,
    a. Possible trapped water on north side of Trinity Street stub.
    b. Swale along back yards of Block 4 appears to be very flat. Increase grade on swale. Anything under 0.5% will leave trapped water in yards as people sod, mow and landscape.
10. Sheet C301:
    a. STA 309+25, possible sewer service conflict with watermain. Verify 1.5' separation at crossing. Check all sewer service crossings with watermain throughout plan.
    b. Show existing watermain as watermain line type, not sewer.
    c. Call out how to connect to existing sanitary manhole. Core & boot? Use existing invert? Is existing orientation of invert correct?

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11. Sheet C302:
    a. Stub watermain past hydrant tee and plug.
    b. Sewers service conflicts at STA 314+75?
12. Sheet C303:
    a. Stub watermain past hydrant tee and plug.
    b. Sewers service conflicts at STA 317+50?
    c. Move water service from approx. STA 321+25 to 320+40 by sewer service.
13. Sheet C304:
    a. Lower sanitary main from SSMH 36 to SSMH45. 0.1' drop in 36 then minimum grade.
        i. Extend sewer stub to 10 feet from property line.
    b. Extend watermain to 10 feet from property line.
    c. Extend street and walk to 10 feet from property line.
14. Sheet C306, extend watermain and plug after hydrant at Woods Road.
15. Sheet C307:
    a. Grade backyard swale across back yards south side cul-de-sac lots to a minimum 0.5%, cut discharge to follow utility easement? Not to lot 15?
    b. Call out outside drop sanitary structures anywhere a drop of over 2 feet is designed in manhole.
16. Sheets C308 & C309, these sheets appear to be out of place. Delete.
17. 2nd Sheet C308:
    a. Extend easement for sewer services to in cul-de-sac.
    b. Sewer pipe grade under 0.4% not allowed, revise grades.
18. 2nd Sheet C309:
    a. Possible sewer service conflict at STA 107+50.
    b. Show 1st Addition Plat ROW limits, verify PCB 49 falls within ROW.
19. Sheet C310, Possible sewer service conflicts full sheet.

20. Sheet C311,
    a. Possible sewer service conflicts full sheet.
    b. Add temp hydrant on watermain stub to north. Can be placed on end of pipe.
    c. Storm Sewer from PCB 35 does not discharge. Construct full storm system to pond or grade swale to pond from pipe end and install apron.

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21. Sheet C324, PCB 40 not in plan, pipe does not discharge.

Master Plan Set:

1. Apply above 1st Addition comments through entire master plan set.
    a. Verify all sewer services cross watermain with over 18" separation
    b. Verify all sewer services have grade to serve all lots with gravity.
    c. Verify all sewer services are wyed into sewer main and not connected to manholes.

Cost Estimate:

1. Verify the estimate is for 1st Addition only and includes all anticipated construction costs.
    a. Bit wear course price very low.

Concept Outlot G:

1. No comments.

Specifications:

1. All sanitary sewer and watermain shall have tracer wire installed following the Minnesota Rural Water Tracer Wire Specifications and Details.
2. All CBs shall be R-3067 type casting with 2X3 opening. Transition from surmountable to B618 at all CBs.
3. All HDPE storm sewer shall be Dual Wall HDPE. All storm sewer under roadway improvements shall be RCP.

We recommend approval of the 1st Addition plan set and final plat once the above items are addressed.

Please contact me if you have any questions.

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MEMORANDUM

Date: January 13, 2021

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Fairway Greens North - Preliminary Plat Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the Preliminary Plat and supporting documents entitled "Fairway Greens North" with a revision date of January 8, 2021.

The preliminary plat includes the construction of 167 single family lots, extension of city streets and utilities and site and storm water pond grading.

Also submitted was a stormwater management plan dated December 18, 2020.

We have reviewed the submitted documents and have the following comments:

Preliminary Plat:

1. Show wider drainage & utility easements where pond grading, swales, and storm pipes extend outside currently shown easements.
2. Add access easement to ponds for future maintenance.
3. Add secondary road access branching off 8th Avenue NE connecting to proposed cul-de-sac. Make curve as large as possible coming off 8th Avenue.
    a. It appears additional lots could be added along the south side of the development if the road is connected turning Block 6 Lot 16 into 5 lots.
    b. This secondary access will be required once 80 lots are platted.
4. What is the intent with the square 2-acre box on the west side of the plat? This does not appear to be used for storm water per the plan. Will this be an outlot? Should it be removed from the plat?

Stormwater Management Plan:

5. Existing subcatchment areas are not defined by property lines. Include off site runoff draining onto the site. This cannot be blocked off and must be included in the modeling.
6. Model the existing wetland for 100-year high water elevation and show the proposed culverts will not restrict this flow and affect bounce elevation or drain the existing wetlands.
7. Verify ground water will be over 3-feet below the bottom of all proposed infiltration basins. Provide geotechnical report showing this and have percolation tests completed to determine infiltration rate. Revise model as needed.
8. Provide existing and proposed discharge rates at each discharge point on the site, not as one total runoff rate.

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9. The West Pond needs to treat its individual required Water Quality Volume. It appears there is significantly more room in the outlot than is being used for this pond. It also appears a proposed swale is not within the proposed easements and outlot area.
10. Subcatchments for each CB needs to be determined and spread calculations submitted.
11. CB-02 will require a saffle baffle type structure at a minimum. All other locations that discharge directly to wetland also require treatment structure, and equivalent treatment area oversized in other ponds.
12. Submit pipe sizing calculations for all storm pipes.

Wetland Delineation Report:

13. Submit proposed wetland mitigation report to City, LGU and possibly the Corps of Engineers for review and approval prior to performing any excavations in the identified areas.

Geotechnical Evaluation:

14. A geotechnical report will be required to verify all unsuitable materials are removed from proposed street improvement areas.

Site Development:

15. Submit a proposed Phasing Plan.
16. Show proposed building Low opening is 2 feet above the 100-year event and 1 foot above the emergency overflow in each sub catchment area.
17. Vertical curve lengths shall be 90' minimum (30 mph minimum design).
18. Sewer & water services shall be placed approx. 5-10 feet from property corners, not center of lots.
19. Show emergency overflow locations and stabilization for all pond EOFs.
20. Revised swale and location of CBMH-64 to fit within easements or outlots.
21. Label existing contours.
22. Verify all grading over existing gas main will maintain required cover. For example, there appears to be a 5-foot cut over the gas line in block 4.
23. All storm pipe withing ROW shall be RCP.
24. Low points shown at the back of multiple building pads. Back yards need to have positive drainage away from building pads and no trapped water. (ex Block 6 Lot 41 and Block 3Lot 18.)
25. Sanitary sewer main should not be under 6 feet deep. Any sewer 6-feet to 8-feet deep should be insulated. Verify all 4-inch services can be installed at 1% minimum grade and still service all proposed building elevations.
26. Watermain shall be 7.5-feet deep at a minimum and will need to be extra depth where sanitary services are shallow.

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27. Watermain will need to be looped to 8th Avenue along with the road looping discussed in the above preliminary plat section.
28. Are the road widths labeled at Face to Face or Back to Back?
29. Submit horizontal curve tables showing design speed.
30. Show all sidewalk at a minimum of 1' from ROW edge. Some intersections appear to need chamfered corners at pedramps.
31. The pavement section shall be determined by the geotechnical report, but at a minimum:
    a. 1.5-inches of bituminous wear course
    b. 2-inches of bituminous non-wear course
    c. 8-inches of aggregate base class 5
32. Show street lighting plan.

We recommend approval of the preliminary plat once the above items are addressed.

Please contact me if you have any questions.

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MEMORANDUM

Date: March 24, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Approval of Plans and Authorization to Request Quotes
2021 Storm System Maintenance Project
City of Isanti, MN
BMI Project No.: 0R13.123134

We request that the City Council approve the plans and specifications, entitled "2021 Storm System Maintenance" and authorize staff to request quotes from contractors.

Following is the schedule for the 2021 Storm System Maintenance Project:

Approve Plans & Specs, Authorize Advertisement for Bids	April 6, 2021
Quote Deadline	April 27, 2021
Award Project	May 4, 2021
Commence Construction	Summer 2021
Substantial Completion of Construction	December 31, 2021

We are requesting that the City Council approve plans and specifications and authorize staff to request quotes from contractors to perform the work.

I will be at the April 6, 2021 City Council meeting to respond to any questions you have concerning the approval of plans and specifications or the authorization to request quotes.

Please contact me with any questions or if you would like any additional information prior to the meeting.

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RESOLUTION 2021-XXX

ACCEPTING PLANS AND SPECIFICATIONS AND AUTHORIZING REQUEST FOR QUOTE FOR THE 2021 STORM SYSTEM MAINTENANCE PROJECT

WHEREAS, the City has planned for the 2021 Storm System Maintenance Project in the Capital Improvement Plan; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, the Engineer's Estimate is within the planned budget; and,

WHEREAS, a private request for quote is recommended to be released to receive competitive quotes to complete the construction project in the 2021 construction season;

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

1) That the City shall accept the plans and specifications as completed by Bolton & Menk, Inc.

2) That the City shall authorize staff to go out for quotes for this project with a quote deadline of April 27, 2021.

This resolution was duly approved by the Isanti City Council this 6th day of April 2020.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

CITY OF ISANTI, MINNESOTA

CONSTRUCTION PLANS FOR

2021 STORM SYSTEM MAINTENANCE

CLEAN STORM SEWER PIPE, CLEAR AND GRUB STORM POND,
STORM APRON RESTORATION, AND STORM SEWER INSTALLATION

MARCH 2021

RESOURCE LIST

CITY OF ISANTI

City Hall
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
763-444-5512

City Administrator:
Josi Wood

Mayor:
Jeff Johnson

City Council Members:
Jimmy Gordon
Steve Lundeen
Paul Bergley
Dan Collison

Director of Public Services:
Matt Sylvester
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
612-270-6188

UTILITIES

Centerpoint Energy

700 W. Linden Avenue
Minneapolis, MN 55403
Travis Denzel
612-321-5421

Midcontinent Communications

210 McKinley Street N
Cambridge, MN 55008
Derek Moses
612-209-8789

Century Link

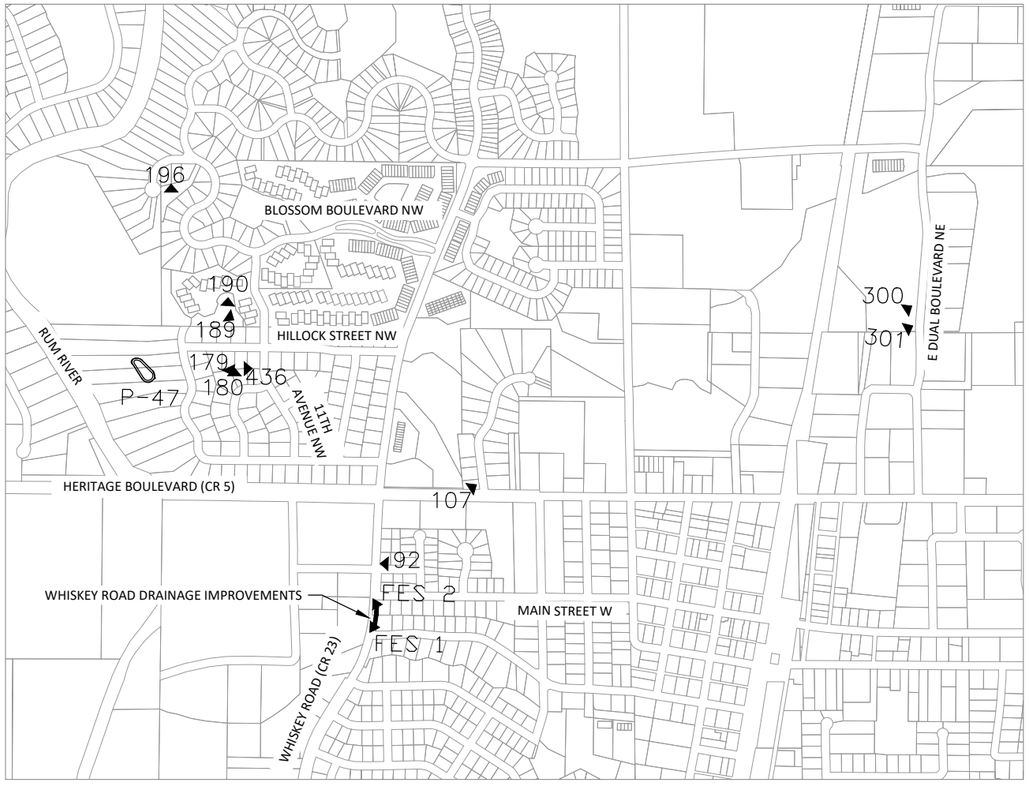
425 Monroe Street
Anoka, MN 55303
Mark Galles
612-655-9779

Connexus Energy

14601 Ramsey Boulevard
Ramsey, MN 55303
Mat Rauschendorfer
763-323-4259

Northern Natural Gas Company

1120 Centerpoint Drive
Suite 400
Mendota Heights, MN 55120
Bryan Kruger
651-456-1735



MAP OF THE
CITY OF ISANTI
ISANTI COUNTY, MN

0 600 1200
SCALE FEET

SHEET INDEX

SHEET NO.	GENERAL
1	TITLE SHEET
2	DETAILS
3 - 4	PROJECT LOCATION MAP
5	WHISKEY ROAD DRAINAGE IMPROVEMENTS

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

THIS PLAN SET CONTAINS 5 SHEETS.

RECORD DRAWING INFORMATION
OBSERVER:
CONTRACTOR:
DATE:

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H:\ISANI\OR\123134\C4D\C3D\123134G001.dwg 3/25/2021 12:32:35 PM

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.

JASON W. COOK
LIC. NO. 47541 DATE 03/25/2021

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

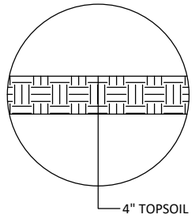
A Community For Generations. Isanti

DESIGNED	JWC
DRAWN	JML
CHECKED	JWC
CLIENT PROJ. NO.	OR1.123134

NO.	ISSUED FOR	DATE

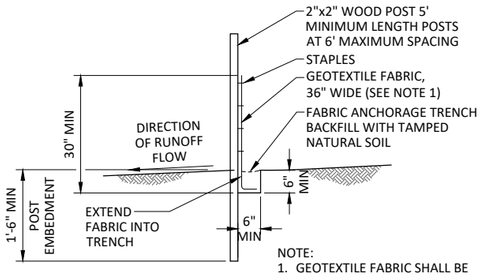
CITY OF ISANTI, MINNESOTA
2021 STORM SYSTEM MAINTENANCE
TITLE SHEET

SHEET 1 OF 5



TOPSOIL TYPICAL SECTION

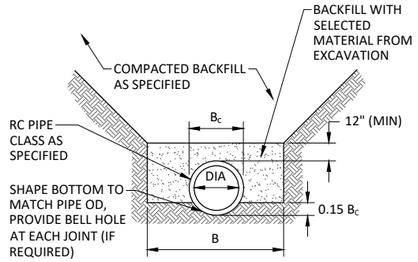
NOT TO SCALE



NOTE:
1. GEOTEXTILE FABRIC SHALL BE PER MnDOT SPEC 3886

SILT FENCE - PREASSEMBLED

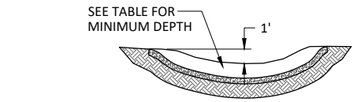
NOT TO SCALE



PIPE DIA	B
36" OR LESS	B_C + 24"
42" TO 54"	1.5 x B_C
60" OR OVER	B_C + 36"

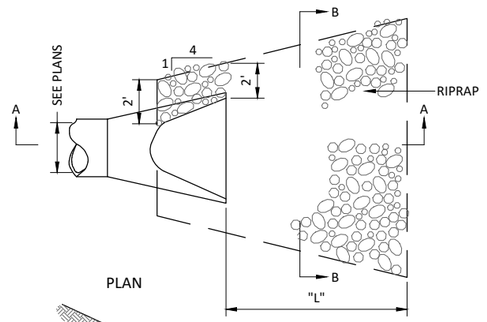
RC PIPE
CLASS "C" BEDDING

NOT TO SCALE

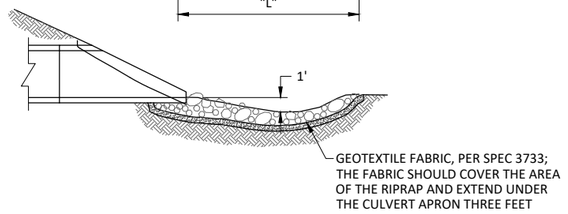


SECTION B-B

DIA OF ROUND PIPE (IN)	L (FT)	CLASS II d50=6" 12" DEPTH RIPRAP (CU YD)	CLASS III d50=9" 18" DEPTH RIPRAP (CU YD)	CLASS IV d50=12" 24" DEPTH RIPRAP (CU YD)
12	8	5	8	10
15	8	5	8	10
18	10	6	10	15
21	10	8	15	15
24	12	10	15	20
27	12	10	15	20
30	14	15	20	25
36	16	18	25	30
42	18	20	30	40
48	20	20	40	50



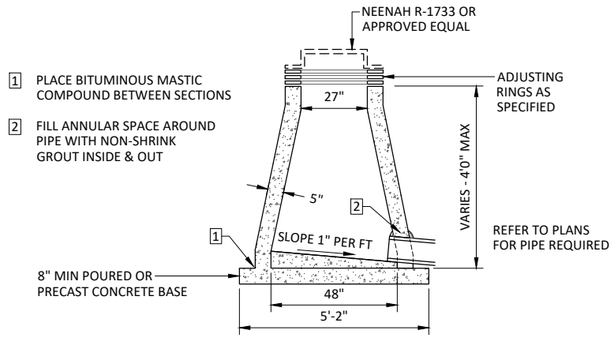
PLAN



SECTION A-A

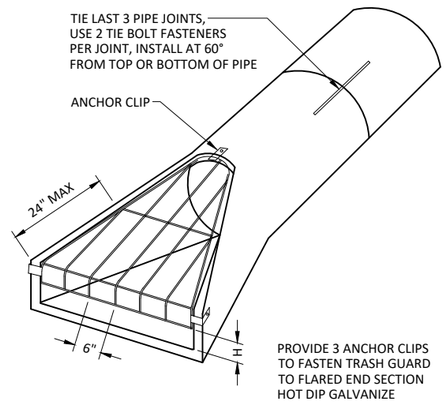
RIPRAP AT RCP CULVERT END

NOT TO SCALE



STRUCTURE
DESIGN G

NOT TO SCALE



ANCHOR BOTH SIDES

TRASH GUARD SIZES			
PIPE SIZE	BARS	"H"	BOLTS
12"-18"	3/4"Ø	4"	5/8"
21"-42"	1"Ø	6"	3/4"
42"-72"	1 1/4"Ø	12"	1"

RC APRON TRASH RACK
(STEEL BARS)

NOT TO SCALE

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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.

JASON W. COOK
LIC. NO. 47541 DATE 03/25/2021

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

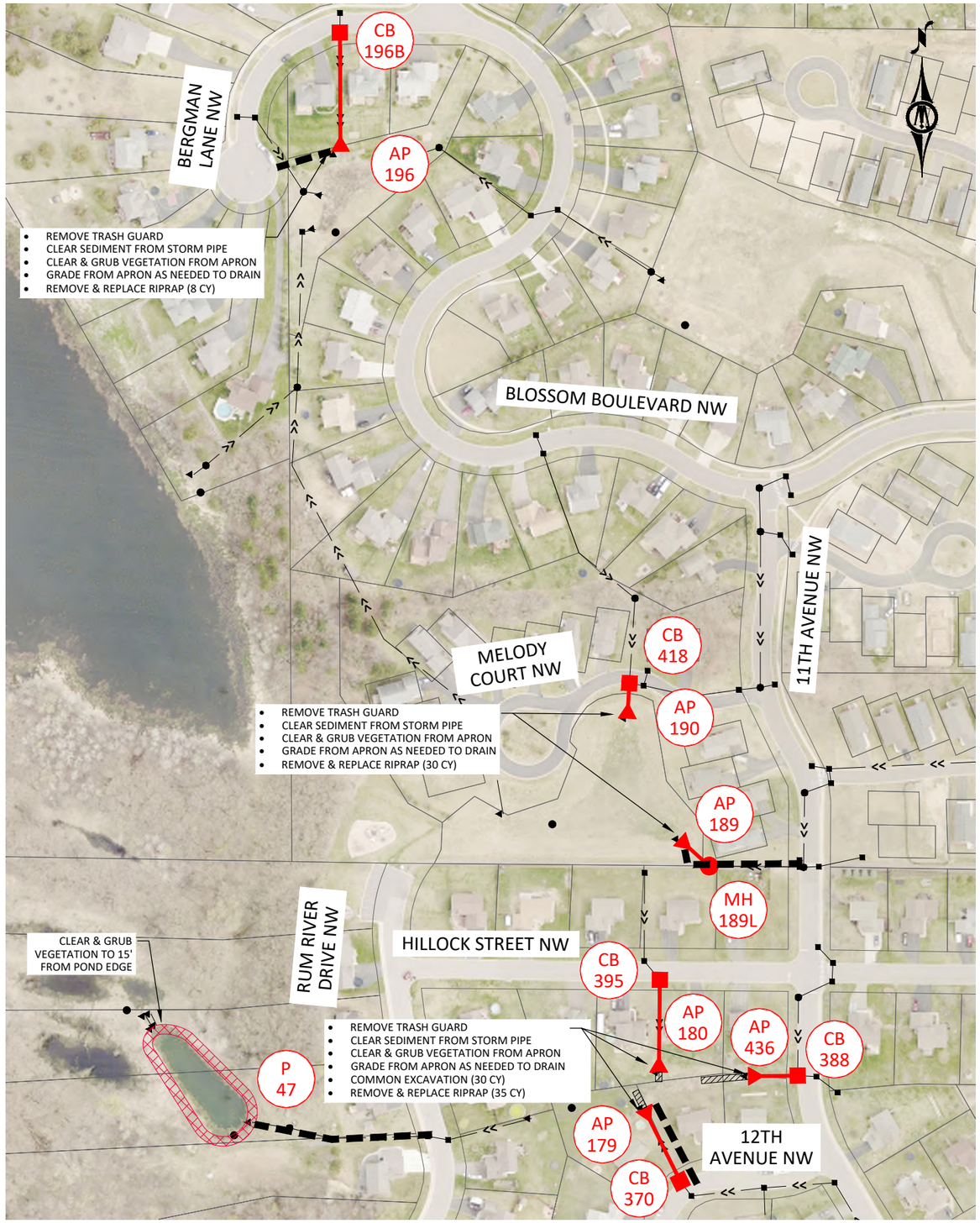
A Community For Generations. Isanti

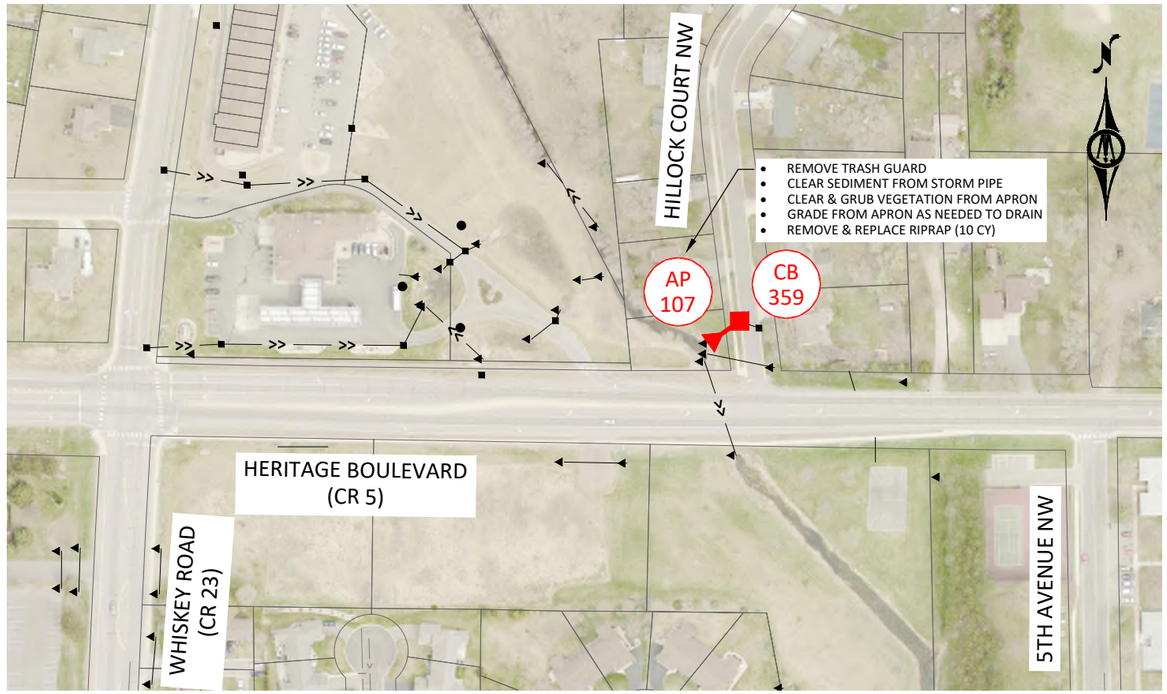
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DRAWN	JML
CHECKED	JWC
CLIENT PROJ. NO.	0R1.123134

NO.	ISSUED FOR	DATE

CITY OF ISANTI, MINNESOTA
2021 STORM SYSTEM MAINTENANCE
DETAILS

SHEET 2 OF 5





LEGEND:

- ACCESS ROUTE
- CLEAN STORM PIPE
- XX XXX — STORM STRUCTURE ACCESS
- AP XXX — STORM APRON RESTORATION
- CLEARING & GRUBBING
- GRADE TO DRAIN EXCAVATION
- EXISTING STORM STRUCTURES
- EXISTING STORM PIPE

0 100 200
SCALE FEET

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.

JASON W. COOK
LIC. NO. 47541 DATE 03/25/2021

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RAMSEY, MINNESOTA 55303
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Email: Ramsey@bolton-menk.com
www.bolton-menk.com

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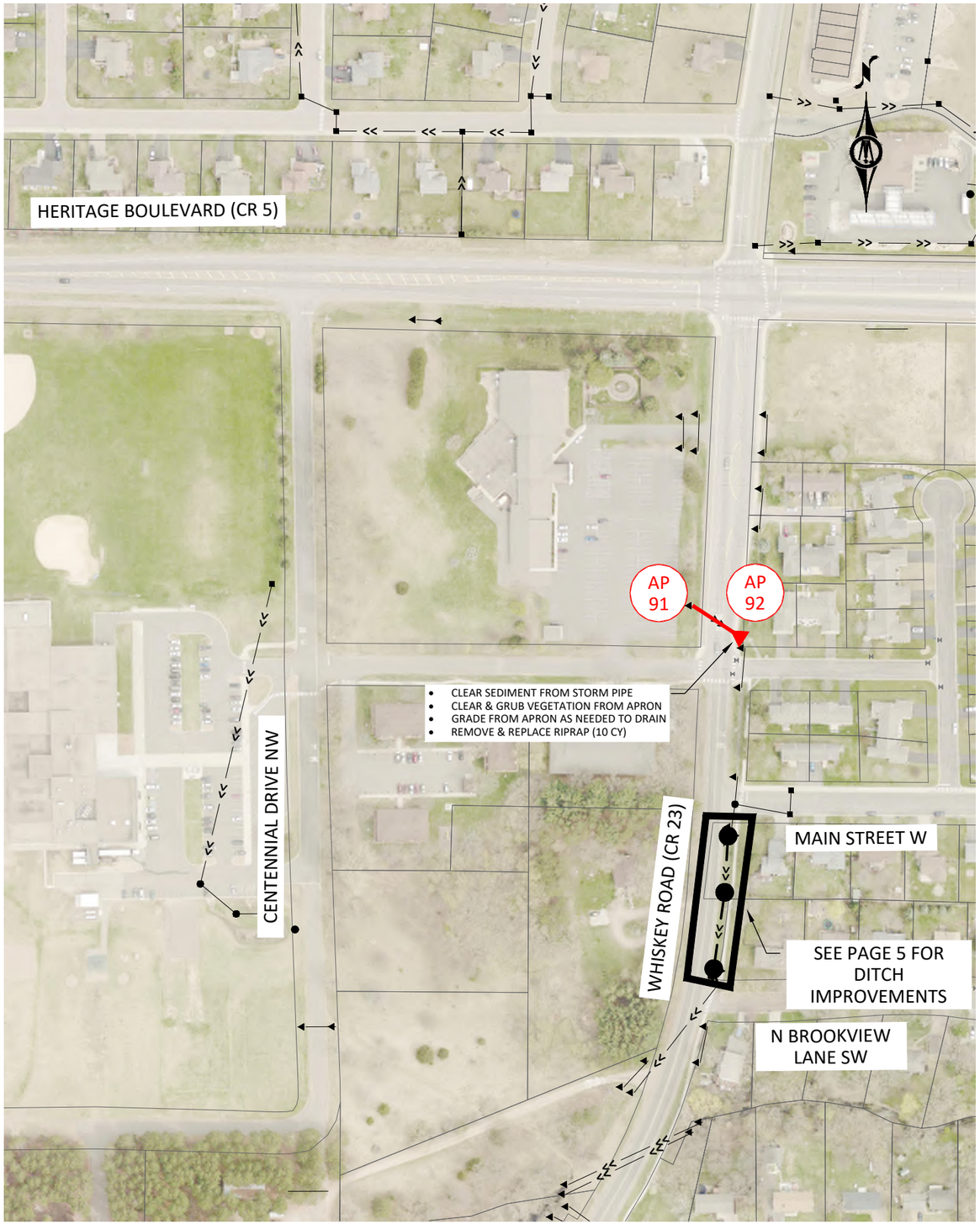
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DRAWN	JML
CHECKED	JWC
CLIENT PROJ. NO.	0R1.123134

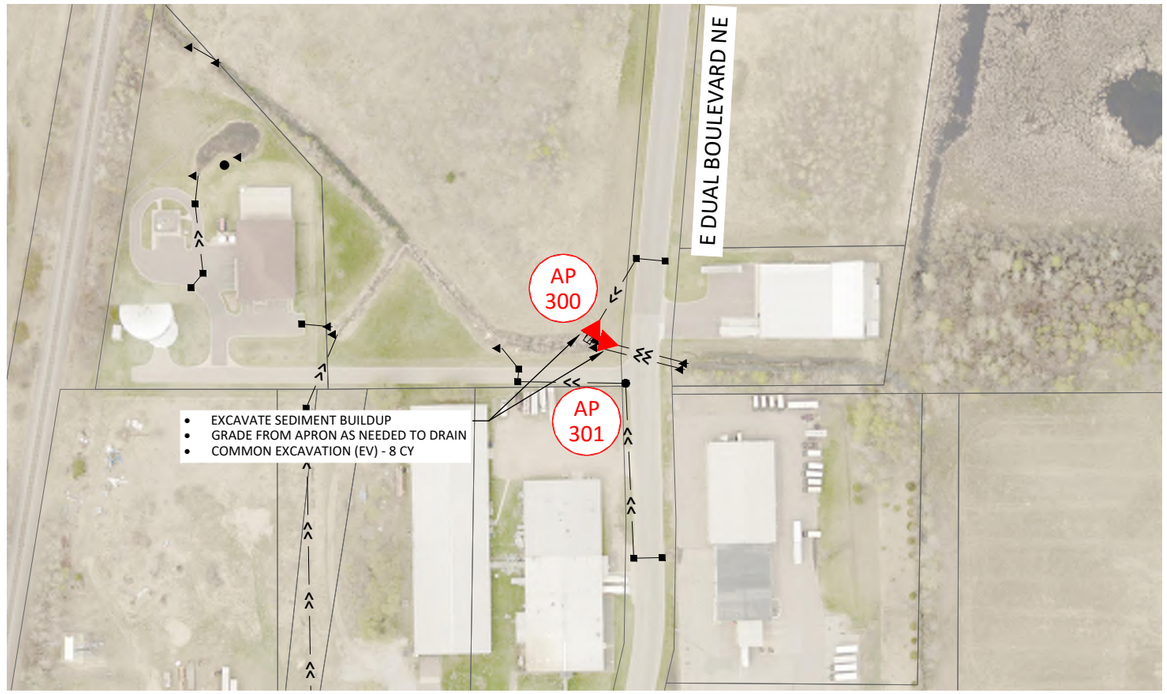
NO.	ISSUED FOR	DATE

CITY OF ISANTI, MINNESOTA
2021 STORM SYSTEM MAINTENANCE
PROJECT LOCATION MAP

SHEET 3 OF 5

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LEGEND:

- ACCESS ROUTE
- CLEAN STORM PIPE
- XX XXX — STORM STRUCTURE ACCESS
- AP XXX — STORM APRON RESTORATION
- CLEARING & GRUBBING
- GRADE TO DRAIN EXCAVATION
- EXISTING STORM STRUCTURES
- EXISTING STORM PIPE

0 100 200
SCALE FEET

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JASON W. COOK
LIC. NO. 47541 DATE 03/25/2021

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RAMSEY, MINNESOTA 55303
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Email: Ramsey@bolton-menk.com
www.bolton-menk.com

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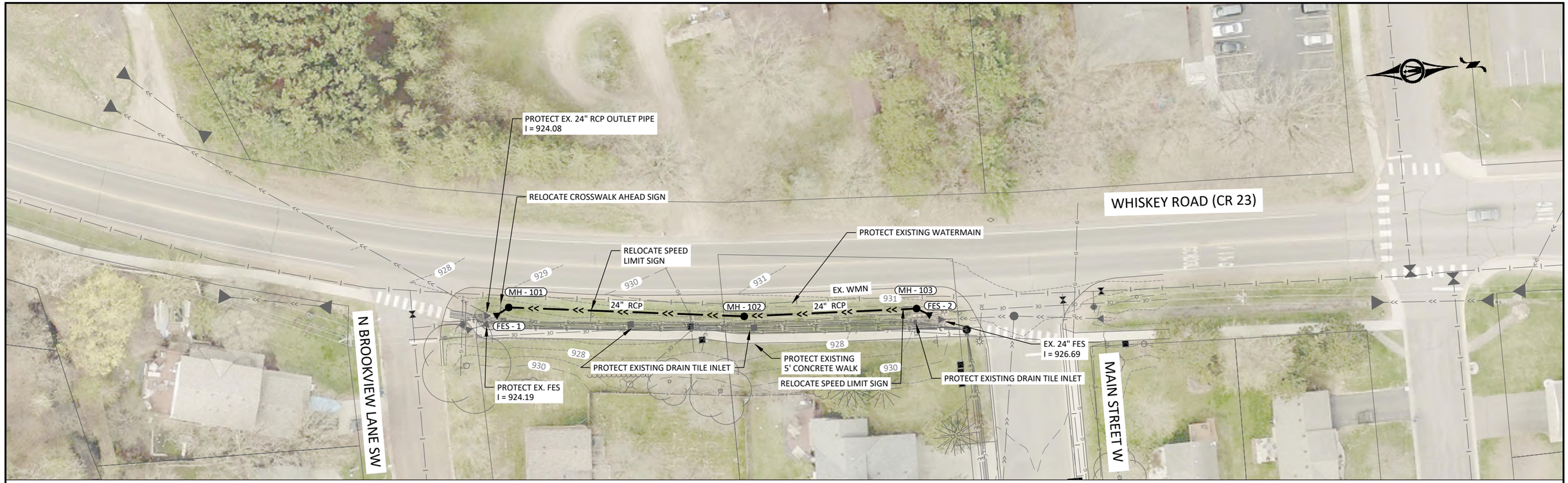
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DRAWN	JML
CHECKED	JWC
CLIENT PROJ. NO.	0R1.123134

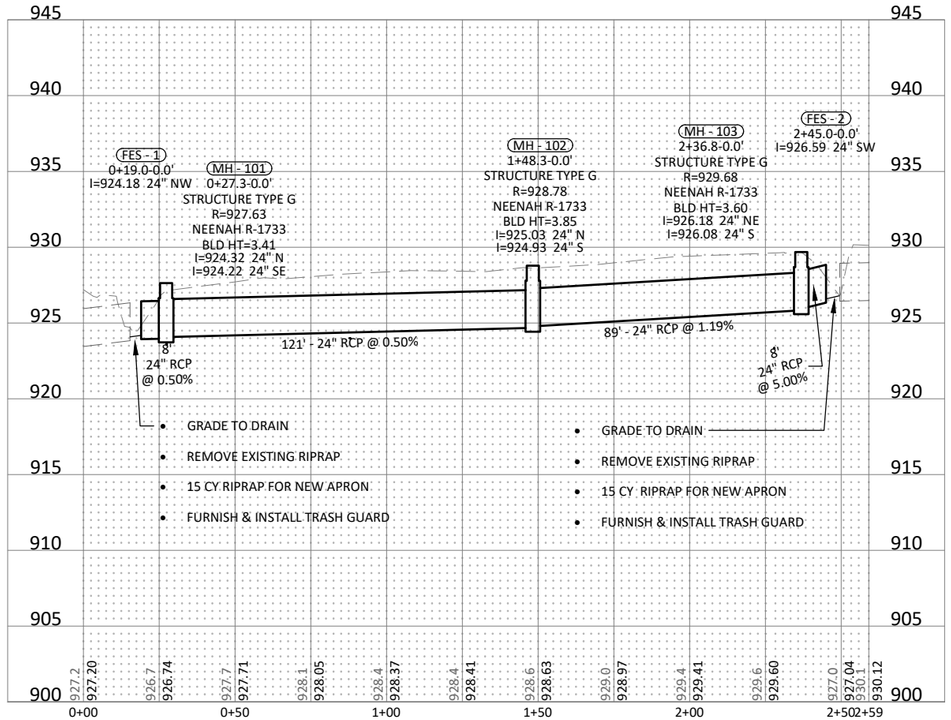
NO.	ISSUED FOR	DATE

CITY OF ISANTI, MINNESOTA
2021 STORM SYSTEM MAINTENANCE
PROJECT LOCATION MAP

SHEET 4 OF 5

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NOTE:

1. PIPE LENGTHS INCLUDE APRON

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VERT. 0 5 10 SCALE FEET

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JASON W. COOK
LIC. NO. 47541 DATE 03/25/2021

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RAMSEY, MINNESOTA 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com

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CHECKED	JWC
CLIENT PROJ. NO.	0R1.123134

NO.	ISSUED FOR	DATE

CITY OF ISANTI, MINNESOTA
2021 STORM SYSTEM MAINTENANCE
WHISKEY ROAD DRAINAGE IMPROVEMENTS

SHEET 5 OF 5

City of Isanti

Gross Payroll	100,539.34
Social Security & Medicare	5,533.59
Public Employees Retirement	10,367.92
Total City Expense	116,440.85

Pay Date 4/2/2021

Pay Period 7 (3/14-3/27/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/21	03/17/2021	55558	1503	7-UP BOTTLING	609-20200	265.00
03/21	03/17/2021	55559	2290	AMERICAN FLAGPOLE &	101-20200	341.80
03/21	03/17/2021	55560	598	ASPEN MILLS INC	101-20200	174.80
03/21	03/17/2021	55561	9	BERNICKS PEPSI-COLA	609-20200	1,533.28
03/21	03/17/2021	55562	368	BILLS QUALITY CLEANING	101-20200	446.00
03/21	03/17/2021	55563	2319	BREAKTHRU BEVERAGE	609-20200	4,281.13
03/21	03/17/2021	55564	1815	CENTURYLINK	609-20200	786.19
03/21	03/17/2021	55565	2751	CMS MONITORING	101-20200	60.00
03/21	03/17/2021	55566	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,281.00
03/21	03/17/2021	55567	2478	EAST CENTRAL ENERGY	101-20200	43.85
03/21	03/17/2021	55568	55	ECM PUBLISHERS INC	609-20200	166.25
03/21	03/17/2021	55569	1400	GENERAL CODE LLC	101-20200	995.00
03/21	03/17/2021	55570	160	HAWKINS INC	602-20200	10,183.91
03/21	03/17/2021	55571	1684	ISANTI COUNTY AUDITOR-	108-20200	1.65
03/21	03/17/2021	55572	114	ISANTI COUNTY RECORDER	108-20200	46.00
03/21	03/17/2021	55573	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,184.92
03/21	03/17/2021	55574	5	KAWALEK TRUCKING	609-20200	173.00
03/21	03/17/2021	55575	3016	LOFFLER COMPANIES INC	108-20200	238.45
03/21	03/17/2021	55576	17	MCDONALD DISTRIBUTING CO	609-20200	9,079.92
03/21	03/17/2021	55577	2978	MILBANK WINWATER WORKS	601-20200	369.00
03/21	03/17/2021	55578	1536	MINNESOTA DEED	219-20200	833.33
03/21	03/17/2021	55579	1945	MN DEPT OF LABOR	101-20200	30.00
03/21	03/17/2021	55580	176	MN DEPT OF REVENUE	101-20200	25,031.00
03/21	03/17/2021	55581	870	M-R SIGN CO INC	101-20200	153.47
03/21	03/17/2021	55582	2080	MVTL LABORATORIES INC	601-20200	315.19
03/21	03/17/2021	55583	2992	NEXTERA COMMUNICATIONS	108-20200	252.98
03/21	03/17/2021	55584	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,871.80
03/21	03/17/2021	55585	1747	PHOENIX TAPE & SUPPLY CO	602-20200	286.85
03/21	03/17/2021	55586	2827	RATWIK, ROSZAK & MALONEY, P.A.	108-20200	2,206.00
03/21	03/17/2021	55587	2341	RED BULL DISTRIBUTION	609-20200	330.00
03/21	03/17/2021	55588	2001	SHRED-N-GO INC	101-20200	360.29
03/21	03/17/2021	55589	1361	STAPLES ADVANTAGE	101-20200	60.89
03/21	03/17/2021	55590	73	STAR	101-20200	29.21
03/21	03/17/2021	55591	2856	STRAND, JADEN	609-20200	30.24
03/21	03/17/2021	55592	2156	SUMMIT FIRE PROTECTION	101-20200	16.00
03/21	03/17/2021	55593	3027	THOMPSON, WARIYA	101-20200	130.00
03/21	03/17/2021	55594	1740	TOSHIBA FINANCIAL SERVICES	108-20200	1,898.80
03/21	03/17/2021	55595	1740	TOSHIBA FINANCIAL SERVICES	108-20200	189.88
03/21	03/17/2021	55596	2027	US INTERNET	603-20200	57.80
03/21	03/17/2021	55597	42	VIKING COCA-COLA BOTTLING CO	609-20200	231.05
03/21	03/17/2021	55598	4	WATSON CO INC	609-20200	1,819.72
Grand Totals:						83,785.65

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

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03/21	03/23/2021	55465	114	ISANTI COUNTY RECORDER	505-20200	138.00-	V
03/21	03/24/2021	55602	936	APPLIED CONCEPTS INC	920-20200	2,966.00	
03/21	03/24/2021	55603	598	ASPEN MILLS INC	101-20200	121.90	
03/21	03/24/2021	55604	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	608.02	
03/21	03/24/2021	55605	53	BELLBOY CORPORATION	609-20200	5,971.14	
03/21	03/24/2021	55606	9	BERNICKS PEPSI-COLA	609-20200	1,292.86	
03/21	03/24/2021	55607	1500	BOLTON & MENK INC	108-20200	38,505.40	
03/21	03/24/2021	55608	2234	COMPLETE INTEGRATED SOLUTIONS, LLC	614-20200	5,060.00	
03/21	03/24/2021	55609	918	CRYSTAL SPRINGS ICE	609-20200	135.27	
03/21	03/24/2021	55610	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,875.07	
03/21	03/24/2021	55611	1941	DELTA DENTAL	861-20200	3,350.95	
03/21	03/24/2021	55612	16	ELECTRO WATCHMAN INC	609-20200	272.53	
03/21	03/24/2021	55613	424	H&L MESABI COMPANY	101-20200	1,733.24	
03/21	03/24/2021	55614	739	HACH COMPANY	601-20200	165.11	
03/21	03/24/2021	55615	114	ISANTI COUNTY RECORDER	505-20200	92.00	
03/21	03/24/2021	55616	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,645.99	
03/21	03/24/2021	55617	5	KAWALEK TRUCKING	609-20200	217.80	
03/21	03/24/2021	55618	394	LMCIT	226-20200	108,819.00	
03/21	03/24/2021	55619	17	MCDONALD DISTRIBUTING CO	609-20200	11,084.35	
03/21	03/24/2021	55620	617	PAUSTIS & SONS	609-20200	845.75	
03/21	03/24/2021	55621	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,829.13	
03/21	03/24/2021	55622	2396	SOUTHERN GLAZERS OF MN	609-20200	9,465.37	
03/21	03/24/2021	55623	73	STAR	101-20200	1,017.86	
03/21	03/24/2021	55624	2156	SUMMIT FIRE PROTECTION	226-20200	881.00	
03/21	03/24/2021	55625	97	TOTAL CONTROL SYSTEMS INC	601-20200	720.67	
03/21	03/24/2021	55626	42	VIKING COCA-COLA BOTTLING CO	609-20200	267.70	
03/21	03/24/2021	55627	1286	VINOCOPIA INC	609-20200	953.00	
03/21	03/24/2021	55628	4	WATSON CO INC	609-20200	2,010.43	
03/21	03/24/2021	55629	3026	ZEROREZ-MINNESOTA	101-20200	1,024.94	
Grand Totals:						220,794.48	

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

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City Recorder: _____

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 3/25/2021 - 3/26/2021 | Mar 29, 2021 08:09AM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
03/21	03/25/2021	55537	1684	ISANTI COUNTY AUDITOR-	505-20200	390.00-	V
Grand Totals:						390.00-	

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/21	03/31/2021	55635	127	ABDO, EICK & MEYERS, LLP	609-20200	16,400.00
03/21	03/31/2021	55636	2689	ADVANCED POWER SERVICES INC	602-20200	3,484.00
03/21	03/31/2021	55637	9	BERNICKS PEPSI-COLA	609-20200	1,572.11
03/21	03/31/2021	55638	2319	BREAKTHRU BEVERAGE	609-20200	8,710.67
03/21	03/31/2021	55639	2221	C & L DISTRIBUTING	609-20200	426.00
03/21	03/31/2021	55640	120	CONNEXUS ENERGY	920-20200	8,354.00
03/21	03/31/2021	55641	120	CONNEXUS ENERGY	101-20200	18,068.01
03/21	03/31/2021	55642	8	DAHLHEIMER DISTRIBUTING CO	609-20200	22,846.46
03/21	03/31/2021	55643	277	DEPT OF PUBLIC SAFETY	602-20200	50.00
03/21	03/31/2021	55644	255	ESS BROTHERS & SONS	602-20200	169.40
03/21	03/31/2021	55645	2933	FALCON NATIONAL BANK	101-20200	7,669.11
03/21	03/31/2021	55646	782	FEDERAL	861-20200	2,276.02
03/21	03/31/2021	55647	1682	FERGUSON WATERWORKS	602-20200	593.76
03/21	03/31/2021	55648	2028	FURTHER	861-20200	900.00
03/21	03/31/2021	55649	2830	GDO LAW	101-20200	4,083.33
03/21	03/31/2021	55650	3028	GROUNDED ELECTRIC	101-20200	300.00
03/21	03/31/2021	55651	739	HACH COMPANY	601-20200	642.09
03/21	03/31/2021	55652	1684	ISANTI COUNTY AUDITOR-	101-20200	2,465.02
03/21	03/31/2021	55653	1978	JEFF BUSBY ENTERPRISES LLC	601-20200	3,200.00
03/21	03/31/2021	55654	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,363.71
03/21	03/31/2021	55655	5	KAWALEK TRUCKING	609-20200	198.40
03/21	03/31/2021	55656	394	LMCIT	609-20200	10,977.00
03/21	03/31/2021	55657	17	MCDONALD DISTRIBUTING CO	609-20200	9,883.77
03/21	03/31/2021	55658	616	MENARDS - CAMBRIDGE	601-20200	726.66
03/21	03/31/2021	55659	161	MN POLLUTION CONTROL AGENCY	602-20200	1,473.00
03/21	03/31/2021	55660	2080	MVTL LABORATORIES INC	601-20200	166.77
03/21	03/31/2021	55661	617	PAUSTIS & SONS	609-20200	1,460.50
03/21	03/31/2021	55662	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,581.60
03/21	03/31/2021	55663	2341	RED BULL DISTRIBUTION	609-20200	81.50
03/21	03/31/2021	55664	1113	RJM DISTRIBUTING INC	609-20200	194.85
03/21	03/31/2021	55665	2554	SPECIALTY SOLUTIONS	101-20200	223.70
03/21	03/31/2021	55666	315	ST.PAUL STAMP WORKS	101-20200	75.53
03/21	03/31/2021	55667	2156	SUMMIT FIRE PROTECTION	101-20200	155.50
03/21	03/31/2021	55668	1290	THE AMBLE GROUP	101-20200	92.19
03/21	03/31/2021	55669	2944	UNIFIRST CORPORATION	609-20200	496.60
03/21	03/31/2021	55670	42	VIKING COCA-COLA BOTTLING CO	609-20200	221.70
03/21	03/31/2021	55671	4	WATSON CO INC	609-20200	2,080.65
03/21	03/31/2021	55672	3019	WIDSETH SMITH NOLTING & ASSOC, INC.	609-20200	40,307.40
03/21	03/31/2021	55673	1129	ZARNOTH BRUSH WORKS INC	603-20200	1,610.00
Grand Totals:						184,581.01

City of Isanti

Gross Payroll	8,619.25
Social Security & Medicare	659.40
Total City Expense	9,278.65

Pay Date 3/31/2021

Pay Period: Q1CCPay21 (1/1-3/31/21)

RESOLUTION 2021-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE

WHEREAS, the City has received an application for exempt gambling permit from Rum River BMX to hold an event on April 24th, 2021 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $2,000 for the event and will require state approval; 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, 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 applications for an exempt gambling permits is approved for the following date: April 24th, 2021 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 6th day of April 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
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 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:

Name	Address	Phone No.
Sean Wilson	[redacted]	[redacted]
Becky Muyres	[redacted]	[redacted]

Type of Event: Raffle (50/50) Date of event: April 24th 2021

Use of Proceeds: Proceeds shall be use to offset cost of awards and event

Location and address of event:

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti

Estimated value of prizes to be awarded: $2,000.00

Name of applicant: Sean Wilson Applicant's phone number: [redacted]

Signature of applicant:

Date: 2 FEB 2021

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

RESOLUTION 2021-XXX

ACCEPTING RESIGNATION FOR LIQUOR STORE CLERK EMILY NELSON

WHEREAS, Part-time Liquor Store Clerk II, Emily Nelson submitted proper notice of resignation on March 12, 2021; and,

WHEREAS, the effective date of this resignation is March 28th, 2021; and,

WHEREAS, Emily Nelson is leaving employment in good standing as she fulfilled her schedule requirements per current personnel policy;

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 Emily Nelson is hereby effective March 28th, 2021.

2. That Human Resources Director and designee is hereby directed to fill the open position.

This Resolution is hereby approved by the Isanti City Council this 6th day of April 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

ACCEPTING PARKS, RECREATION AND CULTURE BOARD MEMBER MICHAEL BECKER'S RESIGNATION

WHEREAS, Michael Becker was appointed by the City Council to serve as a member of the Parks, Recreation and Culture Board for a term that expires on December 31, 2022; and,

WHEREAS, Michael Becker has provided notice of resignation as a member of the Parks, Recreation and Culture Board effective March 19, 2021;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that Michael Becker's resignation as a member of the Parks, Recreation and Culture Board is hereby approved and staff is authorized to post the Board vacancy.

This Resolution is hereby approved by the Isanti City Council this 6th day of April 2021

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council

To: Mayor Johnson and Members of the City Council
From: City Administrator Josi Wood
Date: April 6, 2021
Subject: Resolution Approving a Water Shutoff Policy for Non-Payment During Cold Weather Months

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Background:

City Code Chapter 262 Sewer and Water Service Charges, Section 6 outlines the process for billing water and sewer services as well as discontinuing service, shutoffs, for non-payment. It has been the practice of Utility Billing to not disconnect water service for non-payment or delinquent accounts during October 15 – April 15. These dates coincide with the MN Cold Weather Rule however that rule does not apply to water utility services.

Council Committee of the Whole discussed and recommended on March 20th, 2021 to continue with no water shutoffs during October 15 – April 15 for delinquent accounts and to create a policy for such action.

Request:

Staff is requesting action on this item

Attachment:

- Resolution 2021-XXX

RESOLUTION 2021-XXX

APPROVING A WATER SHUTOFF POLICY FOR NON-PAYMENT DURING COLD WEATHER MONTHS

WHEREAS, City Code Chapter 262 Sewer and Water Service Charges, Section 6 outlines the process for billing water and sewer services as well as discontinuing service, shutoffs, for non-payment or delinquent accounts; and,

WHEREAS, Council Committee of the Whole discussed and recommended on March 20th, 2021 that no water shutoffs will occur between the period defined as Minnesota Cold Weather Rule, October 15 – April 15, for delinquent or non-payment of accounts; and,

WHEREAS, all other actions and enforcement stated within City Code Chapter 262 will be maintained;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution serves as the Policy for water shutoffs due to non-payment or delinquent accounts between October 15 - April 15.

This Resolution is hereby approved by the Isanti City Council this 6th day of April 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING IAJOFD LEASE PAYMENT FOR 2020

WHEREAS, the City and Isanti Area Joint Operating Fire District have an executed Joint Powers Agreement that was last amended in 2014 and Lease Agreement that was approved in 2005; and,

WHEREAS, the lease payment over the years has varied between being $1.00 and a fair market valuation; and,

WHEREAS, the City Council desires to make record that the IAJOFD will be invoiced for lease of the fire hall facility for 2020 at $1.00; and,

WHEREAS, future payments for the fire hall are addressed within the executed Lease Purchase Agreement dated March 2, 2021;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that City Staff invoice the IAJOFD $1.00 for their lease payment for year 2020.

This Resolution is hereby approved by the Isanti City Council this 6th day of April 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Request for City Council Action

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester, Public Services Director
Date: April 6, 2021
Subject: Consider Resolution Amending the 2021 Sewer Budget

Background

The 8th Avenue Lift Station Pumps are plugging up and in need of replacement. The Sewer Budget 602-49450-500 would need to be increased to reflect those repairs in 2021 by $17,619.00 including a 5% contingency. The future 20 year Capital Improvement Plan will be updated to account for the shorter than expected useful life. Staff reached out and received two quotes for the replacement of both pumps.

Quotes received:

- Quality Flow- $21,780.00- $5,000.00 (trade in value) = $16,780.00
- General Repair- $24,813.58 – (No trade in value)

Recommendation:

Staff is recommending to move forward with Quality Flow replacing the pumps at the 8th Ave Lift Station.

Request

Staff is requesting action on this item.

Attachments:

- Resolution 2021-XXX- Amending the 2021 Sewer Budget
- Quote Quality Flow
- Quote General Repair

RESOLUTION 2021-XXX

AMENDING THE 2021 SEWER BUDGET

WHEREAS, the 8th Avenue Lift Station Pumps are in need of replacement; and,

WHEREAS, the Sewer Budget 602-49450-500 would need to be increased by $17,619.00 including a 5% contingency to make those repairs; and,

WHEREAS, the 20 year Capital Improvement Plan would need to be adjusted to reflect the shorter than expected useful life; and,

WHEREAS, staff has received two quotes for the replacement of those pumps; and,

Vendor	**Quote**
General repair	$24,813.58
Quality Flow	$21,780.00 - $5,000 (trade-in)=$16,780.00

WHEREAS, the funding source would be Sewer 602-49450-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the quote from Quality Flow and increase the 2021 CIP Plan by $17,619.00 which includes a 5% contingency, funding source identified as Sewer (500). Authorize the Finance Director to make the necessary adjustments to the 20-year Capital Improvement Plan to reflect the revised useful life 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 6th day of April 2021.

_____
Attest: Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

800 6th Street
New Prague, MN 56071 USA
Tel: (952) 758-9661
Cell: (651) 434-5878

Quotation
#31621

Company Name:	City of Isanti, MN	Prepared By:	Matt Yorks
Contact:	Matt Sylvester	Quotation Date:	3/16/2021
	(763) 772-5850	Freight:	Allowed to Jobsite

Quality Flow Systems is pleased to provide a quotation in accordance with your request and as follows:

8th St. LS Pump Replacement Estimate:

Item	Description: (in stock)	Qty
1	New KSB Pump; KRT F80-250/164XG, 460/3, 249mm Heavy Duty Submersible Pump • Original LS Design, 700GPM@65'; Above proposed pump will produce 650GPM@53' • Double Mechanical Seals • Stainless Steel Lifting Handle • 50' Power Cable • 5 Year Warranty • Reuse Existing Guide Claw • Reuse Existing Lifting Chain	2
2	Onsite Installation	2
3	Freight to Jobsite	1
	Total Installed Price: $21,780.00	

Notes:
Quality Flow will offer a deduct off the above listed pumps with the trade in of the current installed pumps (KSB KRT80-251/164XG).

-Trade in of old pump (per pump)- $2,500.00
-Total installed price after trade in of (2) old pumps- $16,780.00

Terms:
Quotation is valid for 30 days. Based upon Quality Flow Systems standard terms and conditions of sale; copy provided upon request.

If you have any other questions or concerns please give me a call.

Thanks for the opportunity,
Matt Yorks
(651) 434-5878
Matt@qfsi.net

General Repair Service

3535 International Dr. Vadnais Heights, Mn 55110
Sales and Service
Complete line of Pumps and Blowers for:
Industrial – Waste Water – Lift stations – Metering - Sanitary

QUOTE

Name:	Josh Becker	Phone	763-274-4890
Tittle			
Company	City Of Isanti		
Email			
Project:	KSB Pump Replacement	Date	17-Mar-21

Qty	Part Number	Description	Price ea.	Total
1		SFEV4E-X Gorman Rupp Vortex Pump	$ 14,392.00	$ 14,392.00
1		Cable Adder	$ 556.00	$ 556.00
1		Smart Relay	$ 250.00	$ 250.00
1		Adaptor Plate 4" to 3"	$ 250.00	$ 250.00
			$ -	$ -
			$ -	$ -
			$ -	$ -
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Tax and Freight will be added at time of invoice.

Total $ 15,448.00

Phone 651-766-0874 *general@generalrepair.com* *Fax 651-766-0875*

General Repair Service

3535 International Dr. Vadnais Heights, Mn 55110

Sales and Service

Complete line of Pumps and Blowers for:

Industrial – Waste Water – Lift stations – Metering - Sanitary

QUOTE

Name: Josh Becker Phone 763-274-4890

Tittle

Company City Of Isanti

Email

Project: KSB Pump Replacement Date 17-Mar-21

Qty	Part Number	Description	Price ea.	Total
1		20PC FM Homa Pump	$ 9,743.44	$ 9,743.44
1		SS Lifting Cable	$ 187.43	$ 187.43
1		60" Cable	$ 603.34	$ 603.34
1		GO Switch Seal Fail/Thermal Relay	$ 530.24	$ 530.24
1		4x3 Adaptor Flange	$ 1,342.34	$ 1,342.34
			$ -	$ -
			$ -	$ -
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			$ -	$ -

Tax and Freight will be added at time of invoice.

Total $ 12,406.79

Phone 651-766-0874 *general@generalrepair.com* *Fax 651-766-0875*

A Community For Generations.
Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: April 6, 2021
Subject: Consider Resolution Authorizing an Additional Generator Monitoring Alarm

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Background:
The 2020 Capital Improvement Plan (CIP) had a total of $324,450.00 for the generator project. Currently there is a remaining balance of $14,083.85 for the project. Generators have been added to each Lift Station and at the Well I /PD/ FD site as well as the ICC.

It has come to staff's attention that when a power outage occurs Public Works, is no longer getting an alarm for that outage. This is because the transfer of power to generators is happening so fast that the Scada cannot recognize that an outage has occurred.

Staff reached out to vendors to add an additional generator monitoring alarm. The alarm is strictly a generator running alarm. Staff received two quotes for this alarm:

- Total Control Systems - $10,392.00
- Advanced Power Systems - $3,050.00 Annually

Recommendation:
Staff is recommending that we accept the quote from Total Control Systems.

Request:
Staff is requesting action on this item.

Attachments:
- Quote from Total Control Systems
- Quote from Advanced Power Systems
- Resolution 2020-114
- Resolution 2021-XXX

Total Control Systems, Inc
38841 Nyman Drive NE
PO Box 40
Stanchfield, MN 55080-0040
Phone 320-396-4442 / Fax 320-396-4443

March 12, 2021

To: Josh/Matt Re: Isanti, Minnesota – Lift station panels generator monitoring.

Total Control Systems, Inc. (TCS) proposes to furnish equipment and services in accordance with the project plans and specifications that were received. This quote is for modifications to nine lift station and Well 1 RTU panels. Information for auto transfer switch position sent to SCADA master.

Including:

EMT conduit and fittings
PVC conduit and fittings Schedule 80
Flex conduit and fittings
Wire for signals THHN
Relays
Terminals
Install conduit and wire to ATS
Existing RTU panel modifications
Master alarm dialer programming
Master and RTU PLC program modifications
Existing SCADA modifications and screen additions
Startup, testing and commissioning
Training on equipment supplied
Documentation

Price for the Lift Sta. control panel modifications: **$ 10,392.00 total.**

Does not include:

Sales Tax (exempt if direct to City)8
Generators
Grounding materials
Underground warning tape
Permits
Demolition

- We acknowledge receipt of Addendum No. .
- Terms are Net 30 days from invoice date. No retainage allowed. A 1.5% charge per month added to any past due balance. Price may be dependent on past credit history.
- This quote/proposal valid for 60 days.
- Work to commence after receipt of an acceptable written purchase order acknowledging acceptance of our terms.
- F.O.B. job-site.
- Start-up service/training, documentation and equipment adjustment is included as specified.

- TCSI does not accept any liquidated damages.

- ALL PANELS FURNISHED BY TCS WILL HAVE A UL 508 SERIALIZED OR UL698A ENCLOSED INDUSTRIAL CONTROL PANEL RELATING TO HAZARDOUS LOCATIONS WITH INTRINSICALLY SAFE CIRCUIT EXTENSIONS LABEL, AS REQUIRED.

If you have any questions regarding our proposal, please contact our office. We look forward to working with you on this project.

Sincerely,
TOTAL CONTROL SYSTEMS, INC.

Al Doberstein

AD/lb

ADVANCED POWER SERVICES, INC.

BLUE STAR Power Systems Inc.
AUTHORIZED DEALER

Quotation

16450 Woodsview Lane
Carver, MN 55315
Phone: 952-465-9959
Email: lbraun@advancedpowerservice.com

DATE 3/16/2021
Quotation # 021320-01-LB
Customer ID ISANTI

Quotation For:
City of Isanti
Matt Sylvester
24/7 Monitoring

Generator Monitoring Proposal
5 Year Monitoring
Price Per Year
Price Per Genset

Comments or Special Instructions: **Includes monitoring hardware, installation, and 3 year monitoring support**

SALESPERSON	KW Rating	Generator	Agreement Legnth	TERMS
LB		Backup Generator	5 years	Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE	AMOUNT
1	GenTracker Monitoring Hardware			$ 305.00
1	Installation			
1	365 24/7 Monitoring Support			
1	Up to 3 staff member recipients of generator alerts			
			SUBTOTAL	
			TAX RATE	
			SALES TAX	-
			OTHER	-
			TOTAL	$ 305.00

If you have any questions concerning this quotation, contact Lucas Braun at 952-465-9959

THANK YOU FOR YOUR BUSINESS!

RESOLUTION 2020-114

AUTHORIZING THE PURCHASE OF GENERATORS FOR CITY FACILITIES

WHEREAS, the 2020 Capital Improvement Plan has $324,450.00 for the purchase of generators for the Police Dept., PW Shop, ICC, and nine remaining Lift Stations; and,

WHEREAS, the generators are a necessity in an emergency situation where power is lost; and,

WHEREAS, City Hall would have a transfer switch installed so that the portable generator could be utilized; and

WHEREAS, staff solicited quotes and received one quote from Advanced Power Systems in the amount of $293.253.00; and,

WHEREAS, the quote received will utilize state bid pricing; and,

WHEREAS, Public Works will pour the concrete pads at a cost of $5,000.00; and,

WHEREAS, the total project cost will include a 5% contingency; and,

WHEREAS, funding sources would be Streets 920-43100-500, Municipal Building 920-41941-500, Police 920-42110-500, Sewer 602-49450-500, Water 601-49400-500;

WHEREAS, the budget shall be amended to reflect the shared use of the generator to be located near the Police Station and Well 1. The Budget shall be amended to reduce expenditures in 920-42110-500 by $19,050.00 and increase expenditures in 601-49400-500 by $19,050.00;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Advanced Power Systems in the amount of $293,253.00 with a total project cost of $313,165.65 including the 5% contingency with the funding source identified as Streets, Police, Water, Municipal Building (500) and amend the budget. Authorize the City Administrator to sign for acceptance of quotes. Authorize staff to direct installation at the specified locations. Authorize staff to include the generators on the City's liability policy.

This resolution was duly adopted by the Isanti City Council this 16th day of June, 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2021-XXX

AUTHORIZING AN ADDITIONAL GENERATOR MONITORING ALARM

WHEREAS, Resolution 2020-114 has $324,450.00 for the purchase and installation of generators; and,

WHEREAS, the 2021 CIP has a remaining balance of $14,083.85 for the Generator installation project; and,

WHEREAS, an additional generator running alarm needs to be added to Scada to ensure that staff receives notice that the generator is running, and;

WHEREAS, staff reached out and received two quotes for the additional alarm; and,

Total Control Systems $10,392.00	Advanced Power Systems $3,050.00 Annually

WHEREAS, the Generator Monitoring Alarm would need to be added to each lift station and the Well 1/ PD/ FD site; and,

WHEREAS, funding sources would be 920-43100-500 (10.47%), 920-41941-500 (11.43%), 920-42110-500 (5.56%), 602-16600 (66.67%), 601-16600 (5.87%);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Total Control Systems in the amount of $10,392.00 for the installation of a Generator Monitoring Alarm at each lift station and the Well 1/PD/FD site.

This resolution was duly adopted by the Isanti City Council this 6th day of April 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

A Community For Generations.
Isanti

Request for City Council Action- MEMO

To: Mayor Johnson and Members of City Council

From: Jaden Strand, City Clerk

Date: April 6, 2021

Subject: Donation Request for Annual MMBA "Help Our Local Animals "Supplies Drive Promotion In-Store

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Background:

- Each year the MMBA supports a Pet drive for the sole purpose of raising funds as well as pet supply donations to help support local pet shelters in our area. Staff is requesting that we promote this program in-store and customers can donate pet supply 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, 2021.

Action:

Staff is requesting City Council action on this item.

Attachment:

- Resolution 2021-XXX Approving Donation Box at Liquor Store

RESOLUTION 2021-XXX

APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 2nd, 2009 City Council approved a donation box policy; and,

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the "MMBA Pet Drive"; and,

WHEREAS, the Donation Policy has been 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 "MMBA Pet Drive" at the Isanti Liquor Store from April 1st, 2021 through April 30th, 2021.

Adopted by the Isanti City Council this 6th day of April 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE RE-HIRE OF PART-TIME PUBLIC WORKS SEASONAL JOEL BAZEY

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 Seasonal positions for part time employment; and,

WHEREAS, Joel Bazey is selected as the most qualified candidate for the open Seasonal position. Joel is a Seasonal re-hire from 2020.The offer is contingent on successfully passing a background check;

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 Public Works Seasonal position to Joel Bazey for the City of Isanti and shall be eligible to start on or after April 7th, 2021.
2. Joel Bazey shall start at the wage scale of $15.70 per hour.
3. Seasonal hires shall not work more than 100 days per the Union Contact in the position of the Public Works Seasonal position effective Spring through Fall 2021.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offers.
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 April 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE RE-HIRE OF SARAH BJORK FOR THE POSITION OF ADMINISTRATIVE ASSISTANT INTERNSHIP

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to fill a paid part-time Administrative Assistant Internship in the 2021 budget working 20-29 hours a week; and,

WHEREAS, this temporary internship position will not be eligible for PERA or health insurance benefits; and,

WHEREAS, the offer is subject to passing a background investigation;

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

1. That Human Resources has hereby offered the Administrative Assistant Internship to Sarah Bjork for the City of Isanti effective April 7th, 2021 or later.
2. Sarah Bjork will be compensated at $14.00 per hour.
3. The duration of the internship will run spring to fall 2021 as a final date is yet to be determined.
4. That Human Resources is directed to complete all additional documentation for the completion of the employment offer and successfully passing a background investigation.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 6th day of April 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Katie Brooks, Human Resources Director
Date: April 6, 2021
Subject: Purchase of Employee Assistance Program (EAP)

The City of Isanti currently does not offer an Employee Assistance Program (EAP) for employees. Human Resources Director is seeking approval to purchase the SunLife Employee Assistant Program for all staff and their household members to benefit from confidential and discrete one-on-one sessions from professional clinicians in various topics including legal, financial, parenting, mental health and more. Funds will be allocated by individual departments to "Professional Services" account in the budget.

The implementation of the EAP will begin May 1, 2021.

The costs:

SunLife	$26 / month	$312/annually
AllOne Health	$71 /Month	$850/ annually

Request:

Staff is requesting discussion and action on this item.

Attachments:

- SunLife Proposal
- AllOne Health Proposal
- Resolution 2021-XXX Authorizing the Purchase of an Employee Assistant Program (EAP)

PROPOSAL

Brighter under the sun

Created for:
City of Isanti

Sun Life Financial®

Producer licensing

All Sun Life companies require producers who use insurance quotes for the purpose of soliciting, selling, or negotiating insurance to be licensed both by the state where the prospective client is located and by any state where the solicitation, sale, or negotiation of insurance occurs, if different. This requirement pertains to all forms of solicitation, sale, or negotiation of insurance, including but not limited to solicitation, sale, or negotiation conducted in person or by telephone, by e-mail, by fax, or otherwise.

Producer compensation

We encourage brokers and their clients to discuss what commission or other compensation may be paid in connection with the purchase of products and services from Sun Life companies. All Sun Life companies may pay the selling broker, agency, or third party administrator for the promotion, sale, and renewal of the products and services offered in this proposal. In addition to our standard compensation arrangements, we may make additional cash payments or reimbursements to selling brokers in recognition of their marketing and distribution activities, persistency levels, and volume of business. For New York–issued cases, producers must comply with the specific compensation disclosure requirements of New York Regulation 194.

Plan and rates

This proposal may be based on employee census information provided by the employer. Acceptance of the group and final rates will be determined by Sun Life based on actual enrollment and case experience, if required. Terms and conditions of any coverage under the policy may be determined by all required final data and by underwriting rules, minimum participation requirements, and policy provisions in effect on the date coverage begins.

Underwriting companies

The Sun Life Financial group of companies operates under the "Sun Life Financial" name strictly as a marketing name, and no legal significance is expressed or implied. In the United States and elsewhere, insurance products are offered by members of the Sun Life Financial group that are insurance companies. Sun Life Financial Inc., the publicly traded holding company for the Sun Life Financial group of companies, is not an insurance company and does not guarantee the obligations of these insurance companies. Each insurance company relies on its own financial strength and claims-paying ability.

- **Health Risk Assessments:** Online access to a health risk assessment survey and a variety of health management tools and information.
- **Direct-to-Customer Reports:** Confidential utilization reports that help with trending, tracking, and identifying employee interest areas.
- **Employee Materials and Website:** Flyers, wallet cards, e-posters, and access to an award-winning website personalized with the customer's company name.

Footnote information is located in the General Disclosures section on the last page of this proposal.

General disclosures

1. For current financial ratings, please visit www.sunlife.com.

The Sun Life Financial group of companies operates under the "Sun Life Financial" name strictly as a marketing name, and no legal significance is expressed or implied. In the United States and elsewhere, insurance products are offered by members of the Sun Life Financial group that are insurance companies. Sun Life Financial Inc., the publicly traded holding company for the Sun Life Financial group of companies, is not an insurance company and does not guarantee the obligations of these insurance companies. Each insurance company relies on its own financial strength and claims-paying ability.

2. Value-added services are not insurance, are offered only on specific lines of coverage, and carry a separate charge, which is added to the cost of the insurance. The cost is included in the total amount billed. Emergency Travel Assistance is provided by Assist America®. Identity Theft Protection is provided by SecurAssist®, an Assist America program. ComPsych® is a registered trade mark of ComPsych Corporation. The entities that provide the value-added services are not subcontractors of Sun Life and Sun Life is not responsible or liable for the care, services, or advice provided by them. Sun Life reserves the right to discontinue any of the Services at any time. Employers who provide group insurance coverage and make available value added services within an I.R.C. Section 125 cafeteria plan should consult a tax professional to determine whether those services are Qualified Benefits for Section 125 plans.

Service guarantees: If we do not meet the terms of a guarantee, a policyholder may request in writing a service guarantee review. Sun Life will determine whether it failed to meet the guarantee and whether a payment is made. If the request is approved, payment will be made by check during the policy year, as long as the policy remains in force during this time. Sun Life's maximum liability under a guarantee for any policy year is limited to the lesser of 3% of the policyholder's annual premium or $5,000 for each line of coverage. The maximum payment for a breach of any one component of a guarantee is one-third of the maximum liability (lesser of 1% or $1,667). If a policyholder has more than one line of insurance coverage, the Overall Satisfaction component will be paid under the guarantee under which the service issue arises. Please note the Service Guarantees apply to Life, STD (including ASO), LTD and Dental (including ASO). For ASO contracts, service guarantee payments will be based on the annual service fee. Service Guarantees are not available for Stop Loss, Accident, Critical Illness, Cancer or Gap.

Group insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states, except New York, under Policy Form Series 93P-LH, 15-GP-01, 98P-ADD, 07-SL REV 7-12, 07P-LH-PT/07C-LH-PT, 01P-ADD-PT/01C-ADD-PT, GP-A, GC-A, 12-GP-01, 16-DEN-C-01, 12-DI-C-01, 16-DI-C-01, 13-SD-C-01, 12-AC-C-01, 16-AC-C-01, 16-ACPort-C-01, 13-ADD-C-01, 15-ADD-C-01, 12-GPPort-P-01, 13-ADDPort-C-01, 12-STDPort-C-01, ACPort-C-01, 13-SDPort-C-01, 16-SD-C-01, 16-SDPort-C-01, 16-CAN-C-01, 16-CANPort-C-01, 15-LF-C-01, 15-LFPort-C-01, 16-VIS-C-01, TDBPOLICY-2006, and TDI-POLICY. In New York, group insurance policies are underwritten by Sun Life and Health Insurance Company (U.S.) (Lansing, MI) under Policy Form Series 15-GP-01, 13-GP-LF- 01, 13-LF-C-01, 13-GP-LH-01, 13-ADD-C-01, 12-DI-C-01, 13-LTD-C-01, 13-STD-C-01, 06P-NY-DBL, 06P-NY-DBL-R-PFL, 07-NYSL REV 7-12, GC-A, GP-A, 12-GP-SD-01, 13-SD-C-01, 12-GP-01, 12-AC-C-01, 12-GPPort-01, 13-LFPort-C-01, 13-ADDPort-C-01, 15-LF-GP-01, 15-SD-GP-01, 12-STDPort-C-01, 12-ACPort-C-01 and 13-SDPort-C-01. Prepaid dental products are provided and administered by Sun Life Assurance Company of Canada (SLOC) under Form Series BDC-GDSA, PDC, and are provided by prepaid dental companies, affiliated with SLOC, under Form Series BDC-GDSA, UDC-CA-GA06-UDC, UDC-CA-GA06-89, FB-NJ-0281, UDC-09-GDSA-TX, PDC in certain states except New York. Prepaid dental companies are Denticare of Alabama, Inc., United Dental Care of Arizona, Inc., UDC Dental California, Inc., United Dental Care of Colorado, Inc., Union Security DentalCare of Georgia, Inc., United Dental Care of Missouri, Inc., Union Security DentalCare of New Jersey, Inc., United Dental Care of New Mexico, Inc., UDC Ohio, Inc., United Dental Care of Texas, Inc., and United Dental Care of Utah, Inc. In New York, prepaid dental products are provided and administered by Sun Life and Health Insurance Company (U.S.) (SLHIC) (Lansing, MI) under Form Series BDC-GDSA-NY. Product offerings may not be available in all states and may vary depending on state laws and regulations.

This coverage does not constitute comprehensive health insurance (often referred to as "major medical coverage") and does not satisfy the requirement for Minimum Essential Coverage under the Affordable Care Act.

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ALLONE HEALTH



EAP SERVICES OVERVIEW

PREPARED FOR

City of Isanti

PRESENTED BY

Diane Scalzi, EAP Sales Consultant

Sand Creek EAP 814.934.4457

Diane.Scalzi@allonehealth.com

Well-Being. Done Well.

ALLONE HEALTH & OUR FAMILY OF EAP'S

AllOne Health is an industry-leading provider of the highest quality employee assistance counseling and work/life resources. Our 50 years serving employees and their family members has created trusted relationships with many organizations throughout the world. We deliver on our promise to provide EAP programming to fit a wide variety of industries in their unique work/life coverage needs.

As a global EAP provider, AllOne Health maintains high-touch, regional centers of excellence with a corporate structure that offers clients greater efficiencies, improved technologies, more service offerings, additional expertise & resources, and an affiliate network with 10,000+ providers – all while staying locally high-touch.

Our centers of excellence give you access to on-demand help 24 hours a day, 7 days a week, 365 days a year.

AllOne Health is proud to represent a family of EAPs across the United States. Our locations include:

ALLONE HEALTH
WILKES-BARRE,PA
NATICK, MA
WILMINGTON, MA

ALLPOINTS EAP
An AllOne Health Company
LYNCHBURG, VA

EASE@WORK
An AllOne Health Company
CLEVELAND, OH

ENCOMPASS EAP
An AllOne Health Company
GRAND RAPIDS, MI

IMPACTSOLUTIONS
An AllOne Health Company
CLEVELAND, OH

LIFESERVICES EAP
An AllOne Health Company
INDIANAPOLIS, IN
NASHVILLE, TN

LYTLE EAP PARTNERS
An AllOne Health Company
PITTSBURGH, PA

REACH EAP
An AllOne Health Company
MIDDLETOWN, OH

SANDCREEK EAP
An AllOne Health Company
STILLWATER, MN

ERS EAP
An AllOne Health Company
CHICAGO, IL

FAMILY OF EAPS

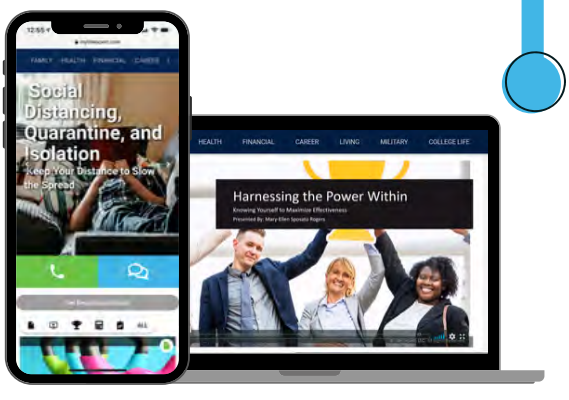
A TOTAL WELL-BEING EAP

AllOne Health understands that when an employee is overwhelmed by personal, lifestyle, or workplace situations, they cannot perform their duties effectively. The AllOne Health total well-being model can provide the most comprehensive and cost effective strategies for several issues to help employees and their immediate family members manage their lives, so they can remain productive, safe, healthy, and effective in the workplace. Get on-demand access to these services via ***telephone***, ***mobile app***, ***web portal***, **video counseling**, and **chat functionality**.

OUR TOTAL WELL-BEING MODEL OFFERS EVERYDAY SERVICES FOR EVERYDAY PEOPLE INCLUDING...

- WORK/LIFE RESOURCES
- LEGAL/FINANCIAL RESOURCES
- MENTAL HEALTH COUNSELING
- LIFE COACHING
- 24/7/365 PERSONAL ASSISTANT SERVICES
- MEDICAL ADVOCACY
- DEDICATED MASTERS-LEVEL ACCOUNT MANAGER
  (To help with implementation, Marketing Materials, Utilization Reporting, & any questions about the program)
- IN-PERSON, TELEPHONIC & VIDEO COUNSELING
- INNOVATIVE EAP PROMOTION
- ELECTRONIC MONTHLY COMMUNICATIONS
- UTILIZATION REPORTING

BEST-IN CLASS WORK-LIFE WEBSITE & APP





HR & SUPERVISORY CONSULTATION SERVICES

AllOne Health views providing HR and supervisory consultation services as an essential part of the EAP's core role as an employee productivity, organizational performance, and behavioral risk manager consulting partner. We see the support and development of managers as a holistic and ongoing effort that augments their professional skills and human competencies.

Our **Management Consultation Services** include:

PERFORMANCE CONSULTING

Supporting HR with helping employees with reduced productivity or engagement course correction

BEHAVIORAL RISK MANAGEMENT

Helping HR and leaders effectively manage positive drug screens, active substance abuse at work, suicidal, homicidal, and high-risk employee behaviors

FACILITATING SUPERVISORY & FORMAL EAP REFERRALS

CONFLICT NEGOTIATION AND MEDIATION

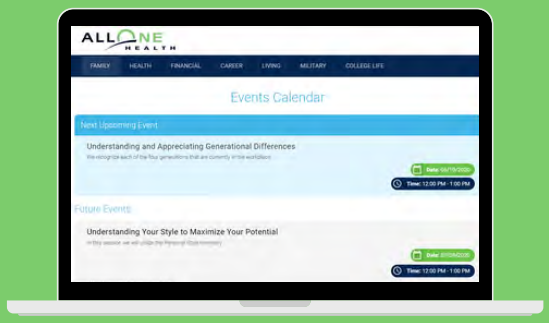
EXECUTIVE AND FRONT-LINE MANAGER COACHING

EASY ACCESS

MEMBER PORTAL & MOBILE APP

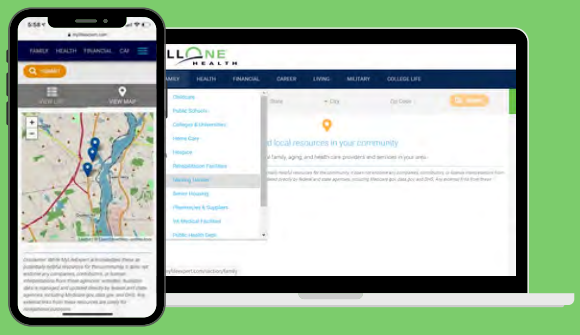
GIVE YOUR TEAM ALL THE TOOLS NECESSARY FOR A HEALTHY WORK/LIFE BALANCE, AT THEIR FINGERTIPS!

WATCH VIDEO

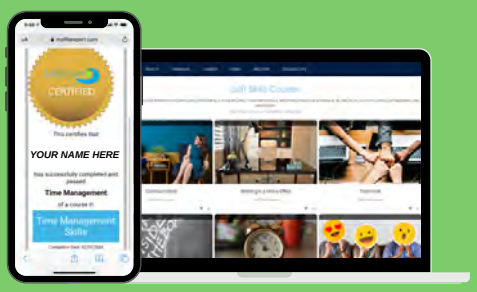


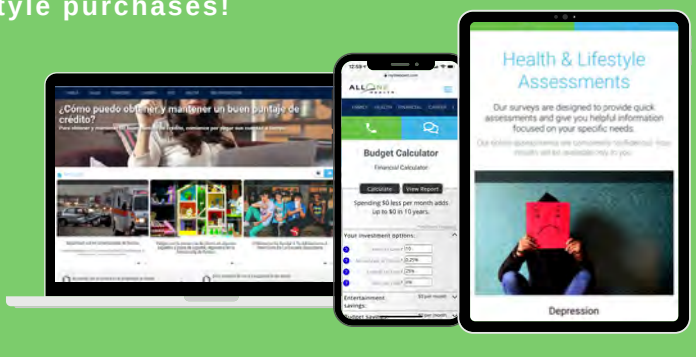
Our live & on-demand webinars are a great place for employers and employees to access topics hosted by industry professionals!

Our Resource Locators instantly give you access to community and nationwide providers and services focused on childcare, education, aging, medical & health, and much more..!



Our member portal gives employees and employers access to 1000s of multi-language articles, webinars, calculators, videos, assessments, soft skills courses and interactive tools focused on health & wellness, family, aging, education, and legal & financial. In addition, with our exclusive shopping discounts platform, employees can save money on a variety of lifestyle purchases!





CLICK HERE FOR A FREE SITE DEMO

USERNAME: mledemo

PASSWORD: d3mop@ss

INDUSTRY-LEADING ENGAGEMENT

YOUR WELCOME KIT

Communicating your new EAP benefits is made easy with our exclusive *"Welcome Kit"!*

Includes a variety of customizable materials, both printed and digital, for your convenience!



PRINTED BROCHURE



PRINTED WALLET CARDS



DIGITAL LIFE EXPERT MINI-POSTER

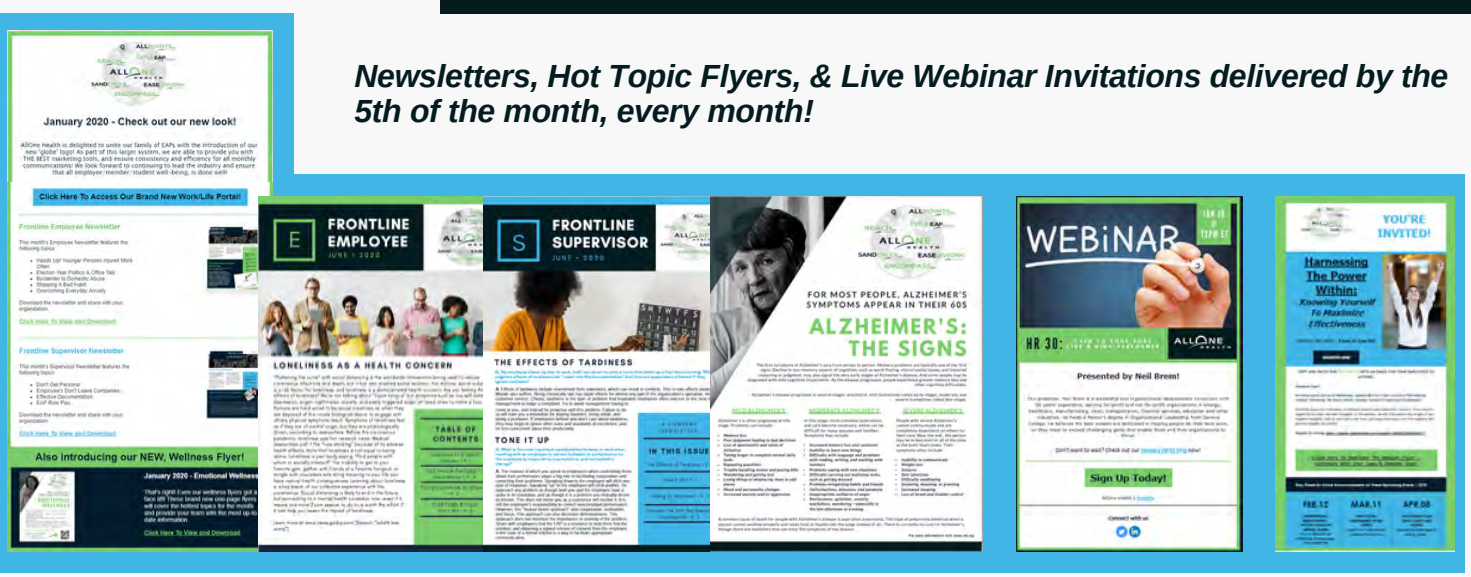


DIGITAL CORE SERVICES FLYER

FRESH, RELEVANT CONTENT FOR YOU AND YOUR TEAM!

MONTHLY ENGAGEMENT

Newsletters, Hot Topic Flyers, & Live Webinar Invitations delivered by the 5th of the month, every month!





UTILIZATION REPORTING

Usage reports on your team's utilization of services so you know what is being used most. This data adds value in knowing which services to promote internally.

HOW OFTEN?

The Utilization Report is created and delivered in a timeframe decided upon by the Account Manager and the client POC with at least 1 report per year at contract or calendar year-end.

WHAT'S INCLUDED?

Click below to view a sample utilization report provided monthly.

» VIEW REPORT

WHY?

These reports mean different things to each of our clients. See below for just a few of the reasons our utilization reports add value.



DIRECT REPRESENTATION OF ROI

Your clients can see in real-time, and with real numbers how the Assistance Program is affecting their bottom line.



GAIN UNDERSTANDING

Utilization reports present data that will help you gain a better overall understanding of your employee population and the issues they face, in a completely confidential manner.



PROGRAM FLEXIBILITY

Reporting gives account clients the ability to see trends and allows for modifying services as needed to best meet the needs of the team.

SIMPLE. AFFORDABLE. PRICING.

Below are the specific program elements as requested.
Pricing is based on a **total annual premium** that covers the entire company and household dependents. Sessions are defined as per employee or household member, per issue, per year.

Pricing is based on **up to 30** total employees.

Pricing below is as of **03/10/2021** and is valid for **45** days from this date. The amount can be billed on a monthly, quarterly, or annual basis.

WHAT'S INCLUDED	4 SESSION MODEL - $ 850.00
Face To Face Mental Health Counseling Sessions	✔
Unlimited Mental Health Telephonic Support	✔
Video Counseling Options	✔
Online Portal w/ Employee Resources	✔
Telephonic Work/Life Resources & Referrals	✔
Unlimited Web-Based Employee and/or Supervisor Orientations	✔
Annual Attendance at Benefit Fair	✔
Standard Electronic Promotional Materials & Monthly Communications	✔
Medical Advocacy	✔
Legal/Financial Services	✔
Dedicated Account Manager	✔
HR30 Webinars	✔
Supervisory Referrals	✔
My Life Expert Mobile Application	✔
Life Coaching	✔
Personal Assistant	✔
Other:	☐

On-Site Seminars, Wellness Programs, & Trainings
$325 /hour

Critical Incident Support
$295 /hour

Substance Abuse Professional Services
$600 /Incident

HOW TO GET STARTED

If you would like to learn more about offering this program to your employees, simply contact me, and a contract will be sent along for your review. We can have you and your organization up and running within a weeks time. We do this by assigning you a dedicated account manager who will help implement the program and do an orientation with your organization and employees.

AllOne Health believes that communication is key when implementing a new plan as nobody knows your organization and culture better than you. We have decades of experience setting up new groups but we also want to hear from you so we can collaborate and develop an effective communication plan.

We will make sure your employees know all about the program and feel comfortable with all of the new features available as well as how to access them. We look forward to providing you and your organization with the best EAP services in the industry!



RESOLUTION 2021-XXX

AUTHORIZING THE PURCHASE OF AN EMPLOYEE ASSISTANT PROGRAM (EAP)

WHEREAS, the City of Isanti currently does not offer an Employee Assistance Program (EAP) with our current health insurance program; and,

WHEREAS, the City of Isanti has received two quotes for EAP programs listed below from SunLife and AllOne Health; and,

WHEREAS, the City of Isanti plans to implement the EAP program beginning May 1st, 2021; and,

WHEREAS, the following quotes were received:

SunLife	AllOne Health
$312- annually	$850 - annually

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from SunLife to purchase the Employee Assistance Program allocated by department to Professional Services.

This resolution was duly adopted by the Isanti City Council this 6th day of April 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE HIRE OF PART-TIME LIQUOR STORE CLERK II FOR KALEE SPRINGER

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk II position; and,

WHEREAS, Kalee Springer was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk II position. The offer is 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. Kalee Springer has been selected for the Part-Time Liquor Store Clerk II position.
2. Kalee Springer shall be eligible to start in the position on or after April 7th, 2021.
3. That Kalee Springer shall start at Step 1 of the Wage Scale at $14.47 per hour.
4. This position is part time and not eligible for benefits.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 6th day of April 2021.

_____

Attest:

Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
March 23,2021

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon and Council Member Jimmy Gordon
Staff Present: Matt Sylvester: Public Services Director

Agenda/Modifications: Zdon asked that February Minutes be added to the agenda. Sylvester added it to the Agenda with motion by Witte; second by Gordon.

2. Oath of Office: Aaron Zdon, James Witte, Jimmy Gordon completed their Oath of Office.

2b. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from February 23, 2021. Motion passed 3-0.

3. Designation of Park Visit Assignments: Sylvester reminded board members that previously members of the board would select parks to visit and review, then provide recommendations for upkeep. Zdon chose Academy Park, Whisper Ridge and Legacy Park. Witte chose Rum River Meadows, River Bluff Preserve, Isanti Hills Neighborhood Park, and Mattson Park. Gordon chose Bluebird Park, Riverside Park, Unity Park, and VFW. Board agreed to complete their reviews prior to April board meeting.

4. Department Updates
Sylvester shared that the final Movie Night of the season would be held Friday, March 26. The Easter Egg hunt for March 27 was canceled as the VFW had other plans for this year and would like to revisit in 2022. March Curious Creatures was canceled due to no registrations, but Sylvester noted he asked Alyssa to promote April event to garner more interest. Boy Scouts have reached out to volunteer on Earth Clean-Up Day. Community Garden is almost full with only 9 slots left. 8 vendors are registered for the Farmer's Market, with 1 being a new vendor. Sylvester discussed our strategy of accepting a variety of vendors. Sylvester asked if anybody had anything they would like Alyssa to look into ahead of the next board meeting and to email if they have ideas. Witte asked when the fishing bridge will go back in; Sylvester said as soon as the water goes back down. Sylvester also explained that the dock is left down by the river instead of storing at the shop to reduce damage and potential for injury in moving up and down the hill.

Adjournment: Motion by Witte, second by Gordon to adjourn the March 23, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 3-0, meeting adjourned at 6:13 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

DRAFT

AGENDA
CITY OF ISANTI
SPECIAL MEETING CITY COUNCIL
TUESDAY, APRIL 13, 2021 - 5:00 PM
CITY HALL

Seating may be limited. If you would like to send in a comment for Public Comment or a Public Hearing to be read on your behalf, please submit to the City Clerk jstrand@cityofisanti.us or (763) 762-5759.

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Business Items
1. Resolution 2021-XXX Awarding the Bid for the Isanti Municipal Liquor Store
2. Resolution 2021-XXX Accept Quotations for Liquor Store Refrigeration Systems
3. Discussion Regarding Sale of the Northern Portion of Liquor Store Site

G. Adjournment

WIDSETH
ARCHITECTS ▪ ENGINEERS
SCIENTISTS ▪ SURVEYORS

MEMORANDUM

Date: April 09, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Mike Angland, AIA, LEED AP

Subject: Award to Successful Bidder
Isanti Liquor Store
City of Isanti, MN
Widseth Project No.: 2021-10036

We request that the City Council approve the recommendation to award the Isanti Liquor Store Project to Alliance Building Corp. General Contractors. There was a total of eight (8) general contractors that submitted a bid for this project, please refer to the attached bid tabulation sheet for bid results.

Following is the schedule for the Isanti Liquor Store Project:

Approve Plans & Specs, Authorize Advertisement for Bids	March 19, 2021
Open Bids	April 09, 2021
Award Contract	April 13, 2021
Commence Construction	April 27, 2021
Final Completion of Construction	November 5, 2021

A resolution is attached to approve the recommendation to award the Isanti Liquor Store Project to Alliance Building Corp. General Contractors.

I will be at the April 13, 2021 City Council meeting to respond to any questions you have concerning the bid results and recommendation.

Please contact me with any questions or if you would like any additional information prior to the meeting as well.

Sincerely,

Mike Angland, AIA, LEED AP

Vice President

Attachments: Bid Tabulation Sheet

RESOLUTION 2021-XXX

AWARDING THE BID FOR THE ISANTI MUNICIPAL LIQUOR STORE

WHEREAS, the City has planned the construction of a 12,604 square foot building that will be located at 10 6th Avenue SE, Isanti, MN, and,

WHEREAS, the Council authorized to advertise for bids on March 19th, 2021 for the Municipal Liquor Store; and,

WHEREAS, a public bid opening was held on April 9th, 2021 at 2:00 p.m.; and,

WHEREAS, 8 bids were received; and,

WHEREAS, Alliance Building Corporation was the responsible low bidder with a lump sum bid of $1,918,900.00; and,

WHEREAS, the City *accepts/ denies* alternate deduct number one in the amount of $100,300.00; and,

WHEREAS, the City *accepts/ denies* alternate deduct number two in the amount $60,000.00;

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 "Isanti Municipal Liquor Store" to Alliance Building Corporation in the amount of $_____.

This resolution was duly approved by the Isanti City Council this 13th day of April 2021.

_____
Attest: Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Isanti Liquor Store Isanti, MN Widseth Project No. 2021-10036	**Lump Sum Base Bid**	**Deduct Alternate #1 (Metal Roof)**	**Deduct Alternate #2 (Snow Melt)**	**Responsible Contractor Certification & Response Form**	**5% Bid Security**	**Addendum #1**	**Addendum #2**
Bidder:							
Ebert Construction	$2,154,000.00	$64,443.00	$60,760.00	X	X	X	X
BJ BASS	$2,150,274.00	$91,820.00	$84,900.00	X	X	X	X
Alliance Building Corp.	$1,918,900.00	$100,300.00	$60,000.00	X	X	X	X
Rochon Corp.	$2,078,000.00	$75,000.00	$69,000.00	X	X	X	X
CM Construction Co. Inc.	$2,260,800.00	$64,000.00	$90,000.00	X	X	X	X
Nor-Son Construction	$2,088,000.00	$107,000.00	$61,000.00	X	X	X	X
Project One Construction, Inc.	$2,085,000.00	$90,000.00	$68,000.00	X	X	X	X

Widseth **BID ABSTRACT** **April 09, 2021 2:00 P.M.**

Isanti Liquor Store Isanti, MN Widseth Project No. 2021-10036	**Lump Sum Base Bid**	**Deduct Alternate #1 (Metal Roof)**	**Deduct Alternate #2 (Snow Melt)**	**Responsible Contractor Certification & Response Form**	**5% Bid Security**	**Addendum #1**	**Addendum #2**
Bidder:							
RaM General Contracting, Inc.	$2,339,209.00	$91,000.00	$58,000.00	X	X	X	X
Widseth Construction Estimate	$2,344,205.00	$102,000.00	$75,000.00	X	X	X	X

WIDSETH
ARCHITECTS ▪ ENGINEERS
SCIENTISTS ▪ SURVEYORS

MEMORANDUM

Date: April 09, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Mike Angland, AIA, LEED AP

Subject: Award Refrigeration Package Contract
Isanti Liquor Store
City of Isanti, MN
Widseth Project No.: 2021-10036

We request that the City Council approve the recommendation to award the Isanti Liquor Store Refrigeration Package to St. Cloud Refrigeration. There was a total of three (3) companies that were invited to provide proposals for this scope of the Isanti Liquor Store project, and two (2) companies submitted proposals.

Following is the schedule for the Isanti Liquor Store Project:

Approve Plans & Specs, Authorize Advertisement for Bids	March 19, 2021
Open Bids	April 09, 2021
Award Contract	April 13, 2021
Commence Construction	April 27, 2021
Final Completion of Construction	November 5, 2021

A resolution is attached to approve the recommendation to award the Isanti Liquor Store Refrigeration to St. Cloud Refrigeration Please refer to the attached quote, dated March 02, 2021 for your reference.

I will be at the April 13, 2021 City Council meeting to respond to any questions you have concerning these two proposals and recommendation.

Please contact me with any questions or if you would like any additional information prior to the meeting as well.

Sincerely,

Mike Angland, AIA, LEED AP

Vice President

Attachment: SCR Proposal

RESOLUTION 2021-XXX

ACCEPTING QUOTATION FOR LIQUOR STORE REFRIGERATION'S SYSTEMS

WHEREAS, the City has planned the construction of a 12,604 square foot building that will be located at 10 6th Avenue SE Isanti, MN; and,

WHEREAS, three quotes were solicited for refrigeration's systems for the liquor store; and,

WHEREAS, two quotes were received from SCR in the amount of $154,072.00 and AA Equipment Company in the amount of $159,040.00; and,

WHEREAS, SCR was the lowest bid in the amount of $154,072.00;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota**,** as follows:

1) That the City shall accept the quote from SCR for liquor store refrigeration's systems in the amount of $154,072.00.

This resolution was duly approved by the Isanti City Council this 13th day of April 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Quote

03/02/2021

Project:
Isanti Liquor

From:
SCR
Jason Ellering
604 Lincoln Ave NE
St. Cloud, MN 56304
(320)251-6861
320-258-5141 (Contact)

Job Reference Number: 3206

Item	Qty	Description	Sell	Sell Total
1	1 ea	**WALK IN COOLER/BEER CAVE** Custom Model No. WALK IN COOLER/BEER CAVE Dimensions And Basic Description 95' x 19' 10 1/2" x 9' Cooler (35°) (4" WR Polyurethane) Cooler (35°) (4" WR Polyurethane) Combo *INDOOR* Cooler (35°) 30' 5 11/16" x 19' 10 1/2" x 9', Cooler (35°) 64' 6 5/16" x 19' 10 1/2" x 9' Lag down Ceiling with Ceiling Hangers Included U.L. Flame Spread Rated, U.L. Electric Listed - NSF Listed 2009 EISA COMPLIANT *FLOORS* Floorless with wood screed and cove molding throughout. *FINISHES* 26 Ga Stucco Black Interior Wall and Ceiling 26 Ga Stucco Galv Interior Wall and Ceiling 26 Ga Stucco Galv Exterior Wall and Ceiling *DOORS* (3) Cooler (35°), 60" x 78" Overlap Mount, Right Hand Hinge, Interior Same As Wall, Exterior Same As Wall (1) 84-1/2" x 81" Opening for automatic beer cave door (1) 63' 11 5/16" x 6' 3-1/4 Opening for glass merchandising doors *ACCESSORIES* INCLUDES UL Labels LED Vapor Proof Light 6 Kason 1277 Hinge 3 Digital / Switch Thermometer	$41,673.00	$41,673.00

Item	Qty	Description	Sell	Sell Total
		3 Inside Release Push Handle 3 24" High 0.125 ADT Kick Plates Interior And Exterior 3 1092 Door Closer 3 Strike Brushed Chrome		
	1 ea	FREIGHT Freight Estimate	$1,426.00	$1,426.00
			ITEM TOTAL:	**$43,099.00**
2	1 ea	**STANLEY AUTO SLIDER DOOR** Custom Model No. STANLEY AUTO SLIDER DOOR Includes furnishing and installing a Stanley Access Technologies, LLC Duraglide 2000 SS - 1" clear tempered insulated glass, 8ea. glass, glazing caulking Door Finish - Dark Anodized Locking/Access Control - No Lock Options: Dual Door Position Sensor, rocker switches in header NOT INCLUDED: 120 Volt AC to inside auto door header - 5 AMP minimum	$6,431.00	$6,431.00
			ITEM TOTAL:	**$6,431.00**
3	1 ea	**ANTHONY COOLER DOORS** Custom Model No. MODEL 101 1 set of 25 cooler doors, 30" x 75", left hinge, black frames, LED lights, no shelving	$29,648.00	$29,648.00
	1 ea	FREIGHT Freight	$3,775.00	$3,775.00
			ITEM TOTAL:	**$33,423.00**
3	1 ea	**ANTHONY COOLER DOORS** Custom Model No. MODEL 401 1 set of 25 cooler doors, 30" x 75", hinge left, black frames, LED lights, no shelving	$19,447.00	<Alternate>
	1 ea	FREIGHT Freight	$3,775.00	<Alternate>
			ITEM TOTAL: <Alternate>	**$23,222.00**
4	1 ea	**REFRIGERATION PACKAGE** Custom Model No. REFRIGERATION PACKAGE Refrigeration package to include: Beer Cave 2 HP condensing unit, 208-230 volt, 1 phase 3 fan evaporator, 208-230 volt, 1 phase 25 Door Cooler 2 - 5.5 HP condensing unit, 208-230 volt, 1 phase 4 - 3 fan evaporators, 115 volt, 1 phase	$17,694.00	$17,694.00
			ITEM TOTAL:	**$17,694.00**
5	1 ea	**GRAVITY FLOW SHELVING** Custom Model No. GRAVITY FLOW SHELVING Gravity flow shelving behind (12) 30" x 75" doors, 6' deep, 6 levels	$16,414.00	$16,414.00

Item	Qty	Description	Sell	Sell Total
		1 row each, 6 pack cans, 6 pack bottles, 12 pack bottles, 12 pack cans, 24 pack cans and case bottles **This shelving layout includes gravity flow shelving for (12) of the (25) new glass doors. Remaining glass doors will use the existing gravity flow shelving from existing store. One new door to have flat rack shelving for singes.**		
	1 ea	FREIGHT Freight	$1,540.00	$1,540.00
			ITEM TOTAL:	**$17,954.00**
6	1 ea	**REFRIGERATION INSTALLATION** Custom Model No. REFRIGERATION INSTALLATION Refrigeration Installation - Includes setting up walk in display cooler/beer cave, installing glass doors, set and install gravity flow shelving (uprights and top an bottom shelf, installing beer cave, installing refrigeration equipment (3 systems), start refrigeration systems. **Includes disassembling BOF at existing store, transporting to new store and setting up behind new glass doors. Includes materials necessary to install refrigeration system such as copper pipe/fittings, insulation, refrigerant, valves, solenoids, time clocks etc. **Does not include electrical, plumbing, roofing, roof penetrations, structural engineering** **Price is estimated based on condensing units being placed on the roof above boxes - if units are placed on the ground a stand to stack units will be provided which will offset the cost of a boom truck**	$35,471.00	$35,471.00
			ITEM TOTAL:	**$35,471.00**
			Total	$154,072.00

Prices Good Until: 03/28/2021

Unless noted sales tax, freight and installation are not included.

SCR Quote Declarations

The above quoted prices do not include:

* Electrical wiring * Control wiring
* Plumbing * Roof work and penetrations
* Structural work * Roof flashing
* Permits * Premium time
* Tax * Engineered Drawings
* Equipment Disposal * Floor cutting & patching
* Refrigeration under floor * PVC, pits and trenching
* Freight * Normal cleaning & maintenance
* 4 year extended compressor warranties - quoted separately

Date:_____ Initial:_____

Warranty Statement

In all cases, unless otherwise noted, equipment manufacturer's warranties will apply and be honored by SCR and it is the customer's responsibility to be aware of warranty time periods and start dates. Food product is the customer's responsibility and is not covered under any warranty.

- New equipment:__90 days_____Labor__1 year_____Parts

Per manufacturer - typical 1 year parts

- Refurbished equipment:_____Labor_____Parts
- Existing and owner provided equipment - No warranty
- 90 day SCR warranty on LED labor, 5 yr. Innovative Lighting manufacturer's warranty on parts

Notes:

- Electrical information or plan is not an engineered design, it is provided in good faith and is for electrical contractor to design, not for bidding or building purposes
- Lost product/business due to any refrigeration malfunction is the owner"s responsibility as temp checks are owner's responsibility.
- Installation prices can vary depending upon what equipment is purchased.
- Any alteration or deviation from above specifications involving extra costs will be above the estimate.
- Installation is also dependent upon contractor being ready at job site upon our arrival. This correlates closely with electricians, plumbers, and carpenters.
- All work to be completed in a workmanlike manner according to standard practices.
- This agreement is contingent upon accidents or delays beyond our control.
- Owner is to carry necessary construction insurance.

All manufacturers have strict guidelines on how to operate and maintain their equipment. It is very important the owner/operator familiarizes themselves with the manufacturer's owner's manuals that are provided with the equipment when delivered. If the owner/operator need s additional information or is unclear on use of equipment SCR will assist with this or provide additional training. Manufacturer's warranties will be void if owner/operator use equipment in a manner that is inconsistent with operation manual. When dealing with equipment that is not serviced by SCR, it is up to the owner/operator to contact manufacturer to get an approved service agent for equipment in question. Warranty claims need to be handled between end user and manufacturer for proper coverage of warranty. SCR is not responsible for manufacturer warranty policies.

***All freight delivered to site must be checked in by owner or owner's representative. Any damage must be noted on the bill of lading. After receipt all equipment becomes the owner's full responsibility.**

***By accepting this proposal, owner accepts financial liability for engineering, drawings, cancellation fees and any other costs incurred in the project process.**

***Pricing is valid for 30 days from date of quote.**

Init ial: _____

Sincerely,
SCR Central

Jason Ellering
JE/km

Payments will be made as follows:
50% down / 50% upon completion

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: $154,072.00

equipment company
2212 MINNEHAHA AVENUE
MINNEAPOLIS, MINNESOTA 55404
TELEPHONE (612) 721–3383
FAX (612) 721–1638
WWW.AAEQUIPMENTCOMPANY.COM

APRIL 9, 2021 **QUOTE**

Widseth
7804 Industrial Park Rd.
Baxter, MN 56425
Attn: Mike Angland

Dear Mike,

We are pleased to quote you on your project for Isanti Liquors:

WALK-IN DISPLAY COOLER / BEER CAVE

1 19'-10" x 94'-10" x 8' high CrownTonka custom walk-in cooler / beer cave combination without an insulated floor in coolers. Embossed Acrylume interior, Embossed galvanized exterior. 3.5" Class 1 U.L. foamed-in-place insulation.

INCLUDES: (2) Standard walk-in cooler entrance doors.
(19) Vapor-proof LED interior lights

AS LISTED: $ 45,790.00

1 25-Door section of Anthony 30" x 75" medium temperature full-service glass merchandising doors.

INCLUDES: (18) Adjustable Shelves (2 Doors)
LED Display Lighting

AS LISTED: $ 20,896.00

1 Custom glass automatic sliding beer cave entrance door. Bi-Panel, 84" wide x 92" high. Normal Temp. Includes delivery and installation. (Electrical to door by others)

AS LISTED: $ 13,695.00

REFRIGERATION SYSTEMS

REFRIGERATION SYSTEM FOR WALK-IN DISPLAY COOLER:

2	Remote air-cooled outdoor condensing units. 5.5 H.P. Scroll, 208/230 Volt, 1-Phase, R-404a refrigerant.
2	Liquid line group accessories.
2	Suction line group accessories.
2	5-Year warranty on motor compressors
4	Evaporator Coils
4	Expansion valves
2	Defrost clocks
2	Solenoid valves
2	Thermostats

AS LISTED: $ 16,720.00

REFRIGERATION SYSTEM FOR BEER CAVE:

1	Remote air-cooled outdoor condensing unit. 3 H.P. Scroll, 208/230 Volt, 1-Phase, R-404a refrigerant.
1	Liquid line group accessories
1	Suction line group accessories
1	5-Year warranty on motor compressor
2	Center-mount Evaporator coils
2	Expansion valves
1	Defrost clock
1	Solenoid valve
1	Thermostat

AS LISTED: $ 8,364.00

ESTIMATED FACTORY FREIGHT: $ 6,900.00

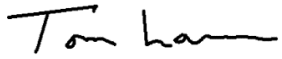
LOCAL DELIVERY & INSTALLATION: $ 10,240.00
(Includes installation of walk-in cooler / beer cave and glass display doors.)

REFRIGERATION HOOK-UP: $ 15,950.00
(Does not include any electrical or plumbing. Roof work extra if needed.)

SALES TAX EXTRA IF APPLICABLE.
PRICES ON THIS QUOTATION ARE VALID FOR 30 DAYS.

Sincerely,

AA Equipment Company, Inc.



Tom Larsen

equipment company
2212 MINNEHAHA AVENUE
MINNEAPOLIS, MINNESOTA 55404
TELEPHONE (612) 721-3383
FAX (612) 721-1638
WWW.AAEQUIPMENTCOMPANY.COM

APRIL 9, 2021 **QUOTE**

Widseth
7804 Industrial Park Rd.
Baxter, MN 56425
Attn: Mike Angland

Addendum to Isanti Liquor Quote:

GRAVITY FLOW SHELVING

1 Set of B-O-F Gravity Flow Shelving (6) Levels behind (12) of (25) doors.
Standard Beer Layout, 6' Deep Shelves

INCLUDES: (2) 6 Pak Slides
(2) 12 Pak Rollers
(1) 12 Pak Bottle Rollers
(1) Case Rollers

AS LISTED: $ 16,885.00

***ESTIMATED* FACTORY FREIGHT: $ 1,900.00**

LABOR TO SET UP SHELVING: $ 1,700.00

SALES TAX EXTRA IF APPLICABLE.

PRICES ON THIS QUOTATION ARE VALID FOR 30 DAYS.

Sincerely,

AA Equipment Company, Inc.

Tom Larsen

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 20, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/ Commendations/ Certificate Awards

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items

L. Consent Agenda
ADD L.9 Resolution 2021-XXX Authorizing Execution of Subordination Agreement

M. Other Communications

Adjournment

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: April 20th 2021
Subject: Authorizing execution of subordination agreement

Background:
Resolution 2015-160 approved, among other items, a $400,000 State of Minnesota MIF Loan at 0% interest for the benefit of Sno-Bear to facilitate business development and job creation in Isanti. The original subordination agreement favored Falcon National Bank as the private sector partner in the construction project at that time. Sno-Bear is now seeking to refinance that package with Flagship Bank.
Flagship Bank has drafted the attached subordination agreement. The City Attorney and State Officials from the Department of Employment and Economic Development (DEED) have reviewed the document. The City Attorney has found it to be free of defect and the State is recommending its approval.
The loan payments that are made on this loan are received by the City but then forwarded on to DEED. The City does not keep any money on these transactions.

Recommendation:
Staff is recommending approval.

Action Required:
If the Council concurs, it should by motion, approve the attached resolution.

Attachments:
- Res 2021-XXX – Authorizing Execution of Subordination Agreement
- Subordination Agreement drafted by Flagship Bank

RESOLUTION 2021-XXX

AUTHORIZING EXECUTION OF SUBORDINATION AGREEMENT

WHEREAS, the City of Isanti approved a $400,000 State of Minnesota MIF Loan at 0% interest on July 7th 2015 by Resolution 2015-160; and

WHEREAS, Flagship Bank has requested an agreement be executed to solidify the lien positions of Flagship Bank; and

WHEREAS, the City Attorney and State Officials have reviewed the attached Subordination Agreement and agree that it protects the lien position and maintains the original loan terms.

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 is hereby approved by the Isanti City Council this 20th day of April, 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

(Top 3 inches reserved for recording data)

SUBORDINATION AGREEMENT
by Business Entity

Minnesota Uniform Conveyancing Blanks
Form 20.8.2 (2011)

DATE: April 6, 2021
(month/day/year)

FOR VALUABLE CONSIDERATION, the undersigned hereby subordinates the lien on real property in Isanti County, Minnesota, legally described as follows:

Lot 3, Block 1, Isanti Centennial Complex 1st Rearrangement, according to the recorded plat thereof, and situate in Isanti County, Minnesota

Check here if all or part of the described real property is Registered (Torrens) ☐

which is evidenced by a Mortgage *(insert title of document to be subordinated)* dated December 3, 2015 *(month/day/year)*,

and recorded on December 10, 2015 *(month/day/year)*, as Document Number A454900 (or in Book _____ of _____ Page _____), in the Office of the ■ County Recorder ☐ Registrar of Titles of Isanti *(check the applicable boxes)*

County, Minnesota, to a subsequent lien evidenced by a Mortgage *(insert title of document to be superior)* from

Enterprise Avenue Properties LP, a Canadian Limited Partnership *(insert name of grantor)* to

Flagship Bank Minnesota *(insert name of grantee)*,

in an amount not to exceed Nine hundred eight thousand six hundred and three and 00/100 Dollars ($ 908,603.00) and recorded on _____ *(month/day/year)*, as Document Number _____ (or in Book _____ of _____ Page _____), in the Office of the ☐ County Recorder ☐ Registrar of Titles *(check the applicable boxes)*

of _____ County, Minnesota.

Note: Remainder of page left blank, signature page follows.

City of Isanti
(name)

By: _____
(signature) Jeff Johnson

Its: Mayor
(type of authority)

By: _____
(signature) Josi Wood

Its: City Administrator
(type of authority)

State of Minnesota, County of Isanti

This instrument was acknowledged before me on _____, by Jeff Johnson
(month/day/year) *(name of authorized signer)*

_____ as Mayor
(type of authority)

and by Josi Wood
(name of authorized signer)

as City Administrator of The City of Isanti.
(type of authority) *(name of party on behalf of whom the instrument was executed)*

(Stamp)

_____
(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

Flagship Bank Minnesota
711 6th Ave NE
Isanti, MN 5504

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 20, 2021 – 7:00 P.M.
CITY HALL

Seating may be limited. If you would like to send in a comment for Public Comment or a Public Hearing to be read on your behalf, please submit to the City Clerk jstrand@cityofisanti.us or (763) 762-5759.

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award
1. VFW "Buddy" Poppy

G. Approve City Council Minutes
1. April 6, 2021- Regular Meeting of the City Council
2. February 2, 2021 EDA Meeting Minutes

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, April 27, 2021 at 6:00 p.m.
2. City Council Meeting	Tuesday, May 4, 2021 at 7:00 p.m.
3. Economic Development Authority Meeting	Tuesday, May 4, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. Main Street Reconstruction Project
- **a.** Resolution 2021-XXX Authorizing Improvement on the Main Street Reconstruction Project
- **b.** Resolution 2021-XXX Approving Plans and Ordering Advertisement for Bids for the Main Street Reconstruction Project

K. Business Items
1. Resolution 2021-XXX Accepting the 2020 Annual Financial Report and Management Letter (Abdo, Eick and Meyers- *Justin Nilson*)

City Administrator Josi Wood
2. Resolution 2021-XXX Approving a Special Event Permit Request for Walk for Life

City Engineer Jason Cook
3. Resolution 2021-XXX Accepting Plans and Specifications and Authorizing Advertisement for Bid for the 2021 Pavement Management Project

L. Approve Consent Agenda
1. Payroll in the Amount of $114,147.05 Accounts Payable in the Amount of $228,052.63

2. Resolution 2021-XXX Approval of New Hire Seasonal Eric Jones
3. Resolution 2021-XXX Accepting Resignation from PT Police Officer Eric Baumgart
4. Resolution 2021-XXX Accepting Quote for Cleaning Services and Authorizing Entering into a Contract for Cleaning Services
5. Resolution 2021-XXX Approving a Minor Development Agreement with Coffee Holdings LLC
6. Resolution 2021-XXX Setting Work Sessions for 2022 Budget
7. Approving Request for Proposal for Electrical Maintenance Services
8. Resolution 2021-XXX Approving a Mutual Aid Agreement Between the City of Isanti and the City of Cambridge for the Sharing of Equipment and Personnel Resources

M. Other Communications

1. March Police Department Reports
2. March Code Enforcement Officer Report
3. March Building Inspector Report
4. April Engineering Project Status Report

Adjournment

VFW "Buddy" ® Poppy

A PROCLAMATION

WHEREAS: The annual distribution of Buddy Poppies by the Veterans of Foreign Wars of the United States has been officially recognized and endorsed by governmental leaders since 1922; and,

WHEREAS: VFW Buddy Poppies are assembled by disabled veterans and the proceeds of this worthy fundraising campaign are used exclusively for the benefit of disabled and needy veterans and the widows and orphans of deceased veterans; and,

WHEREAS: The basic purpose of the annual distribution of Buddy Poppies by the Veterans of Foreign Wars is eloquently reflected in the desire to "Honor the Dead by Helping the Living," therefore;

I, Jeff Johnson, Mayor of the city of Isanti do hereby urge the citizens of this community to recognize the merits of this cause by contributing generously to its support through your donations for Buddy Poppies on the day set aside for the distribution of these symbols of appreciation for the sacrifices of our honored dead.

I urge all patriotic citizens to wear a Buddy Poppy as mute evidence of our gratitude to the menand women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens.

_____
Mayor Jeff Johnson

Attest

_____
Jaden Strand
City Clerk

BUDDY POPPY GAME

East Bethel Bandits vs. Isanti Redbirds — Minnesota Town Teams

ISANTI BASEBALL FIELD — ISANTI, MN.

Friday May 14, 2021 6:30pm

IF YOU WANT TO THANK SOMEONE FOR THEIR SERVICE

SUPPORT & HONOR THEIR MEMORY

3rd ANNUAL BUDDY POPPY GAME — ANOKA COUNY vs ISANTI COUNTY

ANOKA COUNTY

KOREA

ARMY	Davis, Clark Manly	PVT	20 Oct 1951	Anoka
ARMY	Emmans, Gerald Randall	PFC	05 Nov 1951	Anoka
ARMY	Jensen, Keith Anders	2LT	16 Oct 1951	Anoka
USMC	Patchen, Leon Ernest	PVT	12 Dec 1950	Anoka
USAF	Tovsen, Donald E	MSGT	31 Jan 1951	Cedar
ARMY	Whitehead, Marvin Lyle	PFC	30 July 1950	Anoka
USMC	Wojciechowski, Laurence	PFC	28 Nov 1950	Constance

VIETNAM

USAF	Bowman, David Lloyd Jr.	A1C	06 Feb 1968	Anoka
ARMY	Clitty, Charles Gust	PFC	11 Jun 1968	Spring Lake Park
ARMY	Cowden, Leslie Lawrence	SP5	03 Feb 1968	Cedar
ARMY	Dehn, Arthur Andrew	CPL	26 May 1970	Anoka
USMC	Hedlund, Peter Burr	SGT	09 Feb 1968	Cedar
ARMY	Hill, Henry Jr.	1LT	23 Aug 1968	Anoka
NAVY	Jensen, James Allen	FN	29 Apr 1969	Anoka
ARMY	Johns, Jeffery Jay	SP4	14 Sep 1969	Anoka
ARMY	Kaster, Stephen Joseph	1LT	02 Nov 1970	Coon Rapids
ARMY	Larson, Duane Clifford	SP5	04 Feb 1970	Fridley
USMC	Lenoue, Bruce Vernon	CPL	30 Mar 1967	Anoka
ARMY	Lundy, Gerald Vernon	SGT	07 May 1970	Anoka
USMC	McDaniel, John Thomas	PFC	10 Sep 1967	Spring Lake Park
USMC	Miller, James Walter	PFC	02 Jan 1968	Fridley
ARMY	Nyblom, Duane Willard	PFC	15 May 1969	Fridley
ARMY	Peterson, Bradley Eugene	SSG	11 Mar 1967	Anoka
ARMY	Peterson, Donald Lee	PFC	30 Apr 1968	Fridley
ARMY	Peterson, Leroy Emanuel	SP4	19 Jul 1966	Coon Rapids
ARMY	Potthoff, Thomas Albert	SP4	21 May 1969	Circle Pines
ARMY	Rick, Eugene Merlyn	SFC	10 Oct 1965	Coon Rapids
ARMY	Riley, Thomas Jay	SP4	18 Nov 1967	Columbia Heights
USMC	Saathoff, Raymond Joseph	LCPL	16 Mar 1971	Blaine
ARMY	Verwers, Roger Lee	PFC	22 Apr 1967	Coon Rapids

IRAQ/AFGHANISTAN

USMC	Baune, Taylor John	CPL	13 Jun 2012	Andover
ARMY	Beardsley, William Joseph	SSG	27 Feb 2007	Coon Rapids
USMC	Pospisil, Kenneth Blake	SSGT	14 Dec 2005	Andover
ARMY	Rundell, Gregory Brian	SPC	26 Mar 2008	Ramsey
ARMY	Studer, Brian Edward	SSG	22 Aug 2008	Ramsey

ISANTI COUNTY

KOREA

ARMY	Carlson, Ralph William	SGT	04 Jan 1951	Braham

VIETNAM

USMC	Boeck, Gary Raymond	LCPL	06 Jan 1971	Braham
ARMY	Hakes, Clarence Dean	WO1	24 Feb 1971	Isanti
ARMY	Larson, Verle Norman	SP4	05 Aug 1969	Dalbo
USMC	Nelson, Ronald Elwood	LCPL	07 Jan 1966	Braham
ARMY	Oker, David Paul	PFC	20 Jan 1969	Isanti
ARMY	Peterson, Duane Arvid	SGT	05 May 1970	Isanti
ARMY	Peterson, Michael Gerald	PFC	26 Oct 1966	Stanchfield

IRAQ/AFGHANISTAN

ARMY	Kemple, Andrew Joseph	CPL	12 Feb 2006	Cambridge

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 6, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon (via Zoom), Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, City Engineer Jason Cook and Chief of Police Travis Muyres

Others Present: Josh Robinson

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Bergley to approve agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Award
1. Week of the Young Child- April 10 through April 16, 2021

Mayor Johnson proclaimed that April 10th, 2021 through April 16th, 2021 will be recognized as the *Week of the Young Child* and encouraged all citizens to make an investment in early childhood in Isanti, MN.

G. Approve City Council Minutes
1. March 19, 2021- Special City Council Meeting
2. March 16, 2021- Regular Meeting of the City Council
3. March 16, 2021- Committee of the Whole Meeting
4. January 19, 2021- Planning Commission Meeting
5. March 2, 2021- Planning Commission Special Meeting
6. February 23, 2021- Parks, Recreation and Culture Board Meeting
Motion by Bergley, second by Collison to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1.	Special City Council Meeting	Tuesday, April 13, 2021 at 5:00 p.m.
2.	Committee of the Whole	Tuesday, April 20, 2021 at 5:00 p.m.
3.	Special Economic Development Authority	Tuesday, April 20, 2021 at 6:30 p.m.
4.	City Council Meeting	Tuesday, April 20, 2021 at 7:00 p.m.

5. Planning Commission Meeting — Tuesday, April 20, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

Councilor Collison shared that BMX is back up and running as normal.

Councilor Gordon shared that restrooms were vandalized at Neighborhood Park and Bluebird Park and asked for city staff to be on the lookout for such activity.

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. Resolution 2021-055 Approving a Special Event Permit Request for the Race for Life, DK Gold Cup Qualifier & MN State Qualifier

City Administrator Josi Wood shared that an application has been received from Rum River BMX Association to hold Race for Life, DK Gold Cup Qualifier and MN State Qualifier events. Josh Robinson from Rum River BMX was in attendance if there were any questions. Wood further shared that Rum River BMX has submitted all the required information and staff is recommending approval of the event.

Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

Robinson shared that the Race for Life is a charity event where all the proceeds go to the Leukemia and Lymphoma Society. A membership is not needed for that day so anyone that wants to try the sport has the ability. Robinson continued to share that the Gold Cup Qualifier is a regional series. A large turnout is expected as the Gold Cup Finals will be held in Minnesota near St. Cloud.

Community Development Director Sheila Sellman

2. Resolution 2021-056 Approving a Site Plan, Conditional Use Permit for a Caribou Coffee with a Drive-Thru Located at 260 5th Ave NE

Community Development Director Sheila Sellman shared that the Planning Commission held a public hearing on March 16th for the Conditional Use Permit for Caribou Coffee with drive-thru and Site Plan. The proposal that was presented to the Planning Commission meets city requirements. The Planning Commission recommended approval.

Motion by Lundeen, second by Collison to approve as presented. Motion passed 5-0. Motion carried.

3. Resolution 2021-057 Approving a Variance to the Rear Setback for 511 Blue Bird Court

Community Development Director Sheila Sellman shared that the Planning Commission held a public hearing on March 16th and no one from the public spoke. Staff gave the report and concluded that not all of the practical difficulties used in connection with granting a variance could be made; therefore, recommended denial. After the Planning Commission reviewed the report, they recommended approval with a 6-1 vote.

Motion by Bergley, second by Collison to approve resolution as presented. Motion passed 4-1 with Mayor Johnson voting nay. Motion carried.

4. **Resolution 2021-158** Approving the Final Plat for Fairway Greens

   Community Development Director Sheila Sellman shared that at the January 19, 2021 City Council meeting, the Council approved the Preliminary Plat and Planned Unit Development for Fairway Greens North with conditions. The applicant Home Pride, Inc has applied for Final approvals. At this time only the final plat will be considered. The applicant and staff are still working on final plans for the development including phasing layout and development agreement. This approval will be for the final plat of the first addition and will contain 56 lots. The development agreement will be considered for approval at a different meeting once all plans and agreements are completed.

   Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

5. **Resolution 2021-059** Accepting Plans and Specifications and Authorizing Request for Quote for the 2021 Storm System Maintenance Project

   City Engineer Jason Cook shared that this is to finalize the 2021 Storm System Maintenance Project. After the last round of the Main Street study, the storm sewer pipe has been added along Whiskey Road. Cook continued to share that he was recently in that location and the entire sidewalk is under water and this would resolve the problem. The estimated cost is below the requirement to go out for formal public bids, it is requested for direction to move forward with asking for quotes with a deadline by the end of the month to bring back to the May 4th meeting.

   Motion by Collison, second by Lundeen to approve resolution as presented. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $116,440.85, Accounts Payable in the Amount of $488,771.14 and First Quarter Payroll for Council/ Boards/ Commissions in the Amount of $9,278.65
2. **Resolution 2021-060** Approving Application for Exempt Gambling Permit for Rum River BMX 50/50 Raffle
3. **Resolution 2021-061** Accepting Resignation for Liquor Store Clerk Emily Nelson
4. **Resolution 2021-062** Accepting Parks, Recreation and Culture Board Member Michael Becker's Resignation
5. **Resolution 2021-063** Approving a Water Shutoff Policy for Non-Payment During Cold Weather Months
6. **Resolution 2021-064** Approving IAJOFD Lease Payment for 2020
7. **Resolution 2021-065** Amending the 2021 Sewer Budget
8. **Resolution 2021-066** Authorizing an Additional Generator Monitoring Alarm
9. **Resolution 2021-067** Approving Donation Box at Liquor Store
10. **Resolution 2021-068** Approving the Re-Hire of Part-Time Public Works Seasonal Joel Bazey
11. **Resolution 2021-069** Approving the Re-Hire of Sarah Bjork for the Position of Administrative Assistant Internship
12. **Resolution 2021-070** Authorizing the Purchase of an Employee Assistant Program (EAP)

13. Resolution 2021-071 Approving the Hire of Part-Time Liquor Store Clerk II for Kalee Springer

Councilor Gordon asked for confirmation if the cost of $312 annually is for all employees or for each employee.

City Administrator Josi Wood confirmed it is for all employees.

Motion by Lundeen, second by Collison to approve consent agenda as presented. Motion passed 5-0. Motion carried.

M. Other Communications

1. Draft Minutes for the March 23, 2021 Parks, Recreation and Culture Board Meeting

Adjournment

A motion was made by Bergley, seconded by Lundeen to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:18 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

Economic Development Authority
Meeting February 2, 2021
Meeting Minutes

1. **Call to Order:** Chair Johnson called the meeting to order at 8:87pm
   a. **Pledge of Allegiance**
   b. **Roll Call:** Members present: Jeff Johnson, Jimmy Gordon, Paul Bergley, Steve Lundeen, Dan Collison (via phone) Luke Merrill, Justin Nielson. Staff present: Community Development Director Sheila Sellman and City Administrator Josi Wood.
   c. **Agenda Modifications:** None
   d. **Adopt Agenda:** Motion by Lundeen, second my Merrill to adopt the agenda. Motion passed 7-0

2. **Approve Minutes of January 5, 2021 Regular Economic Development Authority Meeting:** Motion by Merrill, second by Bergley to approve, motion passed 7-0.

3. **Closed Session**
   Consideration of sale of EDA land pursuant to Minnesota Statutes Section 13D.05 Subd 3(c) PID 16.053.0151 and 16.029.1400. The EDA went into closed session. The EDA directed staff to proceed as discussed in the closed session.

4. **Other Business / Updates / Communications** Sellman gave an update on the latest COVID Relief grant funds available. She is 80% finished with Retail Academy. Sheila will continue to attend seminars and meetings about COVID relief grants/loans.

5. **Adjournment:** Lundeen moved to adjourn, second by Bergley, motion passed 7-0 the meeting was adjourned at 9:11pm.

Respectfully Submitted – Sheila Sellman EDA Secretary/Community Development Director.

BOLTON & MENK
Real People. Real Solutions.

J.
7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: April 12, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Main Street Reconstruction Project
Public Hearing, Project Authorization, Plan Approval and Authorization to Advertise for Bids
City of Isanti, MN
Project No.: 0R1.123865

An Informational Open House was conducted on March 25th, 2021. Eight individuals representing Six properties attended in person and approximately 5 individuals attended online via Zoom. There is a total of 27 non-City properties on the assessment roll. The majority of attendees agreed the roadway was in need of repair. Most questions were regarding individual assessment amounts, interest rates and the number of years to pay the assessment.

The next step in the MS 429 assessment process is to hold a public hearing on the improvement.

Following the Public Hearing input, should you decide to proceed with the project, a resolution ordering the improvement has been included in the Council packet as well as a resolution approving the plans and specifications and authorization to advertise for bids.

Following is a schedule for the project:

1) April 20, 2021 – Hold Public Hearing, Mayor and City Council order the improvements
2) April 20, 2021 – Mayor and City Council approves final plans and orders advertisement of bids
3) June 1, 2021 – Open bids
4) June 8, 2021 – Mayor and City Council awards bid
5) June 2021 – Commence construction
6) November, 2021 – Substantial construction completion
7) November, 2021 – Conduct final assessment hearing

As required by the Minnesota State Statute Chapter 429 process, we are requesting that City Council authorize the project, approve plans and specifications and authorize advertisement for bids.

A resolution is attached to authorize the project. A second resolution is attached to approve the plans and authorize the advertisement for bids.

I will be at the April 20, 2021 Council meeting to provide a condensed presentation on the project and assist with questions during the Public Hearing. Please contact me with any questions or comments.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2021-XXX

AUTHORIZING IMPROVEMENT
ON THE MAIN STREET RECONSTRUCTION PROJECT

WHEREAS, pursuant to Resolution 2021-049 of the City Council adopted March 16, 2021, fixed a date for a council hearing on the improvement of Main Street W from Whiskey Road to 4th Avenue NW. The improvement shall consist of street reconstruction and sidewalk reconstruction, and;

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 20th day of April, 2021, at which all persons desiring to be heard were given an opportunity to be heard thereon;

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.

2. Such improvement is hereby ordered as proposed.

This resolution was duly adopted by the Isanti City Council this 20th day of April 2021.

Motion: Seconded: Carried:

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING PLANS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE MAIN STREET RECONSTRUCTION PROJECT

WHEREAS, pursuant to Resolution No. 2021-050 passed by the Council, the City Engineer, Bolton & Menk, Inc. has prepared plans and specifications for the Main Street Reconstruction project. The improvements shall consist of in whole or a part in the above-mentioned improvement area: street reconstruction, sidewalk reconstruction, and curb & gutter reconstruction;

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

1. Such plans and specifications, copies of which are on file in the City Offices, are hereby approved.
2. Bolton & Menk, Inc. shall prepare and cause to be inserted in the official paper and in Finance & Commerce and on QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 2:00 pm on June 1, 2021 at which time they will be publicly opened in the Council Chambers of the City Hall by the City Engineer, will then be tabulated, and will be considered by the council at approximately 7:00 p.m. on June 8, 2021**,** in the Council Chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a bid bond payable to the City of Isanti for five percent (5%) of the amount of such bid.

This resolution was duly adopted by the Isanti City Council this 20th day of April 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: April 20th 2021
Subject: Resolution 2021-XXX Accepting the 2020 Annual Financial Report & Management Letter

Background:
Justin Nilson, Audit Manager with Abdo, Eick & Meyers (AEM) will discuss the 2020 Annual Financial Report and Management Letter by Zoom.

Request:
Consider resolution accepting the 2020 Annual Financial Report and Management Letter

Attachment:
- Resolution 2021-XXX – Accepting the 2020 Annual Financial Report and Management Letter
- 2020 Audit Presentation Slides
- 2020 Management Letter
- 2020 Annual Financial Report

RESOLUTION 2021-XXX

ACCEPTING THE 2020 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 2020;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the 2020 Annual Financial Report and Management Letter.

This Resolution is hereby approved by the Isanti City Council this 20th day of April 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

ABDO EICK & MEYERS LLP

Certified Public Accountants & Consultants

City of Isanti

2020 Financial Statement Audit

Introduction

- Audit Opinion and Responsibility
- General Fund Results
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators

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Audit Results

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Auditor's Opinion



Minnesota Legal Compliance



Audit Results

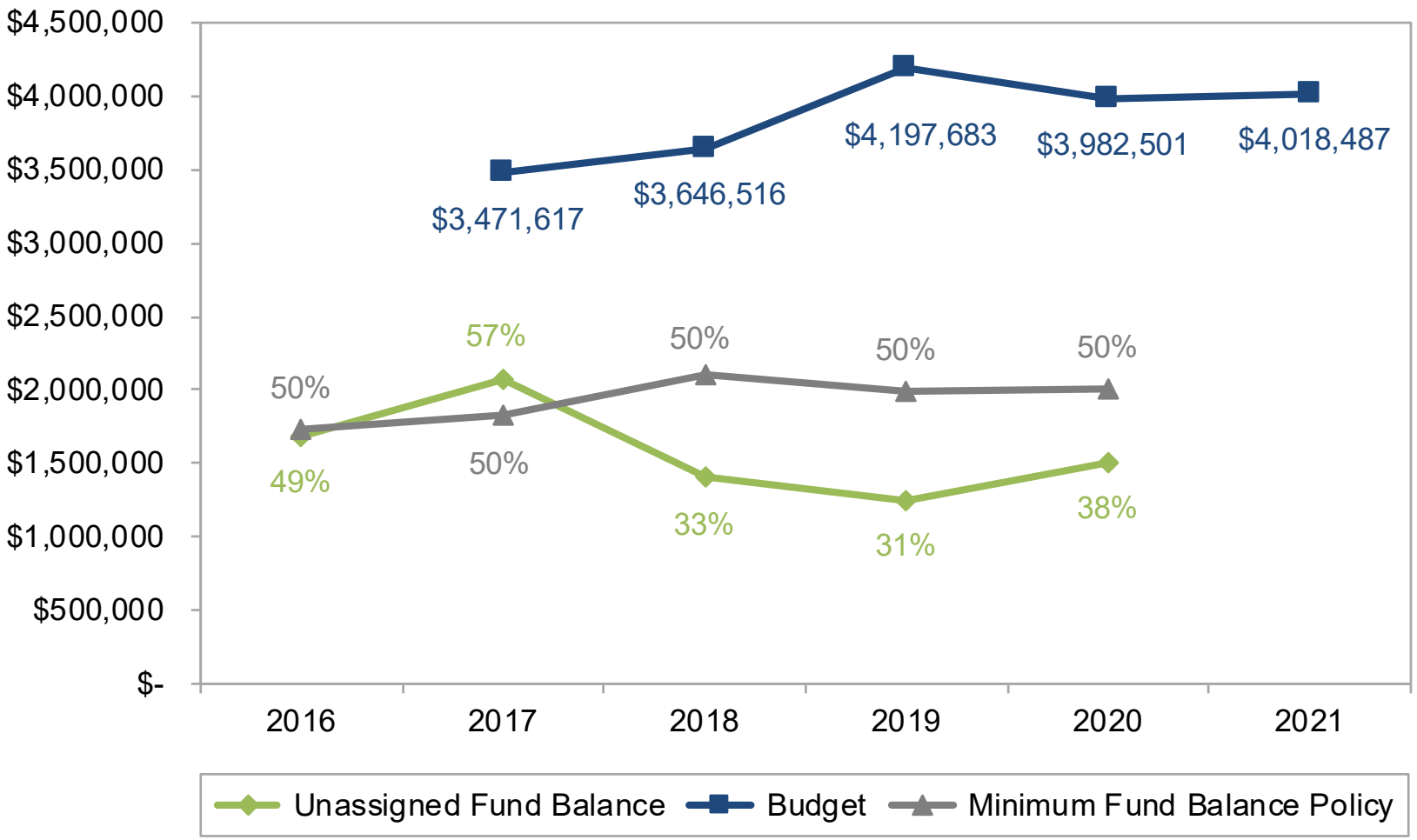
2020 Audit Findings

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Preparation of Financial Statements

- Internal Control Finding

General Fund - Fund Balances



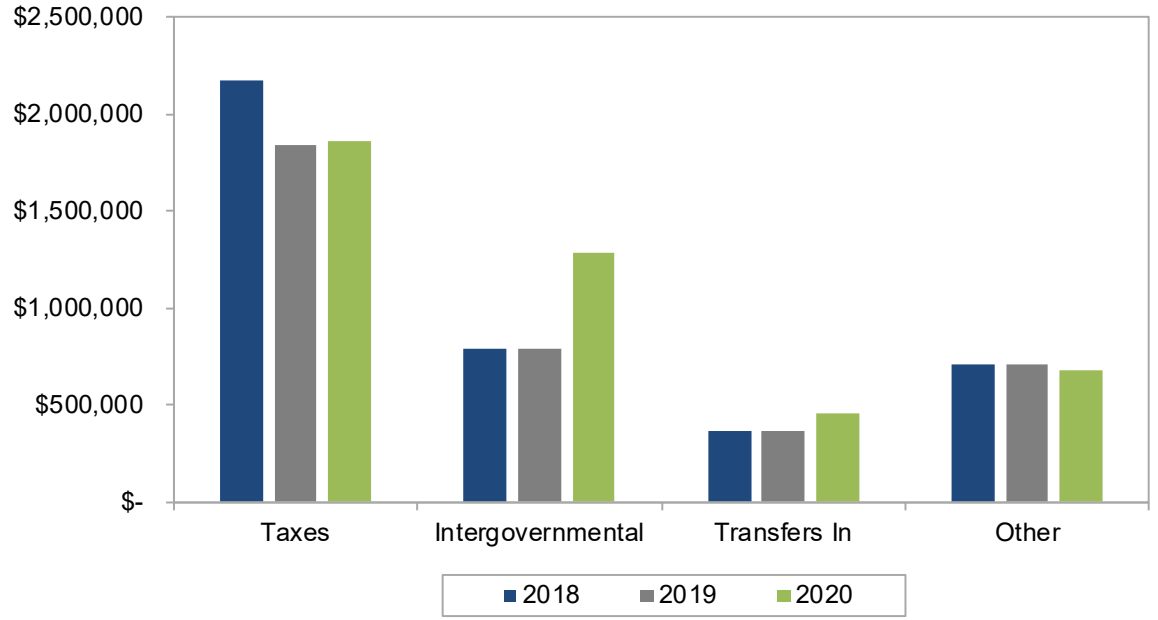
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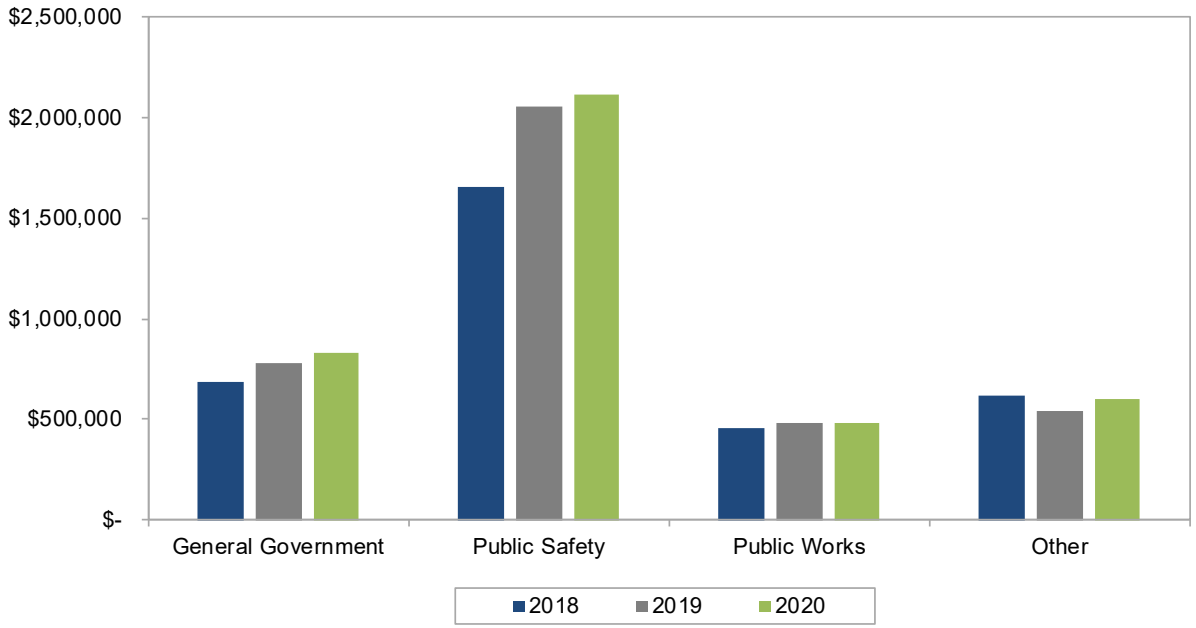
General Fund Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	$ 3,481,600	$ 3,827,152	$ 345,552
Expenditures	3,739,938	4,027,265	(287,327)
Excess (Deficiency) of Revenues Over (Under) Expenditures	(258,338)	(200,113)	58,225
Other Financing Sources (Uses)			
Transfers in	451,176	455,976	4,800
Transfers out	(242,563)	-	242,563
Total Other Financing Sources (Uses)	208,613	455,976	247,363
Net Change in Fund Balances	(49,725)	255,863	305,588
Fund Balances, January 1	1,263,274	1,263,274	-
Fund Balances, December 31	$ 1,213,549	$ 1,519,137	$ 305,588

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General Fund Revenues and Expenditures by Type

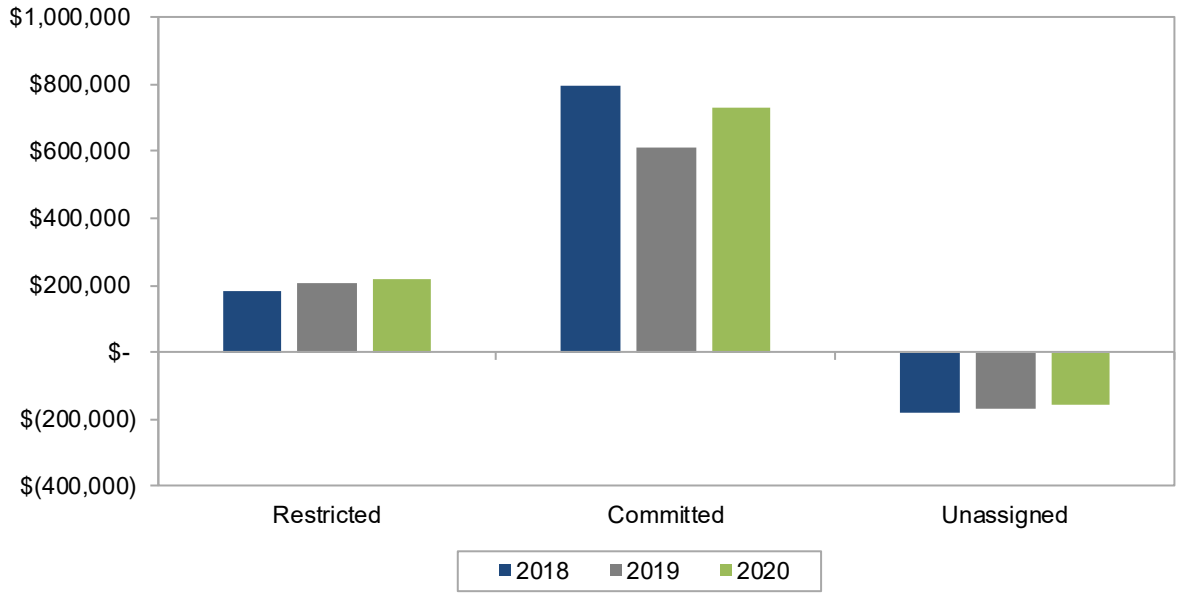




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Special Revenue Fund Balances

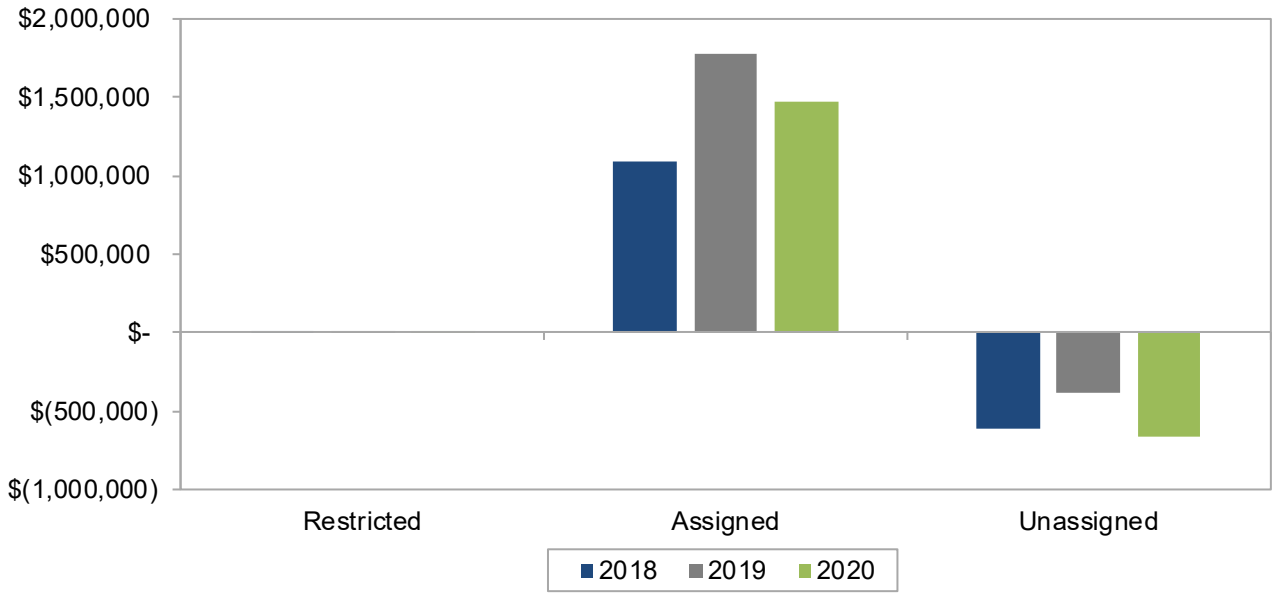
Fund	Fund Balances December 31, 2019	2020	Increase (Decrease)
Nonmajor			
Redbirds Maintenance	$ 1,871	$ (149)	$ (2,020)
Economic Development Authority	160,851	153,956	(6,895)
Park	103,504	245,870	142,366
Revolving Loan	329,941	323,718	(6,223)
Forfeiture	9,884	7,115	(2,769)
Youth Rec Education Safety	3,272	-	(3,272)
Cambridge Isanti Joint Event	1,472	-	(1,472)
Isanti Indoor Arena	(167,588)	(157,901)	9,687
TIF 9	136,149	151,972	15,823
TIF 10	57,854	58,341	487
City Technology Improvement	8,746	11,888	3,142
Total	$ 645,956	$ 794,810	$ 148,854



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Capital Projects Fund Balances

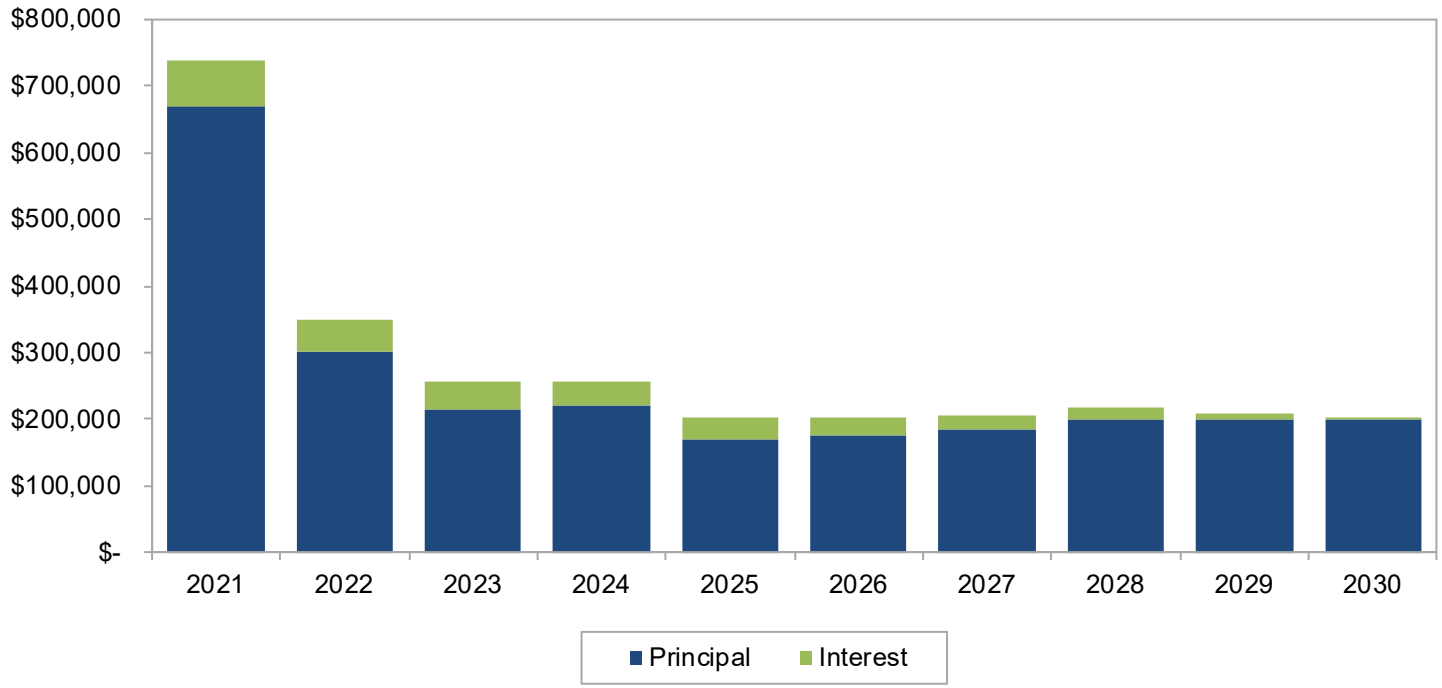
Capital Projects Fund	Fund Balances December 31, 2019	2020	Increase (Decrease)
Major			
Street Construction	$ (15,328)	$ (527,490)	$ (512,162)
Highway 64 and Cajima	358,853	4,508	(354,345)
Capital Replacement	797,706	802,358	4,652
Nonmajor			
2017 Palomino Road Street Improvements	(287,974)	(66,193)	$ 221,781
Fairway Blvd/County 5 Signal	200,848	215,429	14,581
City Parking Improvements	(74,687)	(74,687)	-
2017 Pavement Management Improvements	431,367	458,625	27,258
Total	$ 1,410,785	$ 812,550	$ (598,235)



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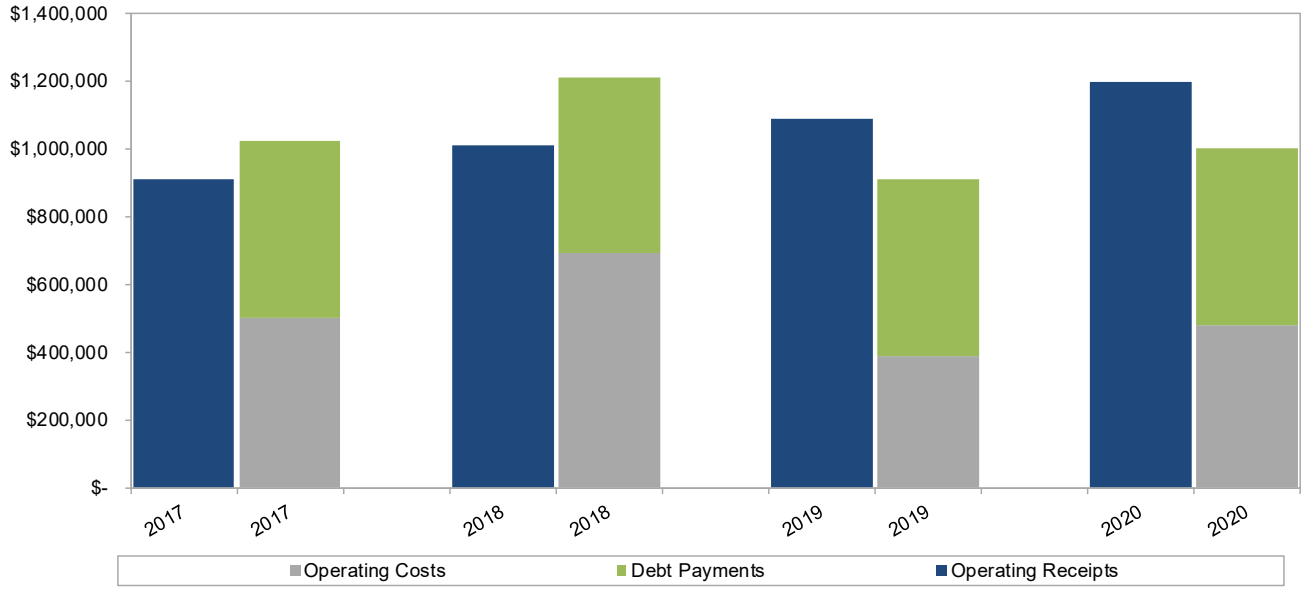
Debt Service Funds

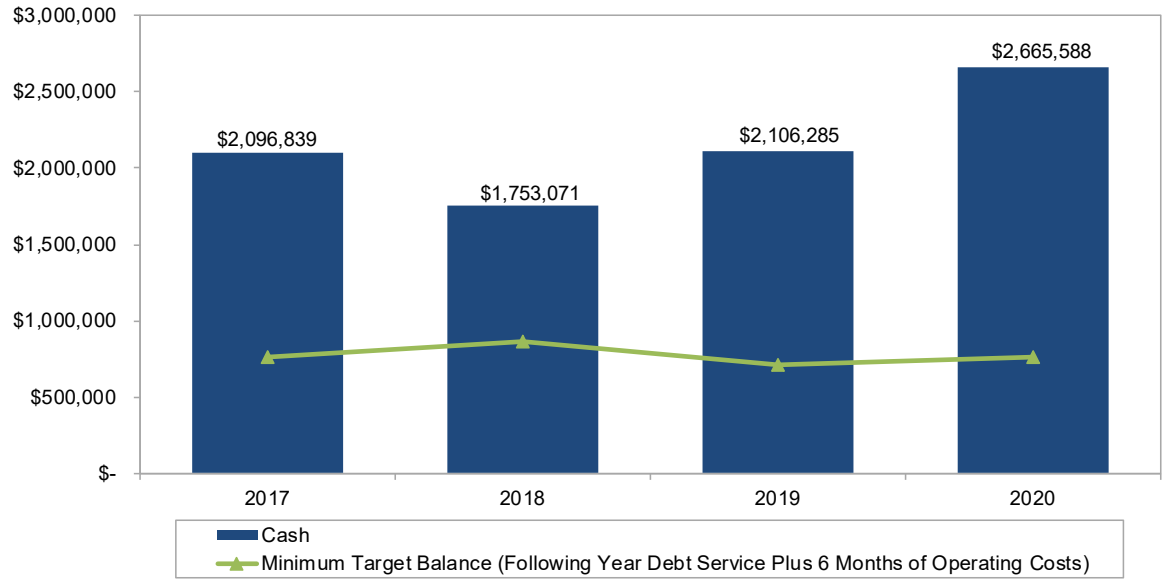
Debt Service Fund	Cash Balance	Total Assets	Bonds Outstanding	Maturity Date
2010B G.O. Improvement Bonds	$ 436,374	$ 719,384	$ 375,000	08/01/21
2011A G.O. Improvement Bonds	152,725	187,443	175,000	02/01/22
2014A G.O.Tax Abatement Bonds	314,383	314,611	1,805,000	02/01/30
2014B G.O.Improvement Bonds	34,678	68,747	180,000	02/01/24
Total	$ 938,160	$ 1,290,185	$ 2,535,000	
	Total Remaining Interest Payments		$ 307,301	



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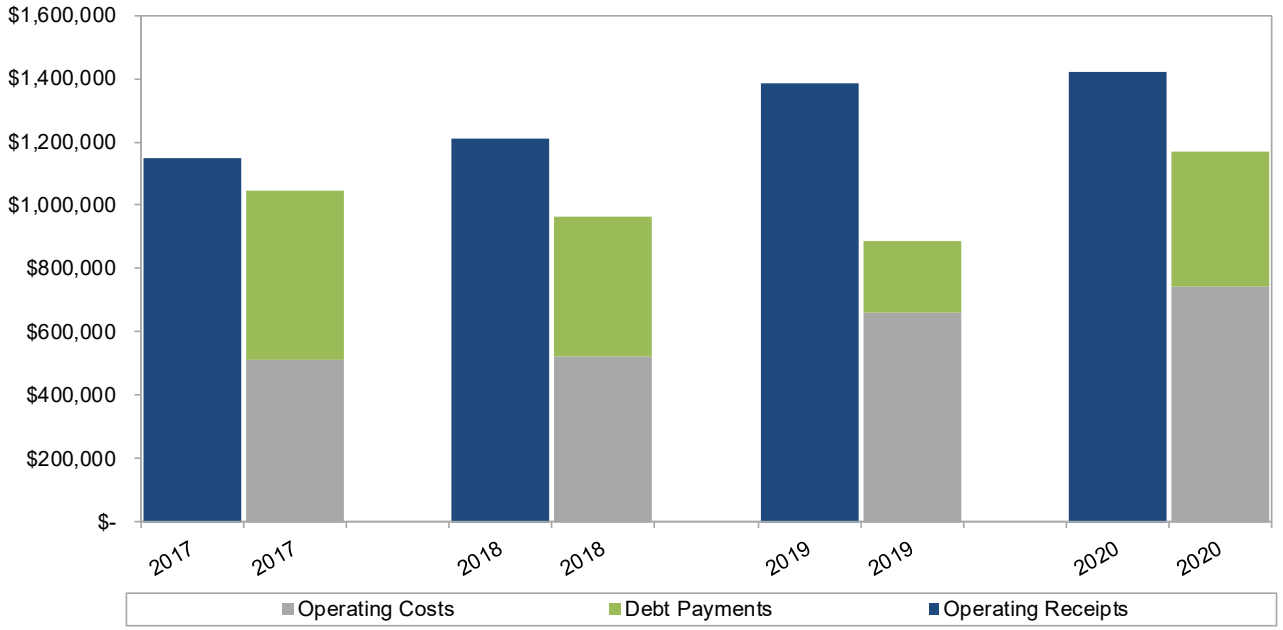
Water Fund -
Cash Flows from Operations and Cash Balances

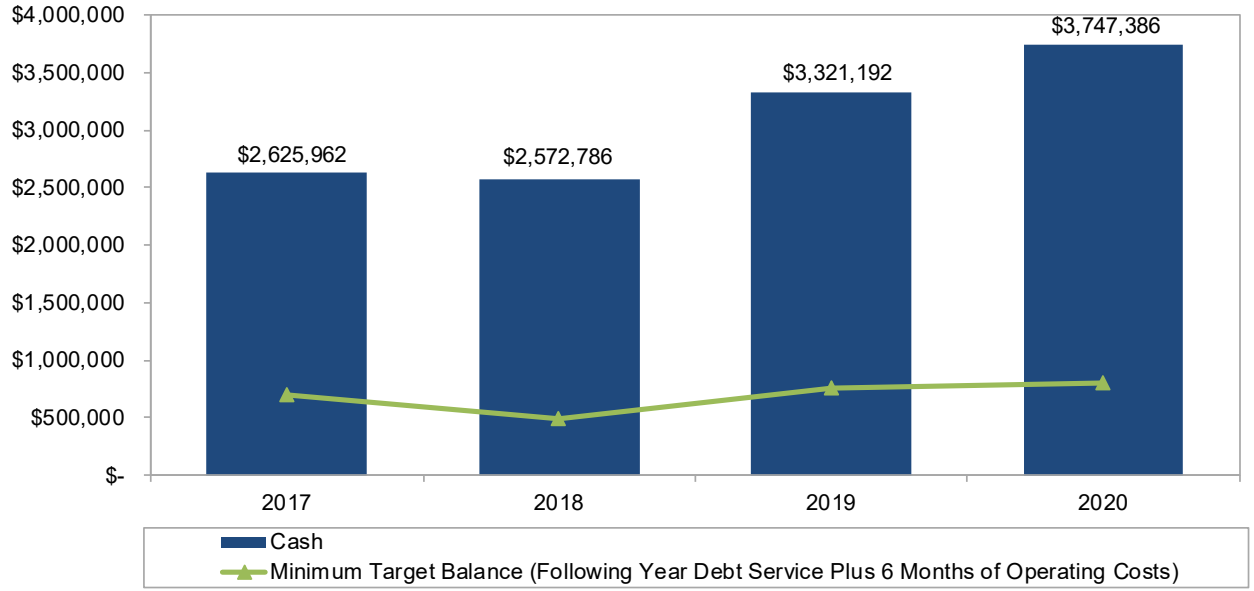




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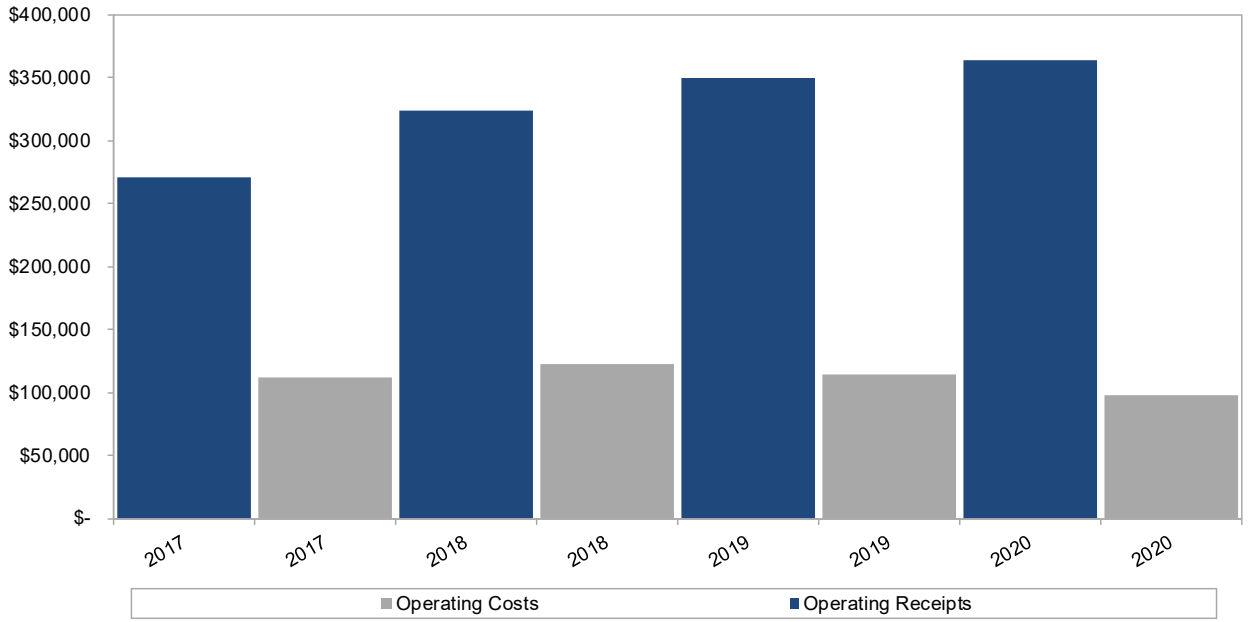
Sewer Fund -
Cash Flows from Operations and Cash Balances

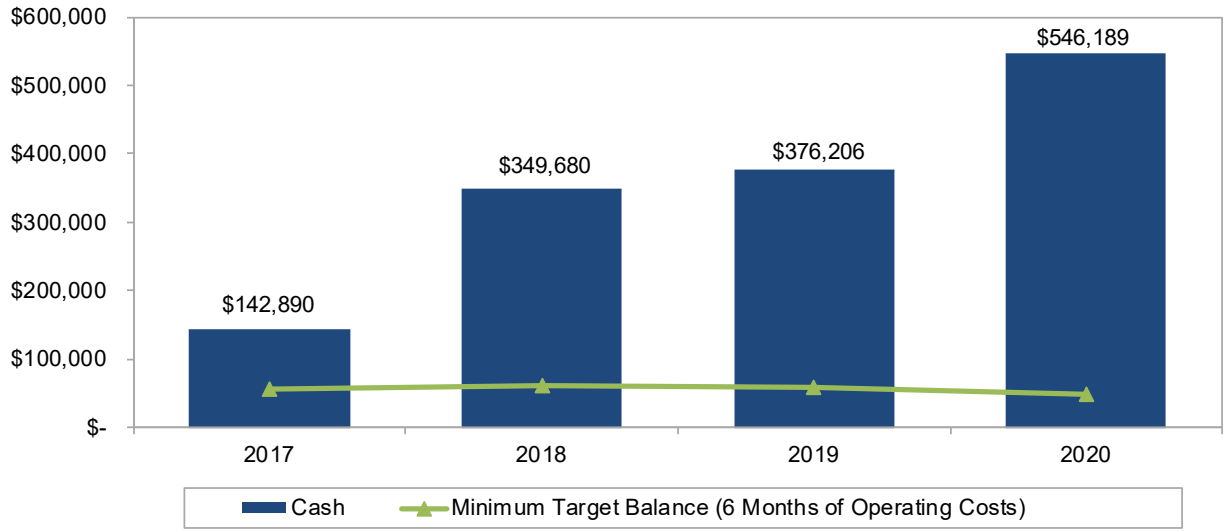




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Stormwater Fund -
Cash Flows from Operations and Cash Balances





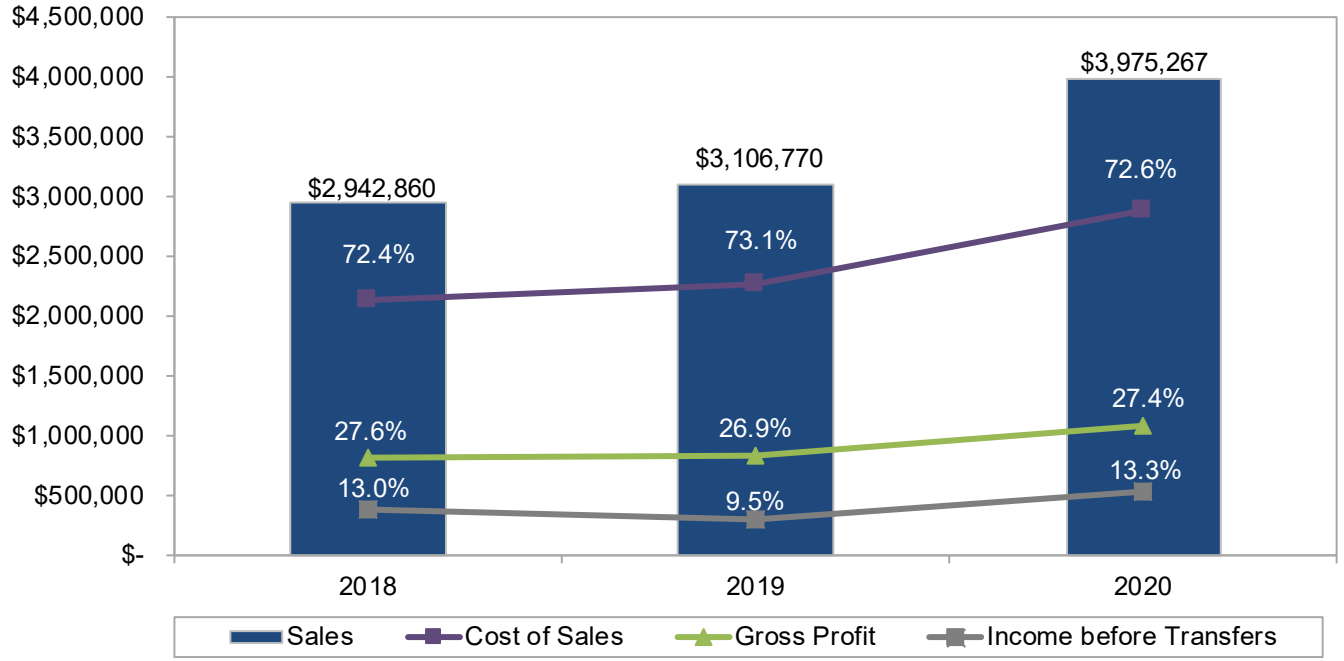
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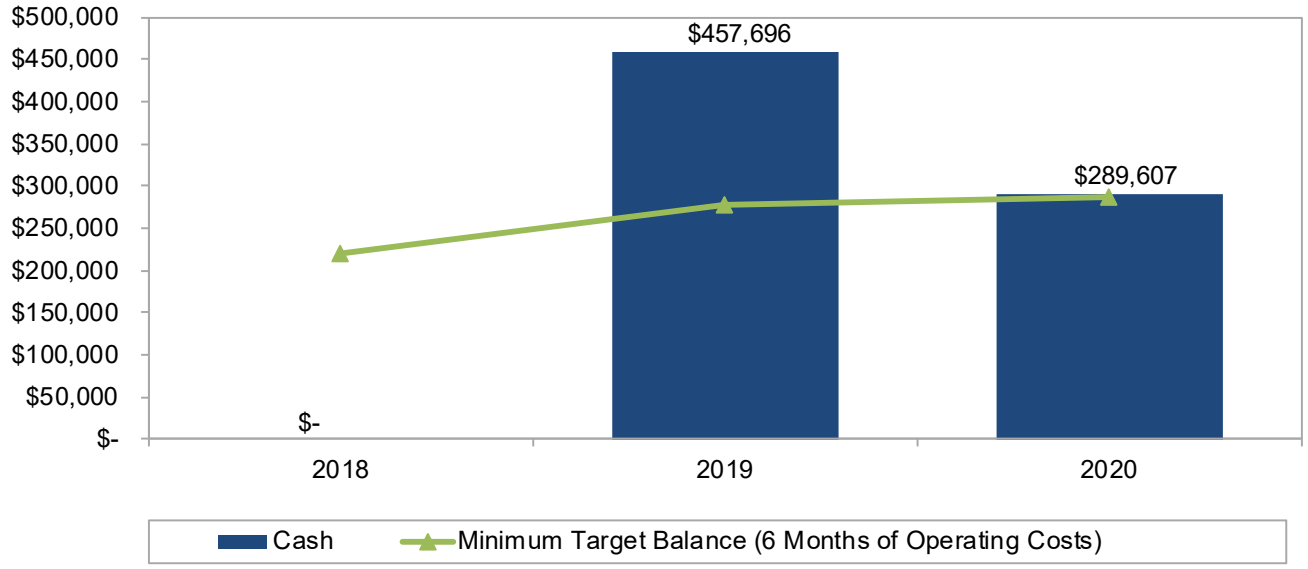
Liquor Store Fund -
Gross Profit and Cash Balances

	2018		2019		2020		2019
	Total	Percent	Total	Percent	Total	Percent	OSA Averages
Sales	$ 2,942,860	100.0 %	$ 3,106,770	100.0 %	$ 3,975,267	100.0 %	100.0 %
Cost of Sales	2,129,562	72.4	2,270,724	73.1	2,886,887	72.6	73.6
Gross Profit	813,298	27.6	836,046	26.9	1,088,380	27.4	26.4
Operating Expenses	437,579	14.9	553,910	17.8	571,770	14.4	19
Operating Income	375,719	12.7	282,136	9.1	516,610	13.0	7.7
Nonoperating Revenues (Expenses)	7,382	0.3	13,233	0.4	12,629	0.3	- - 0.4
Income Before Transfers	383,101	13.0	295,369	9.5	529,239	13.3	8.1
Transfers Out	(350,000)	(11.9)	(350,000)	(11.3)	(350,000)	(8.8)	-
Change in Net Position	$ 33,101	1.1 %	$ (54,631)	(1.8) %	$ 179,239	4.5 %	8.1 %
Cash and investments	$ -		$ 457,696		$ 289,607		

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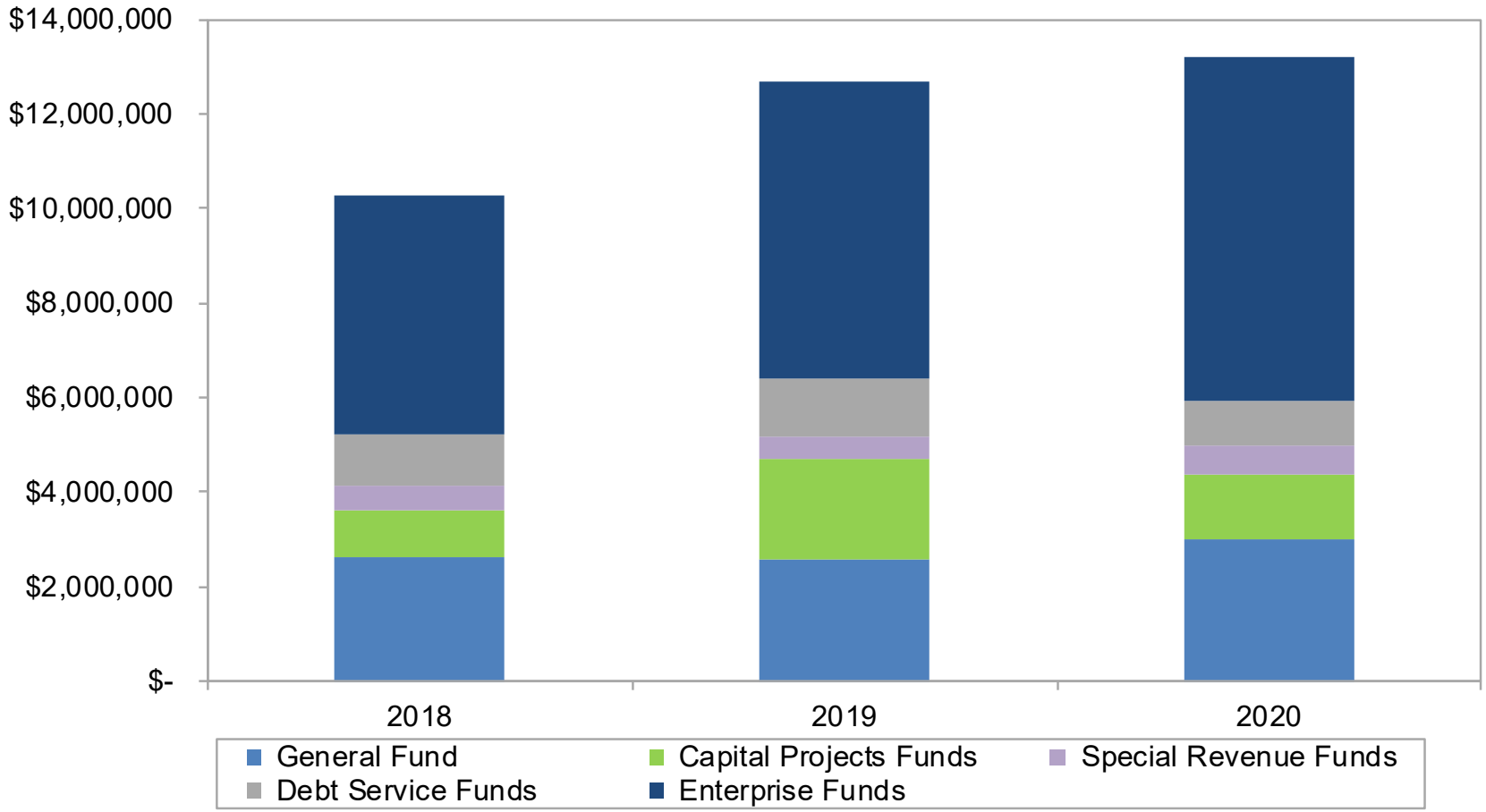
Liquor Store Fund -
Gross Profit and Cash Balances





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Cash and Investments Balances by Fund Type

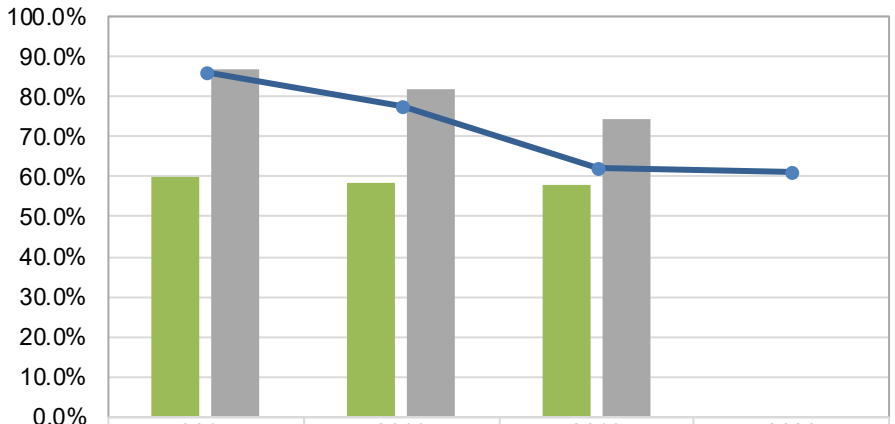


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Key Performance Indicators

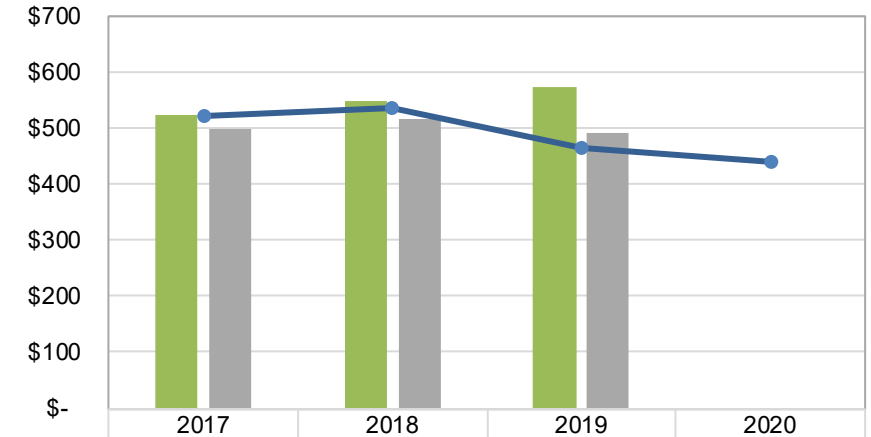
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Tax Rates



	2017	2018	2019	2020
Class 4 Cities	59.8%	58.5%	58.1%	N/A
Cities in Isanti County	86.7%	81.9%	74.3%	N/A
City of Isanti	85.9%	77.8%	62.0%	61.2%

Taxes Per Capita

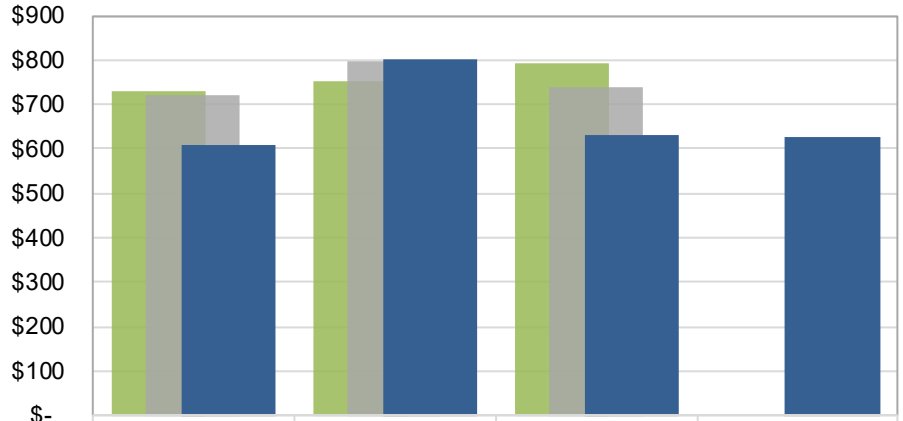


	2017	2018	2019	2020
Class 4 Cities	$524	$549	$574	N/A
Cities in Isanti County	$498	$517	$490	N/A
City of Isanti	$521	$535	$465	$440

Key Performance Indicators

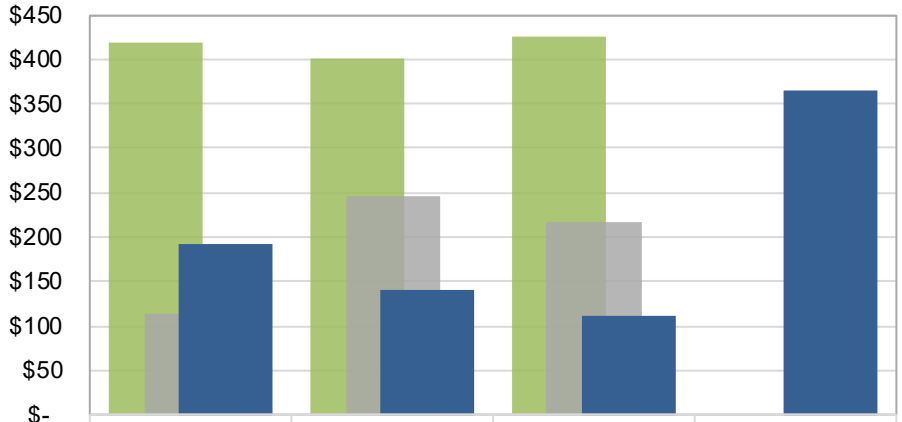
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Current Expenditures Per Capita



	2017	2018	2019	2020
Class 4 Cities	$730	$753	$791	N/A
Cities in Isanti County	$722	$799	$741	N/A
City of Isanti	$607	$803	$630	$628

Capital Expenditures Per Capita

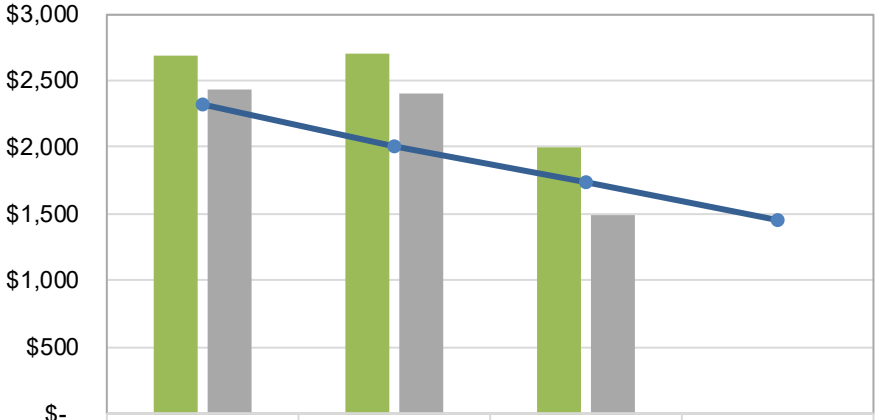


	2017	2018	2019	2020
Class 4 Cities	$418	$400	$426	N/A
Cities in Isanti County	$114	$245	$217	N/A
City of Isanti	$191	$140	$111	$365

Key Performance Indicators

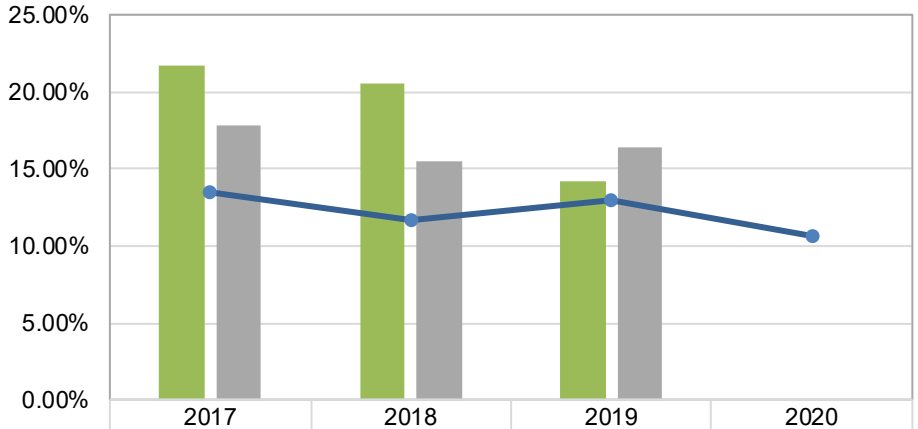
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Debt Expenditures Per Capita



	2017	2018	2019	2020
Class 4 Cities	$2,693	$2,697	$2,005	N/A
Cities in Isanti County	$2,435	$2,398	$1,489	N/A
City of Isanti	$2,318	$2,012	$1,743	$1,457

Debt Service Expenditures as a Percent of Total Expenditures



	2017	2018	2019	2020
Class 4 Cities	21.79%	20.55%	14.16%	N/A
Cities in Isanti County	17.81%	15.50%	16.44%	N/A
City of Isanti	13.53%	11.70%	13.04%	10.70%

Audit Team Contacts



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Manager

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Management Communication

City of Isanti

Isanti, Minnesota

For the Year Ended
December 31, 2020

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

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Certified Public Accountants & Consultants

April 14, 2021

Management, Honorable Mayor and City Council
City of Isanti, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City) for the year ended December 31, 2020. 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 30, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing 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.

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.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section 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. As described below, we identified a deficiency that we consider to be a significant deficiency, finding 2020-001.

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2020-001 **Preparation of Financial Statements**

Condition: As in prior years, we were requested to draft the audited financial statements and related footnote disclosures as part of our regular audit services. Recent auditing standards require auditors to communicate this situation to the City Council as an internal control deficiency. 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.

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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 statements. 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. As a result of our testing we noted 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.

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, 2020. 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.

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.

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. The following material misstatements detected as a result of audit procedures were corrected by management: Recognizing expense activity for business subsidy payments.

We assisted in preparing a number of year end accounting entries. These were necessary to adjust the City's records at year end to correct ending balances. The City should establish more detailed processes and procedures to reduce the total number of entries in each category. The City will receive better and timelier information if the preparation of year end entries is completed internally.

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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 14, 2021.

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, the Schedules of Employer's Contributions, and the Schedule of Changes in Net Pension Liability (Asset) and Related Ratios), Schedule of changes in the City's OPEB Liability and related ratios, 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 and schedule of federal awards), 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.

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.

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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. 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.

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.

GASB Statement No. 89 - *Accounting for Interest Cost Incurred before the End of a Construction Period*

Summary

The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

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Future Accounting Standard Changes (Continued)

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The requirements of this Statement should be applied prospectively.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with more relevant information about capital assets and the cost of borrowing for a reporting period. The resulting information also will enhance the comparability of information about capital assets and the cost of borrowing for a reporting period for both governmental activities and business-type activities.

GASB Statement No. 91 - *Conduit Debt Obligations*

Summary

The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

All conduit debt obligations involve the issuer making a limited commitment. Some issuers extend additional commitments or voluntary commitments to support debt service in the event the third party is, or will be, unable to do so.

An issuer should not recognize a conduit debt obligation as a liability. However, an issuer should recognize a liability associated with an additional commitment or a voluntary commitment to support debt service if certain recognition criteria are met. As long as a conduit debt obligation is outstanding, an issuer that has made an additional commitment should evaluate at least annually whether those criteria are met. An issuer that has made only a limited commitment should evaluate whether those criteria are met when an event occurs that causes the issuer to reevaluate its willingness or ability to support the obligor's debt service through a voluntary commitment.

This Statement also addresses arrangements - often characterized as leases - that are associated with conduit debt obligations. In those arrangements, capital assets are constructed or acquired with the proceeds of a conduit debt obligation and used by third-party obligors in the course of their activities. Payments from third-party obligors are intended to cover and coincide with debt service payments. During those arrangements, issuers retain the titles to the capital assets. Those titles may or may not pass to the obligors at the end of the arrangements.

This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2020. Earlier application is encouraged.

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Future Accounting Standard Changes (Continued)

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by eliminating the existing option for issuers to report conduit debt obligations as their own liabilities, thereby ending significant diversity in practice. The clarified definition will resolve stakeholders' uncertainty as to whether a given financing is, in fact, a conduit debt obligation. Requiring issuers to recognize liabilities associated with additional commitments extended by issuers and to recognize assets and deferred inflows of resources related to certain arrangements associated with conduit debt obligations also will eliminate diversity, thereby improving comparability in reporting by issuers. Revised disclosure requirements will provide financial statement users with better information regarding the commitments issuers extend and the likelihood that they will fulfill those commitments. That information will inform users of the potential impact of such commitments on the financial resources of issuers and help users assess issuers' roles in conduit debt obligations.

GASB Statement No. 92 - *Omnibus 2020*

Summary

The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics and includes specific provisions about the following:

- The effective date of Statement No. 87, Leases, and Implementation Guide No. 2019-3, Leases, for interim financial reports
- Reporting of intra-entity transfers of assets between a primary government employer and a component unit defined benefit pension plan or defined benefit other postemployment benefit (OPEB) plan
- The applicability of Statements No. 73, Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68, as amended, and No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, as amended, to reporting assets accumulated for postemployment benefits
- The applicability of certain requirements of Statement No. 84, Fiduciary Activities, to postemployment benefit arrangements
- Measurement of liabilities (and assets, if any) related to asset retirement obligations (AROs) in a government acquisition
- Reporting by public entity risk pools for amounts that are recoverable from reinsurers or excess insurers
- Reference to nonrecurring fair value measurements of assets or liabilities in authoritative literature
- Terminology used to refer to derivative instruments.

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Future Accounting Standard Changes (Continued)

Effective Date and Transition

The requirements of this Statement are effective as follows:

- The requirements related to the effective date of Statement 87 and Implementation Guide 2019-3, reinsurance recoveries, and terminology used to refer to derivative instruments are effective upon issuance.

- The requirements related to intra-entity transfers of assets and those related to the applicability of Statements 73 and 74 are effective for fiscal years beginning after June 15, 2020.

- The requirements related to application of Statement 84 to postemployment benefit arrangements and those related to nonrecurring fair value measurements of assets or liabilities are effective for reporting periods beginning after June 15, 2020.

- The requirements related to the measurement of liabilities (and assets, if any) associated with AROs in a government acquisition are effective for government acquisitions occurring in reporting periods beginning after June 15, 2020.

Earlier application is encouraged and is permitted by topic.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. More comparable reporting will improve the usefulness of information for users of state and local government financial statements.

GASB Statement No. 93 - *Replacement of Interbank Offered Rates*

Summary

The objective of this Statement is to address those and other accounting and financial reporting implications that result from the replacement of an IBOR. This Statement achieves that objective by:

- Providing exceptions for certain hedging derivative instruments to the hedge accounting termination provisions when an IBOR is replaced as the reference rate of the hedging derivative instrument's variable payment

- Clarifying the hedge accounting termination provisions when a hedged item is amended to replace the reference rate

- Clarifying that the uncertainty related to the continued availability of IBORs does not, by itself, affect the assessment of whether the occurrence of a hedged expected transaction is probable

- Removing LIBOR as an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap

- Identifying a Secured Overnight Financing Rate and the Effective Federal Funds Rate as appropriate benchmark interest rates for the qualitative evaluation of the effectiveness of an interest rate swap

- Clarifying the definition of reference rate, as it is used in Statement 53, as amended

- Providing an exception to the lease modifications guidance in Statement 87, as amended, for certain lease contracts that are amended solely to replace an IBOR as the rate upon which variable payments depend

Future Accounting Standard Changes (Continued)

Effective Date and Transition

The removal of LIBOR as an appropriate benchmark interest rate is effective for reporting periods ending after December 31, 2021. All other requirements of this Statement are effective for reporting periods beginning after June 15, 2020. Earlier application is encouraged. The exceptions to the existing provisions for hedge accounting termination and lease modifications in this Statement will reduce the cost of the accounting and financial reporting ramifications of replacing IBORs with other reference rates. The reliability and relevance of reported information will be maintained by requiring that agreements that effectively maintain an existing hedging arrangement continue to be accounted for in the same manner as before the replacement of a reference rate. As a result, this Statement will preserve the consistency and comparability of reporting hedging derivative instruments and leases after governments amend or replace agreements to replace an IBOR.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. More comparable reporting will improve the usefulness of information for users of state and local government financial statements.

GASB Statement No. 94 - *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*

Summary

The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement.

This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction.

Effective Date and Transition

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

PPPs should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or if applicable to earlier periods, the beginning of the earliest period restated).

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by establishing the definitions of PPPs and APAs and providing uniform guidance on accounting and financial reporting for transactions that meet those definitions. That uniform guidance will provide more relevant and reliable information for financial statement users and create greater consistency in practice. This Statement will enhance the decision usefulness of a government's financial statements by requiring governments to report assets and liabilities related to PPPs consistently and disclose important information about PPP transactions. The required disclosures will allow users to understand the scale and important aspects of a government's PPPs and evaluate a government's future obligations and assets resulting from PPPs.

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Future Accounting Standard Changes (Continued)

GASB Statement No. 95 - *Postponement of the Effective Dates of Certain Authoritative Guidance*

Summary

The primary objective of this Statement is to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. That objective is accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later.

The effective dates of certain provisions contained in the following pronouncements are postponed by one year:

- Statement No. 83, Certain Asset Retirement Obligations
- Statement No. 84, Fiduciary Activities
- Statement No. 88, Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements
- Statement No. 89, Accounting for Interest Cost Incurred before the End of a Construction Period
- Statement No. 90, Majority Equity Interests
- Statement No. 91, Conduit Debt Obligations
- Statement No. 92, Omnibus 2020
- Statement No. 93, Replacement of Interbank Offered Rates
- Implementation Guide No. 2017-3, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (and Certain Issues Related to OPEB Plan Reporting)
- Implementation Guide No. 2018-1, Implementation Guidance Update - 2018
- Implementation Guide No. 2019-1, Implementation Guidance Update - 2019
- Implementation Guide No. 2019-2, Fiduciary Activities.

The effective dates of the following pronouncements are postponed by 18 months:

- Statement No. 87, Leases
- Implementation Guide No. 2019-3, Leases.

Effective Date and Transition

The requirements of this Statement are effective immediately.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

Providing governments with sufficient time to apply the authoritative guidance addressed in this Statement will help to safeguard the reliability of their financial statements, which in turn will benefit the users of those financial statements.

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Future Accounting Standard Changes (Continued)

GASB Statement No. 96 - *Subscription-Based Information Technology Arrangements*

Summary

This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended.

Under this Statement, a government generally should recognize a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability. A government should recognize the subscription liability at the commencement of the subscription term, - which is when the subscription asset is placed into service. The subscription liability should be initially measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments should be discounted using the interest rate the SBITA vendor charges the government, which may be implicit, or the government's incremental borrowing rate if the interest rate is not readily determinable. A government should recognize amortization of the discount on the subscription liability as an outflow of resources (for example, interest expense) in subsequent financial reporting periods.

This Statement provides an exception for short-term SBITAs. Short-term SBITAs have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs should be recognized as outflows of resources.

This Statement requires a government to disclose descriptive information about its SBITAs other than short-term SBITAs, such as the amount of the subscription asset, accumulated amortization, other payments not included in the measurement of a subscription liability, principal and interest requirements for the subscription liability, and other essential information.

Effective Date and Transition

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged. Assets and liabilities resulting from SBITAs should be recognized and measured using the facts and circumstances that existed at the beginning of the fiscal year in which this Statement is implemented. Governments are permitted, but are not required, to include in the measurement of the subscription asset capitalizable outlays associated with the initial implementation stage and the operation and additional implementation stage incurred prior to the implementation of this Statement.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by establishing a definition for SBITAs and providing uniform guidance for accounting and financial reporting for transactions that meet that definition. That definition and uniform guidance will result in greater consistency in practice. Establishing the capitalization criteria for implementation costs also will reduce diversity and improve comparability in financial reporting by governments. This Statement also will enhance the relevance and reliability of a government's financial statements by requiring a government to report a subscription asset and subscription liability for a SBITA and to disclose essential information about the arrangement. The disclosures will allow users to understand the scale and important aspects of a government's SBITA activities and evaluate a government's obligations and assets resulting from SBITAs.

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Future Accounting Standard Changes (Continued)

GASB Statement No. 97 - *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans - an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*

Summary

The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans.

This Statement requires that for purposes of determining whether a primary government is financially accountable for a potential component unit, except for a potential component unit that is a defined contribution pension plan, a defined contribution OPEB plan, or another employee benefit plan (for example, certain Section 457 plans), the absence of a governing board should be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform.

This Statement also requires that the financial burden criterion in paragraph 7 of Statement No. 84, Fiduciary Activities, be applicable to only defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement No. 67, Financial Reporting for Pension Plans, or paragraph 3 of Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, respectively.

This Statement (1) requires that a Section 457 plan be classified as either a pension plan or another employee benefit plan depending on whether the plan meets the definition of a pension plan and (2) clarifies that Statement 84, as amended, should be applied to all arrangements organized under IRC Section 457 to determine whether those arrangements should be reported as fiduciary activities.

This Statement supersedes the remaining provisions of Statement No. 32, Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans, as amended, regarding investment valuation requirements for Section 457 plans. As a result, investments of all Section 457 plans should be measured as of the end of the plan's reporting period in all circumstances.

Effective Date and Transition

The requirements of this Statement that (1) exempt primary governments that perform the duties that a governing board typically performs from treating the absence of a governing board the same as the appointment of a voting majority of a governing board in determining whether they are financially accountable for defined contribution pension plans, defined contribution OPEB plans, or other employee benefit plans and (2) limit the applicability of the financial burden criterion in paragraph 7 of Statement 84 to defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement 67 or paragraph 3 of Statement 74, respectively, are effective immediately.

The requirements of this Statement that are related to the accounting and financial reporting for Section 457 plans are effective for fiscal years beginning after June 15, 2021. For purposes of determining whether a primary government is financially accountable for a potential component unit, the requirements of this Statement that provide that for all other arrangements, the absence of a governing board be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform, are effective for reporting periods beginning after June 15, 2021. Earlier application of those requirements is encouraged and permitted by requirement as specified within this Statement.

The Board considered the effective dates for the requirements of this Statement in light of the COVID-19 pandemic and in concert with Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance.

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Future Accounting Standard Changes (Continued)

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will result in more consistent financial reporting of defined contribution pension plans, defined contribution OPEB plans, and other employee benefit plans, while mitigating the costs associated with reporting those plans. The requirements also will enhance the relevance, consistency, and comparability of (1) the information related to Section 457 plans that meet the definition of a pension plan and the benefits provided through those plans and (2) investment information for all Section 457 plans.

(1) *Note*. From GASB Pronouncements Summaries. Copyright 2020 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

* * * *

Restriction on Use

This purpose of this communication is solely for the information and use of the City Council and management of the City and is not intended to be, 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 14, 2021

People + Process. Going Beyond the Numbers

Annual Financial Report

City of Isanti

Isanti, Minnesota

For the Year Ended
December 31, 2020

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

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City of Isanti, Minnesota
Annual Financial Report
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For the Year Ended December 31, 2020

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INTRODUCTORY SECTION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2020

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City of Isanti, Minnesota
Elected and Appointed Officials
For the Year Ended December 31, 2020

ELECTED

Name	Title	Term Expires December 31,
Jeff Johnson	Mayor	2022
Jimmy Gordon	Council Member	2024
Steve Lundeen	Council Member	2024
Paul Bergley	Council Member	2022
Dan Collison	Council Member	2022

APPOINTED

Josi Wood	Administrator
Mike Betker	Finance Director

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FINANCIAL SECTION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2020

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ABDO EICK & 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, 2020, 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, 2020, 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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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, the related note disclosures, and the Schedule of Changes in the City's OPEB Liability and Related Ratios starting on page 82 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 14, 2021 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 solely 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 effectiveness of 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 14, 2021

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, 2020.

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 $49,994,492. Of this amount, $9,492,051 (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 $4,716,658. This was largely a result of operating income within business-type activities of $1,241,406 as well as capital contributions of $740,863 from connection fees.

- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of $4,064,200, a decrease of $482,176, in comparison with the prior year.

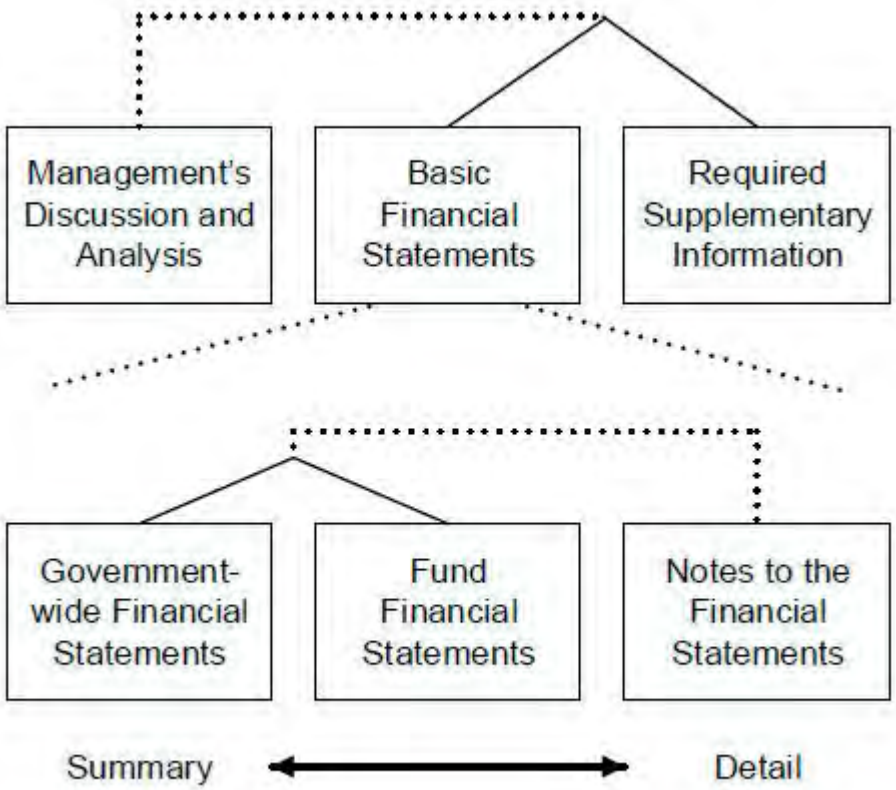
- At the end of the current fiscal year, unassigned fund balance for the General fund was $1,509,947, or 37.5 percent of 2020 expenditures and transfers out.

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 of resources and liabilities and deferred outflows of resources, with the difference 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 35 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 44 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 51 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 starting on page 82 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 90 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 $49,994,492 at the close of the most recent fiscal year.

By far, the largest portion of the City's net position (78.0 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		
	2020	2019	Increase (Decrease)	2020	2019	Increase (Decrease)
Assets						
Current and other assets	$ 6,346,526	$ 6,631,435	$ (284,909)	$ 8,973,023	$ 8,017,400	$ 955,623
Capital assets, net of depreciation	18,710,299	17,044,869	1,665,430	29,365,779	28,390,257	975,522
Total Assets	25,056,825	23,676,304	1,380,521	38,338,802	36,407,657	1,931,145
Deferred Outflows of Resources						
Deferred pension resource	733,127	1,067,006	(333,879)	65,181	46,583	18,598
Liabilities						
Noncurrent liabilities outstanding	2,728,826	3,398,898	(670,072)	6,588,906	7,354,545	(765,639)
Other liabilities	2,388,135	2,002,310	385,825	734,524	749,618	(15,094)
Total Liabilities	5,116,961	5,401,208	(284,247)	7,323,430	8,104,163	(780,733)
Deferred Inflows of Resources						
Resources received in advance	610,064	760,223	(150,159)	-	-	-
Deferred pension resource	872,205	1,545,974	(673,769)	46,136	108,148	(62,012)
Deferred pension resource	151,074	-	151,074	79,573	-	79,573
Total Deferred Inflows of Resources	1,633,343	2,306,197	(672,854)	125,709	108,148	17,561
Net Position						
Net investment in capital assets	16,143,144	13,819,212	2,323,932	22,850,232	21,105,692	1,744,540
Restricted	1,509,065	1,809,514	(300,449)	-	-	-
Unrestricted	1,387,439	1,407,179	(19,740)	8,104,612	7,136,237	968,375
Total Net Position	$ 19,039,648	$ 17,035,905	$ 2,003,743	$ 30,954,844	$ 28,241,929	$ 2,712,915

An additional portion of the City's net position (3.0 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position,* $9,492,051, 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.

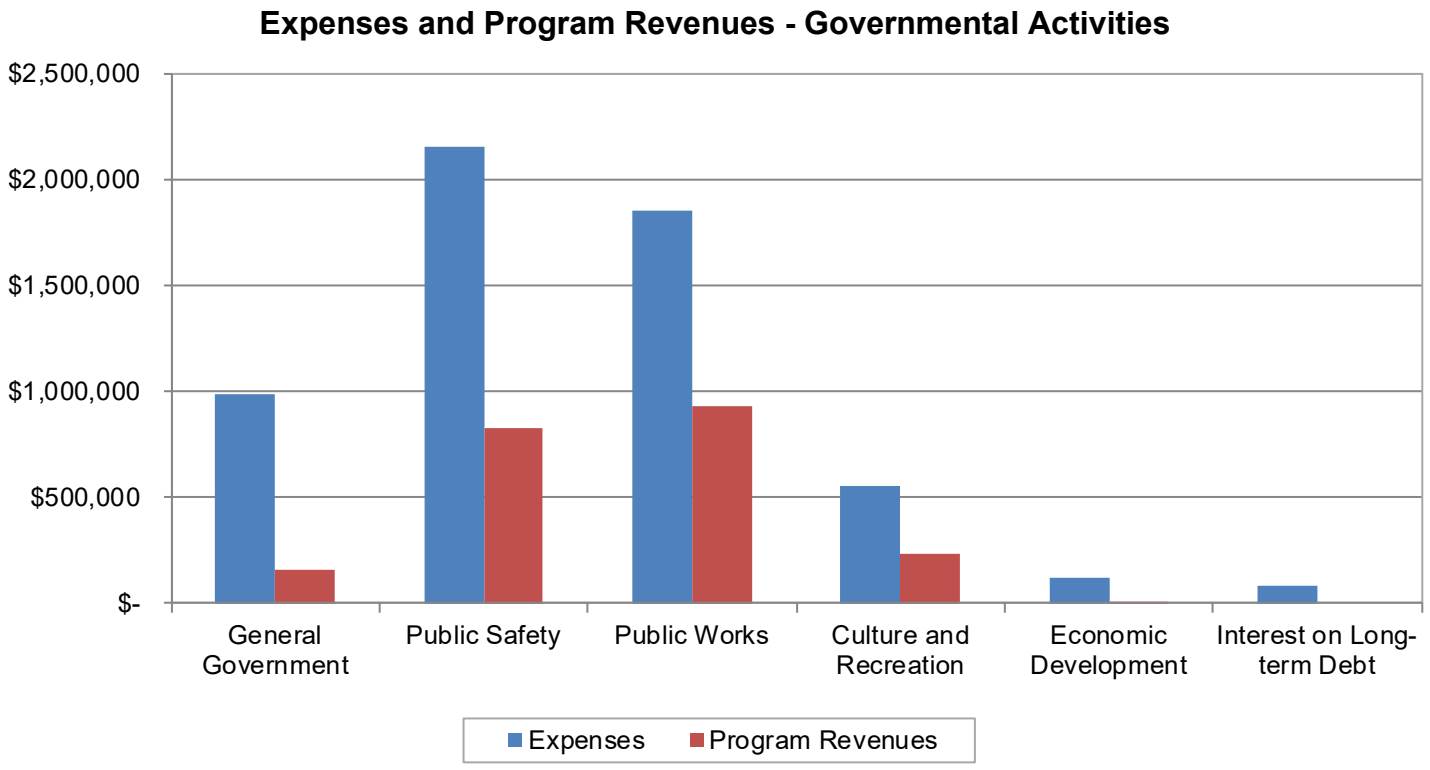
Governmental Activities. The City's net position increased $4,716,658 during the current fiscal year. Governmental activities increased the City's net position by $2,003,743. Significant changes from the prior year are noted below:

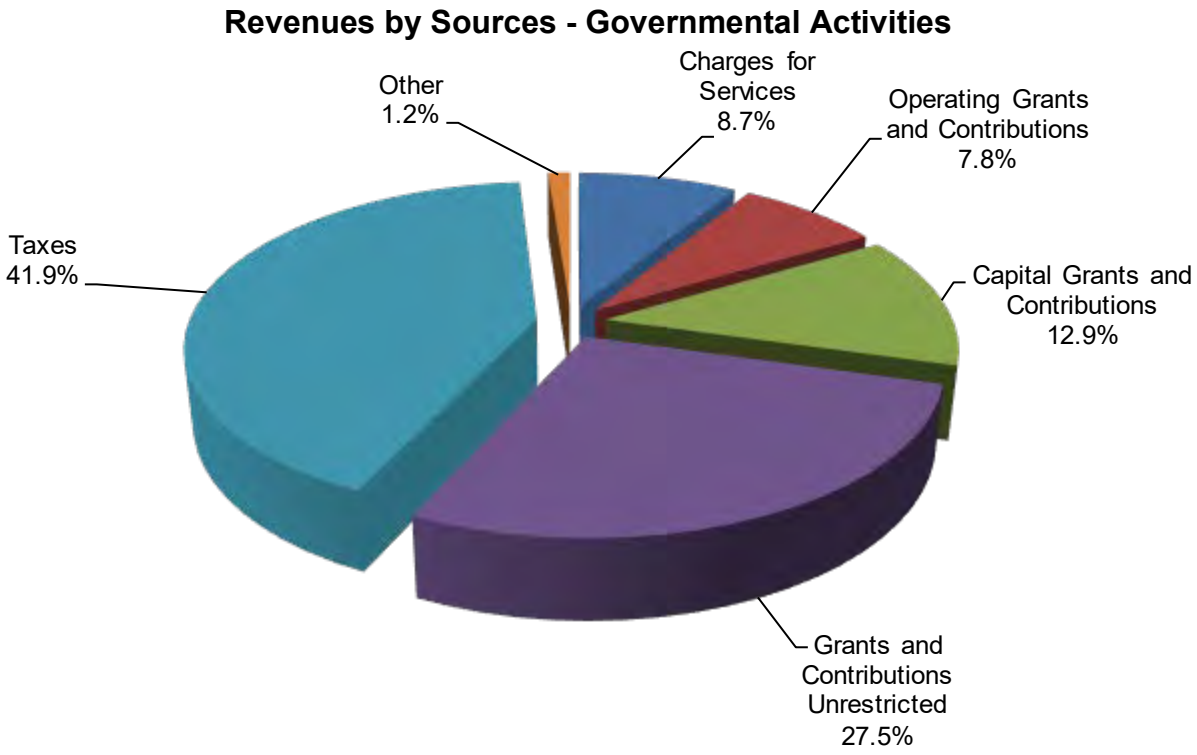
City of Isanti's Changes in Net Position

	Governmental Activities			Business-type Activities		
	2020	2019	Increase (Decrease)	2020	2019	Increase (Decrease)
Revenues						
Program Revenues						
Charges for services	$ 640,779	$ 667,789	$ (27,010)	$ 7,047,371	$ 5,916,616	$ 1,130,755
Operating grants and contributions	577,744	223,124	354,620	26,365	11,186	15,179
Capital grants and contributions	950,215	336,031	614,184	1,888,363	660,344	1,228,019
General Revenues						
Taxes						
Property taxes	2,723,977	2,340,623	383,354	-	-	-
Tax increment	17,674	28,074	(10,400)	-	-	-
Other taxes	344,928	333,619	11,309	-	-	-
Grants and contributions not restricted to specific programs	2,025,008	646,879	1,378,129	-	-	-
Unrestricted investment earnings	88,317	178,668	(90,351)	115,719	194,170	(78,451)
Gain on sale of capital assets	1,325	7,262	(5,937)	-	-	-
Total Revenues	7,369,967	4,762,069	2,607,898	9,077,818	6,782,316	2,295,502
Expenses						
General government	984,622	903,000	81,622	-	-	-
Public safety	2,158,670	2,083,053	75,617	-	-	-
Public works	1,853,237	1,854,836	(1,599)	-	-	-
Culture and recreation	553,572	586,995	(33,423)	-	-	-
Economic development	125,834	81,569	44,265	-	-	-
Interest on long-term debt	81,096	94,899	(13,803)	-	-	-
Water	-	-	-	998,762	935,191	63,571
Sewer	-	-	-	1,362,337	1,306,422	55,915
Storm Water	-	-	-	154,340	169,345	(15,005)
Liquor store	-	-	-	3,458,657	2,824,634	634,023
Total Expenses	5,757,031	5,604,352	152,679	5,974,096	5,235,592	738,504
Changes in Net Position Before Transfers and Special Items	1,612,936	(842,283)	2,455,219	3,103,722	1,546,724	1,556,998
Transfers - Capital Assets	-	-	-	-	-	-
Transfers - Internal Activities	390,807	393,523	(2,716)	(390,807)	(393,523)	2,716
Change in Net Position	2,003,743	(448,760)	2,452,503	2,712,915	1,153,201	1,559,714
Net Position, January 1	17,035,905	17,484,665	(448,760)	28,241,929	27,088,728	1,153,201
Net Position, December 31	$ 19,039,648	$ 17,035,905	$ 2,003,743	$ 30,954,844	$ 28,241,929	$ 2,712,915

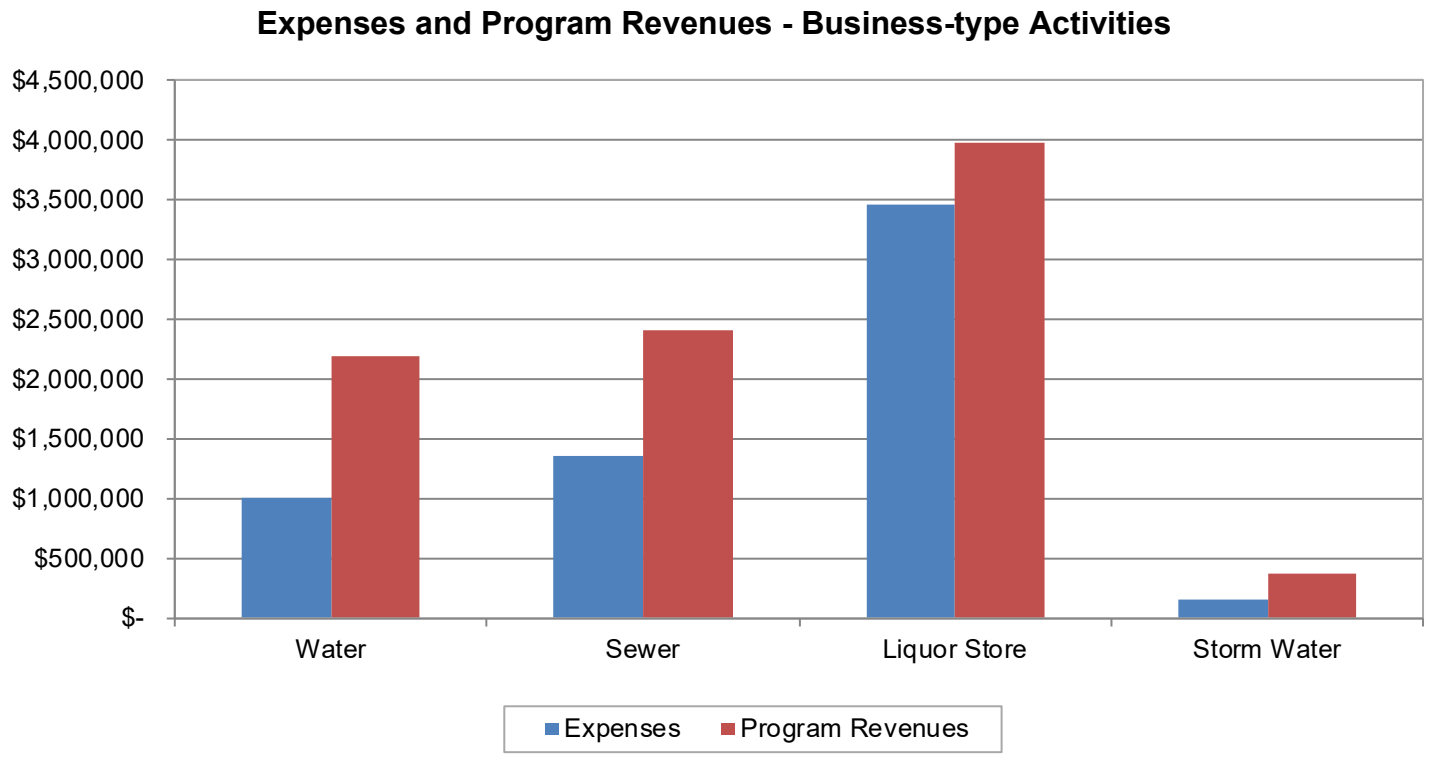
- Property taxes increased $383,354 from the prior year in line with the City's budget and capital improvement plan.
- Capital grants and contributions increased $614,184 due to grants received for street construction projects during the year.
- Economic development expenses increased $382,502 during the year due to additional expenditures related to the pandemic.

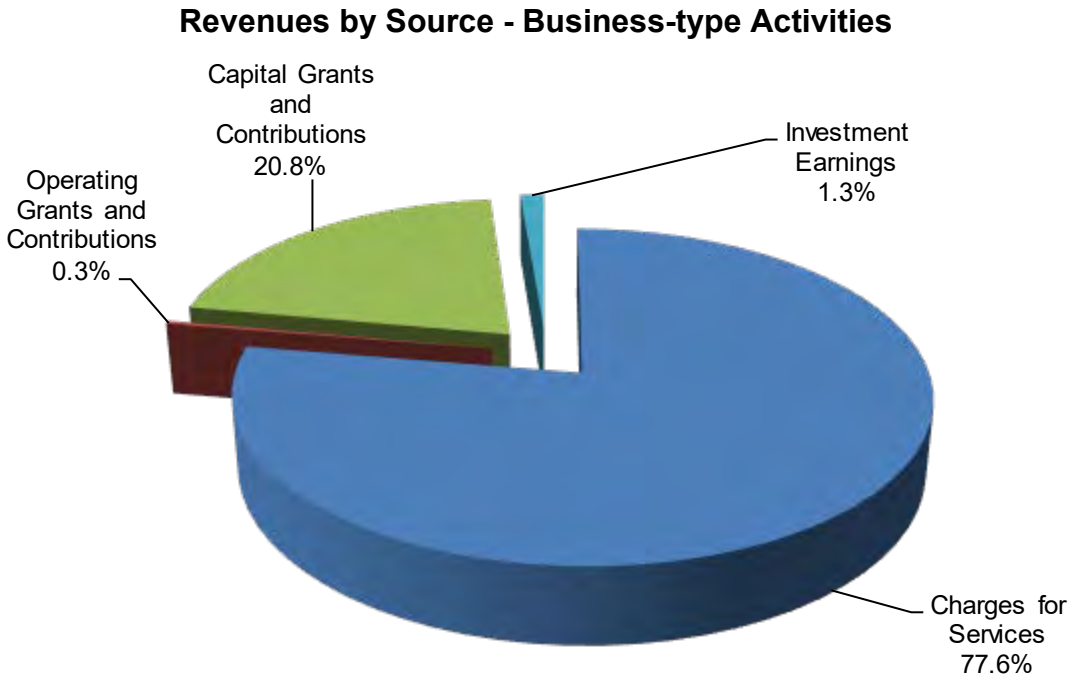
The following graph depicts various governmental activities and shows the revenues and expenses directly related to those activities.





Business-type Activities. Business-type activities increased the City's net position by $2,712,915. The main reason for the increase was charges for services increased $1,130,755 from the prior year. Additional information noted below:





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 $4,064,200, a decrease of $482,176 in comparison with the prior year. Of this total amount, 16.8 percent, or $683,527, constitutes unassigned fund balance, which is available for spending at the City's discretion. The remainder of fund balance of $3,380,673 is not available for new spending because it is either 1) nonspendable ($16,057), 2) restricted ($1,165,131), 3) Assigned ($1,470,920) or 4) committed ($728,565). For further classification, refer to Note 3F on page 70 of this report.

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 37.6 percent of budgeted 2019 expenditures and transfers out. Of the fund balance, $1,509,947 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.

The Debt Service fund balance decreased $288,658 during the year mainly due to regularly scheduled principal and interest payments exceeding sources during the year.

The Street Construction fund had a decrease in fund balance of $512,162. The decrease is mainly due to expenditures exceeding revenues during the year. MSA funding will be recognized in future years when available.

The Highway 64 and Cajima fund decreased $354,345 during the year. The project expenses exceeded project revenues during the year. The project fund is expected to close in the future year.

The Capital Replacement fund has an increase in fund balance of $4,652 with an ending balance of $802,358.

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 $8,104,612. 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 $49,725 with a budget to decrease fund balance by $49,725. Revenues were $345,552 over budget. This is primarily due intergovernmental revenue being more than budgeted by $390,822. Expenditures were over budget by $287,327. The largest variance in the General fund expenditures is due to economic development which was $462 over budget.

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, 2020, amounts to $48,076,078 (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:

- 2018 Street Improvements that were finished and capitalized in 2019.
- 2019 Stormwater Improvements
- SCADA System Upgrades
- Water Chlorination System
- A/V Equipment (Council Chambers)
- Squad Vehicles and Police Equipment.

City of Isanti's Capital Asset
(Net of Depreciation)

	Governmental Activities			Business-type Activities		
	2020	2019	Increase (Decrease)	2020	2019	Increase (Decrease)
Land	$ 2,414,179	$ 2,424,266	$ (10,087)	$ 94,237	$ 94,237	$ -
Construction in Progress	698,990	115,870	583,120	701,538	160,599	540,939
Land Improvements	-	-	-	77,517	67,408	10,109
Buildings	3,365,761	3,507,705	(141,944)	3,301,846	3,401,123	(99,277)
Infrastructure	11,397,501	10,319,975	1,077,526	24,609,470	23,997,898	611,572
Machinery and Equipment	581,220	499,087	82,133	526,356	605,634	(79,278)
Vehicles	252,648	177,966	74,682	54,815	63,358	(8,543)
Total	$ 18,710,299	$ 17,044,869	$ 1,665,430	$ 29,365,779	$ 28,390,257	$ 975,522

Additional information on the City's capital assets can be found in Note 3D starting on page 64 of this report.

Long-term Debt. At the end of the current fiscal year, the City had total bonded debt outstanding of $8,997,056. While all of the City's bonds have revenue streams, they are all backed by the full faith and credit of the City. Total outstanding debt decreased $1,427,520 during the year due to regularly schedule debt service payments.

City of Isanti's Outstanding Debt

	Governmental Activities			Business-type Activities		
	2020	2019	Increase (Decrease)	2020	2019	Increase (Decrease)
G.O. Bonds	$ 1,985,000	$ 2,190,000	$ (205,000)	$ -	$ -	$ -
G.O. Improvement Bonds	550,000	1,000,000	(450,000)	300,000	335,000	(35,000)
G.O. Revenue Bonds	-	-	-	6,162,056	6,890,056	(728,000)
Bond Premium	32,155	35,657	(3,502)	53,491	59,509	(6,018)
Total	$ 2,567,155	$ 3,225,657	$ (658,502)	$ 6,515,547	$ 7,284,565	$ (769,018)

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, 2020, 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 66 of this report.

Economic Factors and Next Year's Budgets and Rates

- Property tax valuations within the City increased in 2020 by 14.90% and have continued to increase for 2021 by 12.03%.

- The 2021 budget includes a property tax levy of $2,987,163 which is 9.78% higher than the 2020 levy but lowered the tax rate by 1.28%.

- The 2021 budget includes an amount for Local Government Aid in the amount of $780,176.

- Franchise fees were implemented in 2016 to offset capital improvements, specifically pavement management costs.

- Isanti County has an average unemployment rate for 2020 of 6.4%. This compares with unemployment rates of 6.2% for the State of Minnesota and 8.1% for the United States.

All of these factors were considered in preparing the City's budget for the 2021 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, 2020

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City of Isanti, Minnesota
Statement of Net Position
December 31, 2020

	Governmental Activities	Business-type Activities	Total
Assets			
Cash and temporary investments	$ 5,945,112	$ 7,248,770	$ 13,193,882
Receivables			
Accrued interest	4,159	5,267	9,426
Taxes	43,844	-	43,844
Accounts	101,485	380,588	482,073
Loans	168,045	-	168,045
Special assessments	956,806	73,201	1,030,007
Internal balances	(915,064)	915,064	-
Due from other governments	2,182	-	2,182
Inventories	-	346,989	346,989
Prepaid items	16,057	3,144	19,201
Land held for resale	23,900	-	23,900
Capital assets			
Land and construction in progress	3,113,169	795,767	3,908,936
Depreciable assets (net of accumulated depreciation)	15,597,130	28,570,012	44,167,142
Total Assets	25,056,825	38,338,802	63,395,627
Deferred Outflows of Resources			
Deferred pension resources	733,127	65,181	798,308
Liabilities			
Accounts payable	155,201	90,248	245,449
Deposits payable	490,162	-	490,162
Due to other governments	6,759	43,691	50,450
Accrued salaries payable	40,050	25,206	65,256
Accrued interest payable	7,020	36,229	43,249
Noncurrent liabilities			
Due within one year			
Long-term debt	755,449	826,773	1,582,222
Due in more than one year			
Long-term debt	1,973,377	5,762,133	7,735,510
Net pension liability	1,643,364	515,143	2,158,507
Other postemployment benefits liability	45,579	24,007	69,586
Total Liabilities	5,116,961	7,323,430	12,440,391
Deferred Inflows of Resources			
Resources received in advance	610,064	-	610,064
Deferred pension resources	872,205	46,136	918,341
Deferred OPEB resources	151,074	79,573	230,647
Total Deferred Inflows of Resources	1,633,343	125,709	1,759,052
Net Position			
Net investment in capital assets	16,143,144	22,850,232	38,993,376
Restricted for			
Debt service	1,281,637	-	1,281,637
Public safety	7,115	-	7,115
Community center improvements	10,000	-	10,000
Economic development	210,313	-	210,313
Unrestricted	1,387,439	8,104,612	9,492,051
Total Net Position	$ 19,039,648	$ 30,954,844	$ 49,994,492

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, 2020

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Governmental Activities				
General government	$ 984,622	$ 42,018	$ 114,035	$ -
Public safety	2,158,670	479,900	350,021	-
Public works	1,853,237	27,993	95,946	810,715
Culture and recreation	553,572	84,903	10,692	139,500
Economic development	125,834	5,965	7,050	-
Interest on long-term debt	81,096	-	-	-
Total Governmental Activities	5,757,031	640,779	577,744	950,215
Business-type Activities				
Water	998,762	1,218,232	9,457	968,123
Sewer	1,362,337	1,485,563	11,932	920,240
Liquor store	3,458,657	3,975,510	3,574	-
Stormwater	154,340	368,066	1,402	-
Total Business-type Activities	5,974,096	7,047,371	26,365	1,888,363
Total	$ 11,731,127	$ 7,688,150	$ 604,109	$ 2,838,578
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				
Gain on sale of capital assets				
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
$ (828,569)	$ -	$ (828,569)
(1,328,749)	-	(1,328,749)
(918,583)	-	(918,583)
(318,477)	-	(318,477)
(112,819)	-	(112,819)
(81,096)	-	(81,096)
(3,588,293)	-	(3,588,293)
-	1,197,050	1,197,050
-	1,055,398	1,055,398
-	520,427	520,427
-	215,128	215,128
-	2,988,003	2,988,003
(3,588,293)	2,988,003	(600,290)
2,354,665	-	2,354,665
369,312	-	369,312
17,674	-	17,674
344,928	-	344,928
2,025,008	-	2,025,008
88,317	115,719	204,036
1,325	-	1,325
390,807	(390,807)	-
5,592,036	(275,088)	5,316,948
2,003,743	2,712,915	4,716,658
17,035,905	28,241,929	45,277,834
$ 19,039,648	$ 30,954,844	$ 49,994,492

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, 2020

City of Isanti, Minnesota
Balance Sheet
Governmental Funds
December 31, 2020

	101 General	900's Debt Service	425 Street Construction	444 Highway 64 and Cajima
Assets				
Cash and temporary investments	$ 2,984,155	$ 938,160	$ 61,367	$ 4,557
Receivables				
Accrued interest	1,828	657	45	3
Taxes	42,031	-	-	-
Accounts	12,304	-	-	-
Loans	-	-	-	-
Special assessments	186	351,368	74,279	-
Due from other governments	2,182	-	-	-
Advances to other funds	25,060	-	-	-
Prepaid items	9,190	-	-	-
Land held for resale	5,000	-	-	-
Total Assets	$ 3,081,936	$ 1,290,185	$ 135,691	$ 4,560
Liabilities				
Accounts payable	$ 88,161	$ 1,528	$ 31,528	$ 52
Deposits payable	490,162	-	-	-
Due to other governments	6,759	-	-	-
Accrued salaries payable	38,770	-	-	-
Due to other funds	113,943	-	-	-
Advances from other funds	801,121	-	-	-
Total Liabilities	1,538,916	1,528	31,528	52
Deferred Inflows of Resources				
Unavailable revenue - delinquent taxes	23,720	-	-	-
Unavailable revenue - special assessments	163	350,954	74,279	-
Unavailable revenue - intergovernmental	-	-	557,374	-
Total Deferred Inflows of Resources	23,883	350,954	631,653	-
Fund Balances				
Nonspendable	9,190	-	-	-
Restricted	-	937,703	-	-
Committed	-	-	-	-
Assigned	-	-		4,508
Unassigned	1,509,947	-	(527,490)	-
Total Fund Balances	1,519,137	937,703	(527,490)	4,508
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 3,081,936	$ 1,290,185	$ 135,691	$ 4,560

The notes to the financial statements are an integral part of this statement.

920 Capital Replacement	Other Governmental Funds	Total Governmental Funds
$ 801,072	$ 1,155,801	$ 5,945,112
592	1,034	4,159
-	1,813	43,844
685	88,496	101,485
-	168,045	168,045
530,973	-	956,806
-	-	2,182
-	-	25,060
-	6,867	16,057
-	18,900	23,900
$ 1,333,322	$ 1,440,956	$ 7,286,650
$ (10)	$ 33,942	$ 155,201
-	-	490,162
-	-	6,759
-	1,280	40,050
-	-	113,943
-	25,060	826,181
(10)	60,282	1,632,296
-	-	23,720
530,974	-	956,370
-	52,690	610,064
530,974	52,690	1,590,154
-	6,867	16,057
10,000	217,428	1,165,131
-	728,565	728,565
792,358	674,054	1,470,920
-	(298,930)	683,527
802,358	1,327,984	4,064,200
$ 1,333,322	$ 1,440,956	$ 7,286,650

The notes to the financial statements are an integral part of this statement.

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City of Isanti, Minnesota
Reconciliation of the Balance Sheet
to the Statement of Net Position
Governmental Funds
December 31, 2020

Amounts reported for the governmental activities in the statement of net position are different because

Total Fund Balances - Governmental Funds	$ 4,064,200
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.	
Cost of capital assets	37,682,740
Less: accumulated depreciation	(18,972,441)
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	(2,535,000)
Plus bond premium	(32,155)
Compensated absences payable	(161,671)
Other postemployment benefits payable	(45,579)
Net pension liability	(1,643,364)
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.	
Taxes receivable	23,720
Special assessments receivable	956,370
Governmental funds do not report long-term amounts related to pensions.	
Deferred outflows of pension resources	733,127
Deferred inflows of pension resources	(1,023,279)
Governmental funds do not report a liability for accrued interest until due and payable.	(7,020)
Total Net Position - Governmental Activities	$ 19,039,648

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, 2020

	101 General	900's Debt Service	425 Street Construction	444 Highway 64 and Cajima
Revenues				
Taxes	$ 1,859,747	$ 369,312	$ 163,000	$ -
Franchise taxes	-	-	-	-
Licenses and permits	445,053	-	-	-
Intergovernmental	1,288,115	-	-	486,000
Charges for services	133,060	-	-	-
Fines and forfeitures	33,500	-	-	-
Special assessments	-	27,881	-	-
Investment earnings	40,076	14,811	91	(1,394)
Miscellaneous	27,601	-	-	-
Total Revenues	3,827,152	412,004	163,091	484,606
Expenditures				
Current				
General government	833,621	-	-	-
Public safety	2,111,144	-	-	-
Public works	479,468	-	-	-
Culture and recreation	333,834	-	-	-
Economic development	24,528	-	-	-
Capital outlay				
General government	69,575	-	-	-
Public safety	160,435	-	-	-
Public works	10,160	-	675,253	838,951
Culture and recreation	4,500	-	-	-
Economic development	-	-	-	-
Debt service				
Principal	-	655,000	-	-
Interest and other	-	86,469	-	-
Total Expenditures	4,027,265	741,469	675,253	838,951
Excess (Deficiency) of Revenues Over (Under) Expenditures	(200,113)	(329,465)	(512,162)	(354,345)
Other Financing Sources (Uses)				
Sale of capital assets	-	-	-	-
Transfers in	455,976	40,807	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	455,976	40,807	-	-
Net Change in Fund Balances	255,863	(288,658)	(512,162)	(354,345)
Fund Balances, January 1	1,263,274	1,226,361	(15,328)	358,853
Fund Balances, December 31	$ 1,519,137	$ 937,703	$ (527,490)	$ 4,508

The notes to the financial statements are an integral part of this statement.

920 Capital Replacement	Other Governmental Funds	Total Governmental Funds
$ 256,000	$ 97,476	$ 2,745,535
-	344,928	344,928
-	-	445,053
-	221,561	1,995,676
-	172,655	305,715
-	-	33,500
12,579	-	40,460
12,010	22,723	88,317
4,522	23,097	55,220
285,111	882,440	6,054,404
-	-	833,621
-	2,890	2,114,034
-	-	479,468
-	24,457	358,291
-	102,570	127,098
31,325	23,122	124,022
84,593	-	245,028
56,902	292,477	1,873,743
26,938	-	31,438
-	500	500
-	-	655,000
-	-	86,469
199,758	446,016	6,928,712
85,353	436,424	(874,308)
1,325	-	1,325
-	-	496,783
(82,026)	(23,950)	(105,976)
(80,701)	(23,950)	392,132
4,652	412,474	(482,176)
797,706	915,510	4,546,376
$ 802,358	$ 1,327,984	$ 4,064,200

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, 2020

Amounts reported for governmental activities in the statement of activities are different because

Total Net Change in Fund Balances - Governmental Funds	$ (482,176)
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	1,823,795
Depreciation expense	(1,408,628)
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	(10,087)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	
Contributed capital assets	1,260,350
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	655,000
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.	1,871
Long-term pension activity is not reported in governmental funds.	
Pension expense	93,172
Other post employment benefit expense	1,486
Pension other revenue	14,202
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	(3,884)
Special assessments	43,570
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	11,570
Change in Net Position - Governmental Activities	$ 2,003,743

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 -
Budget and Actual
General Fund
For the Year Ended December 31, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
Revenues				
Taxes	$ 1,881,692	$ 1,881,692	$ 1,859,747	$ (21,945)
Licenses and permits	374,100	374,100	445,053	70,953
Intergovernmental	897,293	897,293	1,288,115	390,822
Charges for services	245,515	245,515	133,060	(112,455)
Fines and forfeitures	50,000	50,000	33,500	(16,500)
Investment earnings	17,000	17,000	40,076	23,076
Miscellaneous	16,000	16,000	27,601	11,601
Total Revenues	3,481,600	3,481,600	3,827,152	345,552
Expenditures				
Current				
General government	858,859	858,859	833,621	25,238
Public safety	1,959,401	1,959,401	2,111,144	(151,743)
Public works	475,650	525,375	479,468	45,907
Culture and recreation	371,237	371,237	333,834	37,403
Economic development	24,066	24,066	24,528	(462)
Capital outlay	-	-	244,670	(244,670)
Debt service				
Interest and other	1,000	1,000	-	1,000
Total Expenditures	3,690,213	3,739,938	4,027,265	(287,327)
Excess (Deficiency) of Revenues Over (Under) Expenditures	(208,613)	(258,338)	(200,113)	58,225
Other Financing Sources (Uses)				
Transfers in	369,150	451,176	455,976	4,800
Transfers out	(160,537)	(242,563)	-	242,563
Total Other Financing Sources (Uses)	208,613	208,613	455,976	247,363
Net Change in Fund Balances	-	(49,725)	255,863	305,588
Fund Balances, January 1	1,263,274	1,263,274	1,263,274	-
Fund Balances, December 31	$ 1,263,274	$ 1,213,549	$ 1,519,137	$ 305,588

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, 2020

	Business-type Activities - Enterprise Funds				
				Nonmajor	
	601 Water	**439, 602** Sewer	**609** Liquor Store	**603** Storm Water	Total
Assets					
Current Assets					
Cash and temporary investments	$ 2,665,588	$ 3,747,386	$ 289,607	$ 546,189	$ 7,248,770
Receivables					
Accrued interest	1,936	2,721	209	401	5,267
Accounts	141,807	201,467	-	37,314	380,588
Special assessments	14,346	52,500	-	6,355	73,201
Due from other funds	29,919	58,259	25,765	-	113,943
Inventories	-	-	346,989	-	346,989
Prepaid items	676	1,215	1,188	65	3,144
Total Current Assets	2,854,272	4,063,548	663,758	590,324	8,171,902
Noncurrent Assets					
Advances to other funds	198,310	396,690	206,121	-	801,121
Capital assets					
Land	11,078	5,000	57,159	21,000	94,237
Construction in progress	8,497	260,017	433,016	-	701,530
Buildings	37,156	3,349,403	337,305	-	3,723,864
Improvements other than buildings	-	-	268,238	-	268,238
Machinery and equipment	650,263	458,469	41,357	301,953	1,452,042
Infrastructure	15,602,992	20,397,197	-	638,486	36,638,675
Less accumulated depreciation	(5,030,967)	(7,750,418)	(482,830)	(248,592)	(13,512,807)
Total Capital Assets (Net of Accumulated Depreciation)	11,279,019	16,719,668	654,245	712,847	29,365,779
Total Noncurrent Assets	11,477,329	17,116,358	860,366	712,847	30,166,900
Total Assets	14,331,601	21,179,906	1,524,124	1,303,171	38,338,802
Deferred Outflows of Resources					
Deferred pension resources	14,227	17,870	28,387	4,697	65,181

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, 2020

	Business-type Activities - Enterprise Funds				
				Nonmajor	
	601	**439, 602**	**609**	**603**	
	Water	Sewer	Liquor Store	Storm Water	Total
Liabilities					
Current Liabilities					
Accounts payable	$ 9,643	$ 16,199	59,358	$ 5,048	$ 90,248
Due to other governments	7,331	-	36,360	-	43,691
Accrued salaries payable	6,505	7,837	9,879	985	25,206
Accrued interest payable	31,193	5,036	-	-	36,229
Current portion of compensated absences payable	9,665	12,281	15,189	1,638	38,773
Current portion of bonds payable	423,000	365,000	-	-	788,000
Total Current Liabilities	487,337	406,353	120,786	7,671	1,022,147
Noncurrent Liabilities					
Compensated absences payable	8,621	10,955	13,549	1,461	34,586
Other postemployment benefits payable	6,192	7,594	8,672	1,549	24,007
Net pension liability	112,562	141,358	224,052	37,171	515,143
Bonds payable	3,169,056	2,558,491	-	-	5,727,547
Total Noncurrent Liabilities	3,296,431	2,718,398	246,273	40,181	6,301,283
Total Liabilities	3,783,768	3,124,751	367,059	47,852	7,323,430
Deferred Inflows of Resources					
Deferred pension resources	10,261	12,854	19,620	3,401	46,136
Deferred other postemployment benefit resources	20,524	25,171	28,744	5,134	79,573
Total Deferred Inflows of Resources	30,785	38,025	48,364	8,535	125,709
Net Position					
Net investment in capital assets	7,686,963	13,796,177	654,245	712,847	22,850,232
Unrestricted	2,844,312	4,238,823	482,843	538,634	8,104,612
Total Net Position	$ 10,531,275	$ 18,035,000	$ 1,137,088	$ 1,251,481	$ 30,954,844

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, 2020

	Business-type Activities - Enterprise Funds				
				Nonmajor	
	601	**439, 602**	**609**	**603**	
	Water	Sewer	Liquor Store	Storm Water	Total
Operating Revenues					
Sales	$ -	$ -	$ 3,975,267	$ -	$ 3,975,267
Cost of sales	-	-	(2,886,887)	-	(2,886,887)
Gross Profit	-	-	1,088,380	-	1,088,380
Charges for services	1,218,232	1,485,563	-	368,039	3,071,834
Total Operating Revenues	1,218,232	1,485,563	1,088,380	368,039	4,160,214
Operating Expenses					
Personnel services	262,062	311,892	415,396	52,096	1,041,446
Supplies	103,564	57,499	5,775	2,991	169,829
Professional services	27,104	34,670	12,476	18,459	92,709
Communications	3,556	3,120	2,367	704	9,747
Insurance	10,608	21,933	6,357	273	39,171
Utilities	60,968	245,701	14,827	4,648	326,144
Repairs and maintenance	20,830	56,088	6,587	12,264	95,769
Depreciation	402,078	571,025	20,034	62,905	1,056,042
Other services and charges	-	-	87,951	-	87,951
Total Operating Expenses	890,770	1,301,928	571,770	154,340	2,918,808
Operating Income	327,462	183,635	516,610	213,699	1,241,406
Nonoperating Revenues (Expenses)					
Other revenues	1,619	1,897	1,053	118	4,687
Intergovernmental	7,838	10,035	2,764	1,311	21,948
Investment earnings	39,525	60,218	8,812	7,164	115,719
Interest expense and other	(107,992)	(60,409)	-	-	(168,401)
Total Nonoperating Revenues (Expenses)	(59,010)	11,741	12,629	8,593	(26,047)
Income Before Contributions and Transfers	268,452	195,376	529,239	222,292	1,215,359
Capital Contributions	330,623	410,240	-	-	740,863
Capital Contributions - Developer	637,500	510,000	-	-	1,147,500
Transfers Out	(4,534)	(36,273)	(350,000)	-	(390,807)
Change in Net Position	1,232,041	1,079,343	179,239	222,292	2,712,915
Net Position, January 1	9,299,234	16,955,657	957,849	1,029,189	28,241,929
Net Position, December 31	$ 10,531,275	$ 18,035,000	$ 1,137,088	$ 1,251,481	$ 30,954,844

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, 2020

	Business-type Activities - Enterprise Funds				
				Nonmajor	
	601	**439, 602**	**609**	**603**	
	Water	Sewer	Liquor Store	Storm Water	Total
Cash Flows from Operating Activities					
Receipts from customers and users	$ 1,195,828	$ 1,418,821	$ 4,028,886	$ 364,016	$ 7,007,551
Other receipts	1,619	1,897	1,053	118	4,687
Payments to suppliers	(229,144)	(443,006)	(3,043,971)	(38,314)	(3,754,435)
Payments to employees	(252,991)	(302,342)	(408,925)	(59,067)	(1,023,325)
Net Cash Provided by Operating Activities	715,312	675,370	577,043	266,753	2,234,478
Cash Flows from Noncapital Financing Activities					
Receipt on advance to other funds	1,590	58,260	25,765	-	85,615
Intergovernmental	7,838	10,035	2,764	1,311	21,948
Transfers to other funds	(4,534)	(36,273)	(350,000)	-	(390,807)
Net Cash Provided (Used) by Noncapital Financing Activities	4,894	32,022	(321,471)	1,311	(283,244)
Cash Flows from Capital and Related Financing Activities					
Connection fees received	330,623	410,240	-	-	740,863
Acquisition of capital assets	(13,142)	(332,436)	(433,016)	(105,470)	(884,064)
Interest paid on bonds	(111,474)	(67,010)	-	-	(178,484)
Principal paid on bonds	(408,000)	(355,000)	-	-	(763,000)
Net Cash Used by Capital and Related Financing Activities	(201,993)	(344,206)	(433,016)	(105,470)	(1,084,685)
Cash Flows from Investing Activities					
Interest received	41,090	63,008	9,355	7,389	120,842
Net Increase (Decrease) in Cash and Cash Equivalents	559,303	426,194	(168,089)	169,983	987,391
Cash and Cash Equivalents, January 1	2,106,285	3,321,192	457,696	376,206	6,261,379
Cash and Cash Equivalents, December 31	$ 2,665,588	$ 3,747,386	$ 289,607	$ 546,189	$ 7,248,770

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, 2020

	Business-type Activities - Enterprise Funds				
				Nonmajor	
	601 Water	**439, 602** Sewer	**609** Liquor Store	**603** Storm Water	Total
Reconciliation of Operating Income to Net Cash Provided by Operating Activities					
Operating income	$ 327,462	$ 183,635	$ 516,610	$ 213,699	$ 1,241,406
Adjustments to reconcile operating income to net cash provided by operating activities					
Depreciation	402,078	571,025	20,034	62,905	1,056,042
Other receipts	1,619	1,897	1,053	118	4,687
(Increase) decrease in assets					
Accounts receivable	(37,916)	(54,694)	-	(1,240)	(93,850)
Special assessments	(12,818)	(12,048)	-	(2,783)	(27,649)
Due from other governments	28,330	-	53,619	-	81,949
Inventories	-	-	(19,740)	-	(19,740)
Prepaid items	(46)	204	(8)	170	320
(Increase) in deferred outflows of resources					
Deferred pension resources	(4,344)	(5,454)	(8,244)	(556)	(18,598)
Increase (decrease) in liabilities					
Accounts payable	(4,427)	(24,199)	(10,530)	855	(38,301)
Due to other governments	1,959	-	9,534	-	11,493
Accrued salaries payable	2,108	2,814	2,297	23	7,242
Compensated absences payable	1,982	1,066	186	145	3,379
Other postemployment benefits payable	(22,944)	(28,720)	(33,795)	(5,747)	(91,206)
Net pension liability	24,429	30,643	44,428	243	99,743
Increase (decrease) in deferred inflows of resources					
Deferred pension resources	(12,684)	(15,970)	(27,145)	(6,213)	(62,012)
Deferred other post employment benefit resources	20,524	25,171	28,744	5,134	79,573
Net Cash Provided by Operating Activities	$ 715,312	$ 675,370	$ 577,043	$ 266,753	$ 2,234,478
Schedule of Noncash Capital and Related Financing Activities					
Capital asset contributions	$ 637,500	$ 510,000	$ -	$ -	$ 1,147,500
Amortization of bond premium	$ -	$ 6,018	$ -	$ -	$ 6,018

The notes to the financial statements are an integral part of this statement.

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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* account 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 *Street Construction fund* is the City's road maintenance fund. It accounts for costs associated with street maintenance and other projects within the City.

The *Highway 64 and Cajima fund* accounts for costs and related resources associated with titled road project.

The *Capital Replacement fund* is the City's capital fund. It accounts for costs associated with capital projects within the City.

Note 1: Summary of Significant Accounting Policies (Continued)

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.

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 61.

The City has the following recurring fair value measurements as of December 31,2020:

- Negotiable certificates of deposit of $3,679,580 are valued using a matrix pricing model (Level 1 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.

Investment Policy

The City’s investment policy incorporates Minnesota statutes as described above which reduces the City’s exposure to credit, custodial credit and interest rate risks. Specific risk information for the City is as follows:

- *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. 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%.

- *Concentration of Credit Risk.* Concentration of credit risk is the risk of loss attributed to the magnitude of a government’s investment in a single issuer. The City’s investment policy does not address investments in any one institution greater than 5%.

- *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.

Note 1: Summary of Significant Accounting Policies (Continued)

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 2020. 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.

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.

Note 1: Summary of Significant Accounting Policies (Continued)

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.

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

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.

The total pension expense for the GERP and PEPFP was as follows:

	GERP	PEPFP	Total Pension Expense
Pension Expense	$ 181,147	$ 107,944	$ 289,091

Note 1: Summary of Significant Accounting Policies (Continued)

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.

Postemployment Benefits other than Pensions

Under Minnesota statue 471.61, subdivision 2b., public employers must allow retirees and their dependents to continue coverage indefinitely in an employer-sponsored health care plan, under the following conditions: 1) Retirees must be receiving (or eligible to receive) an annuity from a Minnesota public pension plan, 2) Coverage must continue in a group plan until age 65, and retirees must pay no more than the group premium, and 3) Retirees may obtain dependent coverage immediately before retirement. All premiums are funded on a pay-as-you-go basis. The liability was actuarially determined, in accordance with GASB 75, at January 1, 2019. The General fund is typically used to liquidate governmental other postemployment benefits 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.

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, *resources received in advance, deferred pension resources, and deferred OPEB 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.

- *Deferred OPEB resources* is reported only in the statements of net position and results from actuarial calculations.

Note 1: Summary of Significant Accounting Policies (Continued)

The City has an additional item which qualifies for reporting in this category. The item, deferred pension resources, is reported only in the statements of net position and results from actuarial calculations.

Furthermore, the City has additional items which qualify for reporting in this category on the statement of net position. The items, deferred pension resources and deferred other postemployment benefit resources, are reported only in the statement of net position and results from actuarial calculations involving net differences between projected and actual earnings on plan investments and changes in proportions.

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.

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 General fund and Economic Development Authority. 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 30, 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 2020 increasing expenditures $49,725 for a total budgeted decrease in fund balance of $49,725.

B. Excess of Spending Over Appropriations

The following fund reported excess spending over appropriations:

Fund	Budget	Actual	Excess of Expenditures Over Appropriations
General	$ 3,739,938	$ 4,027,265	$ 287,327

The excess was funded with revenues in excess of budget.

C. Deficit Fund Equity

The following funds had deficit fund equity at December 31, 2020:

Fund	Amount
Major	
Street Construction	$ 527,490
Nonmajor	
Redbirds Maintenance	149
Isanti Indoor Arena	157,901
City Parking Improvements	74,687
2017 Palomino Road Southeast Improvements	66,193

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 $9,215,638 and the bank balance was $9,510,050. Of the bank balance, $500,000 was covered by Federal depository insurance and the remaining balance was collateral held in the City's name.

Note 3: Detailed Notes on All Funds (Continued)

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 1 year	$ 295,439	$ -	$ -	$ -
Non-pooled Investments at Fair Value						
Negotiable CDs	N/A	Less than 1 year	1,425,038	1,425,038	-	-
Negotiable CDs	N/A	1 to 5 years	2,254,542	2,254,542	-	-
Total Investments			$ 3,975,019	$ 3,679,580	$ -	$ -

(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.

A reconciliation of cash and investments as shown on the statement of net position for the City follows:

Carrying Amount of Deposits	$ 9,215,638
Investments	3,975,019
Cash on Hand	3,225
Total	$ 13,193,882
Cash and Temporary Investments	
Unrestricted	$ 13,193,882

B. Loans Receivable

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, 2020, the loan receivable was $3,145.

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. The loan was paid in full in 2020.

In 2015, the City's Revolving Loan fund loaned $200,000 to Enterprise Avenue Properties LP for 21 years at 2 percent interest. The monthly payment is $833. As of December 31, 2020, the loan receivable was $159,167.

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, 2020, the loan receivable was $5,733.

Note 3: Detailed Notes on All Funds (Continued)

C. Interfund Receivables, Payables and Transfers

Receivable Fund	Payable Fund	Purpose	Amount
Due from/to other Funds			
Business-type	Governmental		
Water	General fund	Finance project costs	$ 29,919
Sewer	General fund	Finance project costs	58,259
Liquor store	General fund	Finance project costs	25,765
Total Due from/to other Funds			113,943
Advances to/from other Funds			
Governmental	Governmental		
General fund	Nonmajor governmental	Demolition costs	25,060
Business-type	Governmental		
Water	General fund	Finance project costs	198,310
Sewer	General fund	Finance project costs	396,690
Liquor store	General fund	Finance project costs	206,121
Total Advances to/from Other Funds			826,181
Interfund Activity Eliminated from Government-wide Statements			(25,060)
Total Internal Balances Government-wide Statements			$ 915,064

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, 2020 is $3,179.

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, 2020 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 loan was paid in full in 2020.

In 2018, the Liquor fund loaned $257,652 to the General fund to cover the 2018 Street and Utility Improvement Project. The loan is expected to be paid back over a ten year period from future levy dollars. Repayments are interest free. The outstanding balance at December 31, 2020 is $231,886.

In 2018, the Water and Sewer funds loaned $283,300 and $566,700, respectively to the General fund for the business subsidy agreement relating to City development. The loan is expected to be paid back over a ten year period from future levy dollars. Repayments are interest free. The outstanding balance at December 31, 2020 is $680,000.

Note 3: Detailed Notes on All Funds (Continued)

Interfund Transfers

The following interfund transfers were made during 2020:

Fund	Transfer in: General	Transfer in: Debt Service	Transfer in: Total
Transfer Out			
Capital Replacement	$ 82,026	$ -	$ 82,026
Nonmajor Governmental	23,950	-	23,950
Water	-	4,534	4,534
Sewer	-	36,273	36,273
Liquor Store	350,000	-	350,000
Total Transfers In	$ 455,976	$ 40,807	$ 496,783

During the year ended December 31, 2020, the City made the following transfers.

- The General fund transferred $19,150 and $4,800 from the nonmajor governmental funds to the General fund to for operations and to close special revenue funds, respectively.
- The Capital Replacement fund transferred $82,026 to the General fund for operational expenses.
- The Water and Sewer funds transferred $4,435 and $36,273, respectively for portion of City bond payments.
- The Liquor Store transferred $350,000 to the General fund in line with the City's adopted budget.

Note 3: Detailed Notes on All Funds (Continued)

D. Capital Assets

Capital asset activity for the year ended December 31, 2020 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital Assets not being Depreciated				
Land	$ 2,424,266	$ -	$ (10,087)	$ 2,414,179
Construction in progress	115,870	1,537,941	(954,821)	698,990
Total Capital Assets not being Depreciated	2,540,136	1,537,941	(964,908)	3,113,169
Capital Assets being Depreciated				
Land improvements	440,300	-	-	440,300
Buildings	5,616,339	-	-	5,616,339
Infrastructure	23,939,226	2,215,177	-	26,154,403
Machinery and equipment	1,564,052	169,023	(16,000)	1,717,075
Vehicles	524,629	116,825	-	641,454
Total Capital Assets being Depreciated	32,084,546	2,501,025	(16,000)	34,569,571
Less Accumulated Depreciation for				
Land improvements	(440,300)	-	-	(440,300)
Buildings	(2,108,634)	(141,944)	-	(2,250,578)
Infrastructure	(13,619,251)	(1,137,651)	-	(14,756,902)
Machinery and equipment	(1,064,965)	(86,890)	16,000	(1,135,855)
Vehicles	(346,663)	(42,143)	-	(388,806)
Total Accumulated Depreciation	(17,579,813)	(1,408,628)	16,000	(18,972,441)
Total Capital Assets being Depreciated, Net	14,504,733	1,092,397	-	15,597,130
Governmental Activities Capital Assets, Net	$ 17,044,869	$ 2,630,338	$ (964,908)	$ 18,710,299

Depreciation expense was charged to functions of the governmental activities as follows:

General Government	$ 78,662
Public Safety	48,681
Public Works	1,107,740
Culture and Recreation	173,545
Total Depreciation Expense - Governmental Activities	$ 1,408,628

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	160,599	706,993	(166,054)	701,538
Total Capital Assets not being Depreciated	254,836	706,993	(166,054)	795,775
Capital Assets being Depreciated				
Land improvements	268,238	-	-	268,238
Buildings	3,723,864	-	-	3,723,864
Infrastructure	35,150,964	1,487,711	-	36,638,675
Machinery and equipment	1,341,877	2,914	-	1,344,791
Vehicles	107,243	-	-	107,243
Total Capital Assets being Depreciated	40,592,186	1,490,625	-	42,082,811
Less Accumulated Depreciation for				
Land improvements	(200,830)	10,109	-	(190,721)
Buildings	(322,741)	(99,277)	-	(422,018)
Infrastructure	(11,153,066)	(876,139)	-	(12,029,205)
Machinery and equipment	(736,243)	(82,192)	-	(818,435)
Vehicles	(43,885)	(8,543)	-	(52,428)
Total Accumulated Depreciation	(12,456,765)	(1,056,042)	-	(13,512,807)
Total Capital Assets being Depreciated, Net	28,135,421	434,583	-	28,570,004
Business-type Activities Capital Assets, Net	$ 28,390,257	$ 1,141,576	$ (166,054)	$ 29,365,779

Depreciation expense was charged to programs of the business-type activities as follows:

Water	$ 402,078
Sewer	571,025
Stormwater	62,905
Liquor Store	20,034
Total Depreciation Expense - Business-type Activities	$ 1,056,042

Note 3: Detailed Notes on All Funds (Continued)

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	$ 1,805,000
G.O. Bonds, Series 2014B	1,420,000	0.50 - 2.50	10/01/14	02/01/24	180,000
Total G.O. Bonds					$ 1,985,000

Annual debt service requirements to maturity for the G.O. bonds are as follows:

Year Ending December 31,	Governmental Activities		
	Principal	Interest	Total
2021	$ 210,000	$ 51,319	$ 261,319
2022	210,000	47,220	257,220
2023	215,000	42,545	257,545
2024	220,000	37,243	257,243
2025	170,000	32,200	202,200
2026 - 2030	960,000	79,981	1,039,981
Total	$ 1,985,000	$ 290,508	$ 2,275,508

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 2020 and total customer net revenues for the Water fund were $519,474 and $1,218,232, respectively. Principal and interest paid for 2020 and total customer net revenues for the Sewer fund were $422,010 and $1,485,563 respectively.

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
MPFA - Water Revenue Bonds, Series 2007A	$ 965,000	2.63 %	07/10/08	08/20/26	$ 360,000
MPFA - Water Revenue Bonds, Series 2008	5,064,256	3.04	10/07/08	08/20/28	2,428,056
G.O. Utility Revenue Bonds, Series 2010A	835,000	2.00 - 3.70	07/01/10	12/01/24	255,000
MPFA - Water Revenue Bonds, Series 2011	479,047	1.533	11/23/11	08/20/31	404,000
G.O. Utility Revenue Bonds, Series 2014B	1,030,000	0.50 - 2.50	10/01/14	02/01/25	545,000
MPFA - Sewer Revenue Bonds, Series 2016A	2,525,000	2.00	07/15/16	12/01/29	2,170,000
Total G.O. Revenue Bonds					$ 6,162,056

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
2021	$ 753,000	$ 152,684	$ 905,684
2022	774,000	133,922	907,922
2023	789,000	114,284	903,284
2024	805,000	93,949	898,949
2025	760,000	72,920	832,920
2026 - 2030	2,242,056	124,587	2,366,643
2031	39,000	598	39,598
Total	$ 6,162,056	$ 692,944	$ 6,855,000

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 Refunding Bonds, Series 2010B	$ 1,825,000	2.00 - 3.20 %	12/01/10	12/01/21	$ 375,000
G.O. Improvement Bonds, Series 2011A	790,000	0.60 - 2.70	09/29/11	02/01/22	175,000
G.O. Refunding Bonds, Series 2013A	2,160,000	0.35 - 2.50	02/01/13	12/01/28	300,000
Total G.O. Improvement Bonds					$ 850,000

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
2021	$ 460,000	$ 15,578	$ 475,578	$ 35,000	$ 6,430	$ 41,430
2022	90,000	1,215	91,215	35,000	5,870	40,870
2023	-	-	-	40,000	5,310	45,310
2024	-	-	-	35,000	4,470	39,470
2025	-	-	-	35,000	3,735	38,735
2026 - 2028	-	-	-	120,000	6,000	126,000
Total	$ 550,000	$ 16,793	$ 566,793	$ 300,000	$ 31,815	$ 331,815

Note 3: Detailed Notes on All Funds (Continued)

Changes in Long-term Liabilities

Long-term liability activity for the year ended December 31, 2020was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Governmental Activities					
Bonds Payable					
General obligation bonds	$ 2,190,000	$ -	$ (205,000)	$ 1,985,000	$ 210,000
G.O. improvement bonds	1,000,000	-	(450,000)	550,000	460,000
Unamortized premium on bonds	35,657	-	(3,502)	32,155	-
Total Bonds Payable	3,225,657	-	(658,502)	2,567,155	670,000
Compensated Absences Payable	173,241	88,912	(100,482)	161,671	85,449
Governmental Activities Long-term Liabilities	$ 3,398,898	$ 88,912	$ (758,984)	$ 2,728,826	$ 755,449
Business-type Activities					
Bonds Payable					
G.O. revenue bonds	$ 6,890,056	$ -	$ (728,000)	$ 6,162,056	$ 753,000
G.O. improvement bonds	335,000	-	(35,000)	300,000	35,000
Unamortized premium on bonds	59,509	-	(6,018)	53,491	
Total Bonds Payable	7,284,565	-	(769,018)	6,515,547	788,000
Compensated Absences Payable	69,980	41,937	(38,558)	73,359	38,773
Business-type Activities Long-term Liabilities	$ 7,354,545	$ 41,937	$ (807,576)	$ 6,588,906	$ 826,773

Note 3: Detailed Notes on All Funds (Continued)

F. Components of Fund Balance

At December 31, 2020, 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	Street Construction	Highway 64 and Cajima	Capital Replacement	Other Governmental Funds	Total Governmental Funds
Nonspendable							
Prepaid items	$ 9,190	$ -	$ -	$ -	$ -	$ 6,867	$ 16,057
Restricted for							
Debt service	$ -	$ 937,703	$ -	$ -	$ -	$ -	$ 937,703
Public safety	-	-	-	-	-	7,115	7,115
Community center improvements	-	-	-	-	10,000	-	10,000
Economic development	-	-	-	-	-	210,313	210,313
Total Restricted	$ -	$ 937,703	$ -	$ -	$ 10,000	$ 217,428	$ 1,165,131
Committed to							
Culture and recreation	$ -	$ -	$ -	$ -	$ -	$ 245,870	$ 245,870
Economic development	-	-	-	-	-	476,871	476,871
City technology improvements	-	-	-	-	-	5,824	5,824
Total Committed	$ -	$ -	$ -	$ -	$ -	$ 728,565	$ 728,565
Assigned to							
Capital projects	$ -	$ -	$ -	$ 4,508	$ 792,358	$ 674,054	$ 1,470,920
Unassigned	$ 1,509,947	$ -	$ (527,490)	$ -	$ -	$ (298,930)	$ 683,527

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 Plan

All full-time and certain part-time employees of the City are covered by the General Employees Retirement Plan. General Employee Plan members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

Public Employees Police and Fire Plan

The Police and Fire Plan, 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 Police and Fire Plan also covers police officers and firefighters belonging to a local relief association that elected to merge with and transfer assets and administration to PERA.

B. Benefits Provided

PERA provides retirement, disability and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature. 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.

General Employee Plan Benefits

General Employee Plan 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 Plan members. Members hired prior to July 1, 1989 receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2 percent of average salary for each of the first 10 years of service and 1.7 percent of average salary for each additional year. Under Method 2, the accrual rate for Coordinated members is 1.7 percent for average salary for all years 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.

Benefit increases are provided to benefit recipients each January. Increases are related to the funding ratio of the plan. If the General Employees Plan is at least 90 percent funded for two consecutive years, benefit recipients are given a 2.5 percent increase. If the plan has not exceeded 90 percent funded, or have fallen below 80 percent, benefit recipients are given a one percent increase. A benefit recipient who has been receiving a benefit for at least 12 full months as of June 30 will receive a full increase. Members receiving benefits for at least one month but less than 12 full months as of June 30 will receive a pro rata increase.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Police and Fire Plan Benefits

Benefits for the Police and Fire Plan 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 Police and Fire Plan 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 Police and Fire Plan 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.

Benefit increases are provided to benefit recipients each January. Beginning in 2019, the postretirement increase will be fixed at 1 percent. Recipients that have been receiving the annuity or benefit for at least 36 months as of the June 30 before the effective date of the increase will receive the full increase. For recipients receiving the annuity or benefit for at least 25 months but less than 36 months as of the June 30 before the effective date of the increase will receive a reduced prorated increase.

C. Contributions

Minnesota statutes chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state Legislature.

General Employees Fund Contributions

Coordinated Plan members were required to contribute 6.50 percent of their annual covered salary in fiscal year 2019 and the City was required to contribute 7.50 percent for Coordinated Plan members. The City's contributions to the General Employees Fund for the years ending December 31, 2020, 2019 and 2018 were $118,222, $112,189 and $108,556, respectively. The City's contributions were equal to the required contributions for each year as set by state statute.

Police and Fire Fund Contributions

Police and Fire member's contribution rates increased from 11.30 percent of pay to 11.80 percent and employer rates increased from 16.95 percent to 17.70 percent on January 1,2020. The City's contributions to the Police and Fire Fund for the years ending December 31, 2020, 2019 and 2018 were $128,590, $113,940 and $113,975, respectively. The City's contributions were equal to the required contributions for each year as set by state statute.

D. Pension Costs

General Employees Fund Pension Costs

At December 31, 2020, the City reported a liability of $1,307,010 for its proportionate share of the General Employees Fund's net pension liability. The City's net pension liability reflected a reduction due to the State of Minnesota's contribution of $16 million. 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 $40,174. The net pension liability was measured as of June 30, 2020, 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 proportionate share 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, 2019 through June 30, 2020 relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was 0.0218 percent which was an increase of 0.0014 percent from its proportion measured as of June 30, 2019.

For the year ended December 31, 2020, the City recognized pension expense of $177,651 for its proportionate share of General Employees Fund's pension expense. In addition, the City recognized an additional $3,496 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of $16 million to the General Employees Fund.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

At December 31, 2020, the City reported its proportionate share of General Employees Plan's deferred outflows of resources and deferred inflows of resources, related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Economic Experience	$ 17,138	$ 5,630
Changes in Actuarial Assumptions	2,909	50,088
Net Difference Between Projected and Actual Earnings on Plan Investments	19,272	-
Changes in Proportion	68,363	43,560
Contributions Paid to PERA Subsequent to the Measurement Date	59,196	-
Total	$ 166,878	$ 99,278

The $59,196 reported as deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2021. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

2021	$ (66,338)
2022	(3,275)
2023	46,439
2024	31,578

Police and Fire Fund Pension Costs

At December 31, 2020, the City reported a liability of $851,497 for its proportionate share of the Police and Fire Fund's net pension liability. The net pension liability was measured as of June 30, 2020, 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 proportionate share 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, 2019 through June 30, 2020 relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was 0.0646 percent which was a decrease of 0.0010 percent from its proportionate share measured as of June 30, 2019.

The State of Minnesota also contributed $13.5 million to the Police and Fire Fund in the plan fiscal year ended June 30, 2020. The contribution consisted of $4.5 million in direct state aid that does meet the definition of a special funding situation and $9.0 million in fire state aid that does not meet the definition of a special funding situation. The $4.5 million direct state was paid on October 1, 2019. Thereafter, by October 1 of each year, the state will pay $9 million to the Police and Fire Fund until full funding is reached or July 1, 2048, whichever is earlier. The $9 million in fire state aid will continue until the fund is 90 percent funded, or until the State Patrol Plan (administered by the Minnesota State Retirement System) is 90 percent funded, whichever occurs later.

As a result, the State of Minnesota is included as a non-employer contributing entity in the Police and Fire Retirement Plan Schedule of Employer Allocations and Schedule of Pension Amounts by Employer, Current Reporting Period Only (pension allocation schedules) for the $4.5 million in direct state aid. Police and Fire Plan employers need to recognize their proportionate share of the State of Minnesota's pension expense (and grant revenue) under GASB 68 special funding situation accounting and financial reporting requirements. For the year ended December 31, 2020, the City recognized pension expense of $101,775 for its proportionate share of the Police and Fire Plan's pension expense.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

The State of Minnesota is not included as a non-employer contributing entity in the Police and Fire Pension Plan pension allocation schedules for the $9 million in fire state aid. The City also recognized $6,169 for the year ended December 31, 2020 as revenue and an offsetting reduction of net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the Police and Fire Fund.

At December 31, 2020, the City reported its proportionate share of Police and Fire Plan's deferred outflows of resources and deferred inflows of resources from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Economic Experience	$ 57,743	$ 56,307
Changes in Actuarial Assumptions	406,414	670,928
Net Difference Between Projected and Actual Earnings on Plan Investments	21,450	-
Changes in Proportion	76,246	91,828
Contributions Paid to PERA Subsequent to the Measurement Date	69,577	-
Total	$ 631,430	$ 819,063

The $69,577 reported as deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2021. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

2021	$ (57,151)
2022	(256,160)
2023	14,743
2024	45,087
2025	(3,729)

E. Actuarial Assumptions

The total pension liability in the June 30, 2020 actuarial valuation was determined using an individual entry-age normal actuarial cost method and 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 males or females, as appropriate, with slight adjustments to fit PERA's experience. Cost of living benefit increases for retirees are assumed to be 1.25 percent per year for General Employees Plan and 1.0 percent per year for Police and Fire Plan.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Actuarial assumptions used in the June 30, 2020 valuation were based on the results of actuarial experience studies. The most recent four-year experience study in the General Employees Plan was completed in 2019. The assumption changes were adopted by the Board and become effective with the July 1, 2020 actuarial valuation. The most recent four-year experience study for the Police and Fire Plan was completed in 2020. The recommended assumptions for that plan were adopted by the Board and will be effective with the July 1, 2021 actuarial valuations if approved by the Legislature
The following changes in actuarial assumptions and plan provisions occurred in 2020:

General Employees Fund

Changes in Actuarial Assumptions

- The price inflation assumption was decreased from 2.50% to 2.25%.
- The payroll growth assumption was decreased from 3.25% to 3.00%.
- Assumed salary increase rates were changed as recommended in the June 30, 2019 experience study. The net effect is assumed rates that average 0.25% less than previous rates.
- Assumed rates of retirement were changed as recommended in the June 30, 2019 experience study. The changes result in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements.
- Assumed rates of termination were changed as recommended in the June 30, 2019 experience study. The new rates are based on service and are generally lower than the previous rates for years 2-5 and slightly higher thereafter.
- Assumed rates of disability were changed as recommended in the June 30, 2019 experience study. The change results in fewer predicted disability retirements for males and females.
- The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 General Mortality table, with adjustments. The base mortality table for disabled annuitants was changed from the RP-2014 disabled annuitant mortality table to the PUB-2010 General/Teacher disabled annuitant mortality table, with adjustments.
- The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019.
- The assumed spouse age difference was changed from two years older for females to one year older.
- The assumed number of married male new retirees electing the 100% Joint & Survivor option changed from 35% to 45%. The assumed number of married female new retirees electing the 100% Joint & Survivor option changed from 15% to 30%. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

Changes in Plan Provisions

- Augmentation for current privatized members was reduced to 2.0% for the period July 1, 2020 through December 31, 2023 and 0.0% after. Augmentation was eliminated for privatizations occurring after June 30, 2020.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Police and Fire Fund

Changes in Actuarial Assumptions

- The mortality projection scale was changed from MP-2018 to MP-2019.

Changes in Plan Provisions

- There have been no changes since the prior valuation.

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 Equity	35.5 %	5.10 %
Private Markets	25.0	5.30
Fixed Income	20.0	0.75
International Equity	17.5	5.90
Cash Equivalents	2.0	-
Total	100.00 %	

F. Discount Rate

The discount rate used to measure the total pension liability in 2020 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 General Employees Fund and the Police and Fire Fund were 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:

	1 Percent Decrease (6.50%)	Current (7.50%)	1 Percent Increase (8.50%)
General Employees Fund	$ 2,094,683	$ 1,307,010	$ 657,242
Police and Fire Fund	657,242	851,497	151,862

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

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: Postemployment Benefits Other Than Pensions

A. Plan Description

The City operates a single-employer retiree benefit plan ("the Plan") that provides health, life and dental insurance to eligible employees and their families through the City's health insurance plan. The full cost of the benefits is covered by the plan. Benefit and eligibility provisions are established through negotiations between the City and various unions representing City employees and are renegotiated each two-year bargaining period. The Plan does not issue a publicly available report. At December 31, 2020, the 31 active plan members/employees were covered by the benefit terms.

B. Funding Policy

OPEB benefits have historically been funded on a pay-as-you-go basis (PAYGO). Plan sponsors may set up a trust and pre-fund the benefits. There is no requirement to pre-fund benefit. However, continuing on a PAYGO basis will create a Total OPEB Liability (TOL) on the balance sheet. Results throughout the report assume continued funding under PAYGO. The overall single discount rate is 3.30%.

C. Actuarial Methods and Assumptions

The City's total OPEB liability of $69,586 was measured as of December 31, 2020, and the total OPEB liability used to calculate the total OPEB liability was determined by an actuarial valuation as of January 1, 2020 Roll forward procedures were used to roll forward the total OPEB liability to the measurement date.

The total OPEB liability in the January 1, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Discount Rate	3.33%
20-Year Municipal Bond Yield	3.30%
Inflation Rate	2.50%
Salary Increases	3.00%
Medical Trend Rate	6.50% as of January 1, 2019 grading to 5.00% over 6 years

The discount rate is based on the estimated yield of 20-Year AA-rated municipal bonds. The overall single discount rate is 3.30%. Mortality rates were based on the RP-2014 White Collar Mortality Tables with MP-2017 Generational Improvement Scale. The actuarial assumptions used in the December 31, 2018 valuation were based on input from a variety of published sources of historical and projected future financial data. Each assumption was reviewed for reasonableness with the source information as well as for consistency with the other economic assumptions.

Note 5: Postemployment Benefits Other Than Pensions - Continued

D. Changes in the Total OPEB Liability

	Total OPEB Liability (a)
Balances at December 31, 2019	$ 313,352
Changes for the Year:	
Service cost	11,217
Interset	10,677
Changes in benefit terms	(2,063)
Investment Gain or Loss	(260,904)
Changes in assumptions or other inputs	(2,693)
Net Changes	(243,766)
Balances at December 31, 2020	$ 69,586

There are no assumption changes.

E. Sensitivity of the Total OPEB Liability

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (2.33 percent) or 1-percentage-point higher (4.33 percent) than the current discount rate:

1 Percent Decrease (2.33%)	Current (3.33%)	1 Percent Increase (4.33%)
$ 341,858	$ 69,586	$ 286,752

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a Healthcare Cost Trent Rates that is 1-percentage point lower (5.50 percent decreasing to 4.00 percent) or 1-percentage-point higher (7.50 percent increasing to 6.00 percent) than the current discount rate:

1 Percent Decrease (5.5% Decreasing to 4%)	Healthcare Cost Trend Rates (6.5% Decreasing to 5%)	1 Percent Increase (7.5% Decreasing to 6%)
$ 271,483	$ 313,352	$ 362,887

Note 5: Postemployment Benefits other than Pensions (Continued)

F. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2020, the City recognized OPEB expense of $38,983. At December 31, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	$ -	$ 228,291
Changes in Actuarial Assumptions	-	2,356
Total	$ -	$ 230,647

Deferred inflows of resources totaling $230,647 related differences in expected and actual and changes in assumptions. Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

2021	$ (32,950)
2022	(32,950)
2023	(32,950)
2024	(32,950)
2025	(32,950)
Thereafter	(65,897)

Note 6: 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, 2020, the City is under the legal debt margin.

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.

Note 6: Other Information (Continued)

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 $238,078 to the Board in 2020. 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.

Note 7: Commitments and Contingencies

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.

Note 8: COVID-19

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus ("COVID-19") and the risks to the international community as virus spreads globally. On March 11, 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. In response to the pandemic, the State of Minnesota has issued stay-at-home orders and other measures aimed at slowing the spread of the coronavirus.

The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. Due to the rapid development and fluidity of this situation, the City cannot determine the ultimate impact that the COVID-19 pandemic will have on its financial condition, liquidity, and future revenue collection, and therefore any prediction as to the ultimate impact on the City's financial condition, liquidity, and future results of its revenue collections is uncertain.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2020

City of Isanti, Minnesota
Required Supplementary Information
For the Year Ended December 31, 2020

Schedule of Employer's Share of PERA Net Pension Liability - General Employees Fund

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 Payroll (c)	City's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/20	0.0218 %	$ 1,307,010	$ 40,174	$ 1,347,184	$1,609,429	83.7 %	79.0 %
06/30/19	0.0204	1,127,870	35,165	1,163,035	1,390,803	83.6	80.2
06/30/18	0.0218	1,209,375	39,643	1,249,018	1,465,877	85.2	79.5
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	22,401	1,735,617	1,310,966	132.4	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 Fund

Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	City's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
12/31/20	$ 118,222	$ 118,222	$ -	$ 1,576,289	7.5 %
12/31/19	112,189	112,189	-	1,495,849	7.5
12/31/18	108,556	108,556	-	1,447,416	7.5
12/31/17	104,864	104,864	-	1,398,189	7.5
12/31/16	105,054	105,054	-	1,400,725	7.5
12/31/15	97,034	97,034	-	1,293,790	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 Fund

Changes in Actuarial Assumptions

2020 - The price inflation assumption was decreased from 2.50% to 2.25%. The payroll growth assumption was decreased from 3.25% to 3.00%. Assumed salary increase rates were changed as recommended in the June 30, 2019 experience study. The net effect is assumed rates that average 0.25% less than previous rates. Assumed rates of retirement were changed as recommended in the June 30, 2019 experience study. The changes result in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements. Assumed rates of termination were changed as recommended in the June 30, 2019 experience study. The new rates are based on service and are generally lower than the previous rates for years 2-5 and slightly higher thereafter. Assumed rates of disability were changed as recommended in the June 30, 2019 experience study. The change results in fewer predicted disability retirements for males and females. The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 General Mortality table, with adjustments. The base mortality table for disabled annuitants was changed from the RP-2014 disabled annuitant mortality table to the PUB-2010 General/Teacher disabled annuitant mortality table, with adjustments. The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019. The assumed spouse age difference was changed from two years older for females to one year older. The assumed number of married male new retirees electing the 100% Joint & Survivor option changed from 35% to 45%. The assumed number of married female new retirees electing the 100% Joint & Survivor option changed from 15% to 30%. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

2019 - The mortality projection scale was changed from MP-2017 to MP-2018.

2018 - The mortality projection scale was changed from MP-2015 to MP-2017. The assumed benefit increase was changed from 1.00 percent per year through 2044 and 2.50 percent per year thereafter to 1.25 percent per year.

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.

Notes to the Required Supplementary Information - General Employee Fund (Continued)

Changes in Plan Provisions

2020 - Augmentation for current privatized members was reduced to 2.0% for the period July 1, 2020 through December 31, 2023 and 0.0% after. Augmentation was eliminated for privatizations occurring after June 30, 2020.

2019 - The employer supplemental contribution was changed prospectively, decreasing from $31.0 million to $21.0 million per year. The state's special funding contribution was changed prospectively, requiring $16.0 million due per year through 2031.

2018 - The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024. Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018. Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply. Contribution stabilizer provisions were repealed. Postretirement benefit increases were changed from 1.00 percent per year with a provision to increase to 2.50 percent upon attainment of 90.00 percent funding ratio to 50.00 percent of the Social Security Cost of Living Adjustment, not less than 1.00 percent and not more than 1.50 percent, beginning January 1, 2019. For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age; does not apply to Rule of 90 retirees, disability benefit recipients, or survivors. Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017 - The State's contribution for the Minneapolis Employees Retirement Fund equals $16,000,000 in 2017 and 2018, and $6,000,000 thereafter. The Employer Supplemental Contribution for the Minneapolis Employees Retirement Fund changed from $21,000,000 to $31,000,000 in calendar years 2019 to 2031. The state's contribution changed from $16,000,000 to $6,000,000 in calendar years 2019 to 2031.

2016 - No changes noted.

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 - Police and Fire Fund

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 Payroll (c)	City's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll (a/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/20	0.0646 %	$ 851,497	$ 20,053	$ 871,550	$ 712,030	119.6 %	87.2 %
06/30/19	0.0656	698,378	-	698,378	668,403	104.5	89.3
06/30/18	0.0617	657,658	-	657,658	649,935	101.2	88.8
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	637,473	415.5	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 - Police and Fire Fund

Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	City's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
12/31/20	$ 128,590	$ 128,590	$ -	$ 758,643	17.0 %
12/31/19	113,940	113,940	-	703,334	16.9
12/31/18	104,266	104,266	-	643,617	16.2
12/31/17	113,975	113,975	-	703,552	16.2
12/31/16	110,692	110,692	-	683,285	16.2
12/31/15	98,214	98,214	-	606,260	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 - Police and Fire Fund

Changes in Actuarial Assumptions

2020 - The mortality projection scale was changed from MP-2018 to MP-2019.

2019 - The mortality projection scale was changed from MP-2017 to MP-2018.

2018 - The mortality projection scale was changed from MP-2016 to MP-2017.

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.

Notes to the Required Supplementary Information - Police and Fire Fund (Continued)

Changes in Plan Provisions

2020 - No changes noted

2019 - No changes noted

2018 - As set by statute, the assumed post-retirement benefit increase was changed from 1.0 percent per year through 2064 and 2.5 percent per year, thereafter, to 1.0 percent for all years, with no trigger. An end date of July 1, 2048 was added to the existing $9.0 million state contribution. New annual state aid will equal $4.5 million in fiscal years 2019 and 2020, and $9.0 million thereafter until the plan reaches 100 percent funding, or July 1, 2048, if earlier. Member contributions were changed from 10.80 percent to 11.30 percent of pay, effective January 1, 2019 and 11.80 percent of pay, effective January 1, 2020. Employer contributions were changed from 16.20 percent to 16.95 percent of pay, effective January 1, 2019 and 17.70 percent of pay, effective January 1, 2020. Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018. Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply. Actuarial equivalent factors were updated to reflect revised mortality and interest 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 30.00 percent for vested and non-vested, deferred members. The CSA has been changed to 33.00 percent for vested members and 2.00 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 3.00 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 65.00 percent to 60.00 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 postretirement 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 5.60 percent per annum to 7.50 percent per annum.

2016 - No changes noted

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.

Schedule of Changes in the City's Total OPEB Liability and Related Ratios

	2020	2019	2018
Total OPEB Liability			
Service cost	$ 11,217	$ 28,959	$ 28,116
Interest	10,677	10,024	8,792
Differences between expected and actual experience	(260,904)	-	-
Changes in assumptions	(2,693)	-	-
Benefit payments	(2,063)	(850)	-
Net Change in Total OPEB Liability	(243,766)	38,133	36,908
Total OPEB Liability - Beginning	313,352	275,219	238,311
Total OPEB Liability - Ending	$ 69,586	$ 313,352	$ 275,219
Covered - Employee Payroll	$ 1,969,314	$ 2,059,503	$ 1,999,517
City's total OPEB liability as a percentage of covered employee payroll	4 %	15 %	14 %

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

COMBINING AND INDIVIDUAL FUND
FINANCIAL STATEMENTS AND SCHEDULES

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2020

City of Isanti, Minnesota
Nonmajor Governmental Funds
Combining Balance Sheet
December 31, 2020

	Special Revenue	Capital Projects	Total Nonmajor Governmental Funds
Assets			
Cash and temporary investments	$ 628,375	$ 527,426	$ 1,155,801
Receivables			
Accrued interest	571	463	1,034
Taxes	1,813	-	1,813
Accounts	9,112	79,384	88,496
Loans	168,045	-	168,045
Prepaid items	6,867	-	6,867
Land held for resale	18,900	-	18,900
Total Assets	$ 833,683	$ 607,273	$ 1,440,956
Liabilities			
Accounts payable	$ 12,533	$ 21,409	$ 33,942
Accrued salaries payable	1,280	-	1,280
Advances from other funds	25,060	-	25,060
Total Liabilities	38,873	21,409	60,282
Deferred Inflows of Resources			
Unavailable revenue - intergovernmental	-	52,690	52,690
Fund Balances			
Nonspendable	6,867	-	6,867
Restricted	217,428	-	217,428
Committed	728,565	-	728,565
Assigned	-	674,054	674,054
Unassigned	(158,050)	(140,880)	(298,930)
Total Fund Balances	794,810	533,174	1,327,984
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 833,683	$ 607,273	$ 1,440,956

City of Isanti, Minnesota
Nonmajor Governmental Funds
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended December 31, 2020

	Special Revenue	Capital Projects	Total Nonmajor Governmental Funds
Revenues			
Taxes			
Property taxes	$ 79,802	$ -	$ 79,802
Tax increments	17,674	-	17,674
Franchise taxes	32,676	312,252	344,928
Intergovernmental	28	221,533	221,561
Charges for services	172,655	-	172,655
Investment earnings	11,478	11,245	22,723
Miscellaneous	12,030	11,067	23,097
Total Revenues	326,343	556,097	882,440
Expenditures			
Current			
Public safety	2,890	-	2,890
Culture and recreation	24,457	-	24,457
Economic development	102,570	-	102,570
Capital outlay			
General government	23,122	-	23,122
Public works	-	292,477	292,477
Economic development	500	-	500
Total Expenditures	153,539	292,477	446,016
Excess of Revenues Over Expenditures	172,804	263,620	436,424
Other Financing Sources (Uses)			
Transfers out	(23,950)	-	(23,950)
Net Change in Fund Balances	148,854	263,620	412,474
Fund Balances, January 1	645,956	269,554	915,510
Fund Balances, December 31	$ 794,810	$ 533,174	$ 1,327,984

City of Isanti, Minnesota
Nonmajor Special Revenue Funds
Combining Balance Sheet
December 31, 2020

	104 Redbirds Maintenance	108 Economic Development Authority	214 Park	219 Revolving Loan	220 Forfeiture
Assets					
Cash and temporary investments	$ 359	$ 156,850	$ 245,691	$ 155,560	$ 7,110
Receivables					
Accrued interest	-	114	179	113	5
Taxes	-	-	-	-	-
Accounts	-	6,890	-	-	-
Loans	-	-	-	168,045	-
Prepaid items	-	803	-	-	-
Land held for resale	-	-	-	-	-
Total Assets	$ 359	$ 164,657	$ 245,870	$ 323,718	$ 7,115
Liabilities					
Accounts payable	$ 508	$ 9,421	$ -	$ -	$ -
Accrued salaries payable	-	1,280	-	-	-
Advance from other funds	-	-	-	-	-
Total Liabilities	508	10,701	-	-	-
Fund Balances					
Nonspendable	-	803	-	-	-
Restricted	-	-	-	-	7,115
Committed	-	153,153	245,870	323,718	-
Unassigned	(149)	-	-	-	-
Total Fund Balances	(149)	153,956	245,870	323,718	7,115
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 359	$ 164,657	$ 245,870	$ 323,718	$ 7,115

223 Youth Rec Education Safety	224 Cambridge Isanti Joint Event	226 Isanti Indoor Arena	409 TIF 9	410 TIF 10	614 City Technology Improvement	Total
$ -	$ -	$ (157,595)	$ 158,116	$ 58,299	$ 3,985	$ 628,375
-	-	-	115	42	3	571
-	-	-	1,813	-	-	1,813
-	-	-	-	-	2,222	9,112
-	-	-	-	-	-	168,045
-	-	-	-	-	6,064	6,867
-	-	-	18,900	-	-	18,900
$ -	$ -	$ (157,595)	$ 178,944	$ 58,341	$ 12,274	$ 833,683
$ -	$ -	$ 306	$ 1,912	$ -	$ 386	$ 12,533
-	-	-	-	-	-	1,280
-	-	-	25,060	-	-	25,060
-	-	306	26,972	-	386	38,873
-	-	-	-	-	6,064	6,867
-	-	-	151,972	58,341	-	217,428
-	-	-	-	-	5,824	728,565
-	-	(157,901)	-	-	-	(158,050)
-	-	(157,901)	151,972	58,341	11,888	794,810
$ -	$ -	$ (157,595)	$ 178,944	$ 58,341	$ 12,274	$ 833,683

City of Isanti, Minnesota
Nonmajor Special Revenue Funds
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances
For the Year Ended December 31, 2020

	104 Redbirds Maintenance	108 Economic Development Authority	214 Park	219 Revolving Loan	220 Forfeiture
Revenues					
Taxes					
Property taxes	$ -	$ 79,802	$ -	$ -	$ -
Tax increments	-	-	-	-	-
Franchise taxes	-	6,535	-	-	-
Intergovernmental	-	9	-	-	-
Charges for services	-	5,965	139,500	426	-
Investment earnings	26	2,407	2,766	2,518	121
Miscellaneous	4,000	6,615	100	-	-
Total Revenues	4,026	101,333	142,366	2,944	121
Expenditures					
Current					
Public safety	-	-	-	-	2,890
Culture and recreation	6,046	-	-	-	-
Economic development	-	89,078	-	9,167	-
Capital outlay					
General government	-	-	-	-	-
Economic development	-	-	-	-	-
Total Expenditures	6,046	89,078	-	9,167	2,890
Excess (Deficiency) of Revenues Over (Under) Expenditures	(2,020)	12,255	142,366	(6,223)	(2,769)
Other Financing Sources (Uses)					
Transfers out	-	(19,150)	-	-	-
Net Change in Fund Balances	(2,020)	(6,895)	142,366	(6,223)	(2,769)
Fund Balances, January 1	1,871	160,851	103,504	329,941	9,884
Fund Balances, December 31	$ (149)	$ 153,956	$ 245,870	$ 323,718	$ 7,115

223 Youth Rec Education Safety	**224** Cambridge Isanti Joint Event	**226** Isanti Indoor Arena	**409** TIF 9	**410** TIF 10	**614** City Technology Improvement	Total
$ -	$ -	$ -	$ -	$ -	$ -	$ 79,802
-	-	-	17,674	-	-	17,674
-	-	-	-	-	26,141	32,676
-	-	19	-	-	-	28
-	-	26,764	-	-	-	172,655
56	-	-	2,474	987	123	11,478
-	-	1,315	-	-	-	12,030
56	-	28,098	20,148	987	26,264	326,343
-	-	-	-	-	-	2,890
-	-	18,411	-	-	-	24,457
-	-	-	3,825	500	-	102,570
-	-	-	-	-	23,122	23,122
-	-	-	500	-	-	500
-	-	18,411	4,325	500	23,122	153,539
56	-	9,687	15,823	487	3,142	172,804
(3,328)	(1,472)	-	-	-	-	(23,950)
(3,272)	(1,472)	9,687	15,823	487	3,142	148,854
3,272	1,472	(167,588)	136,149	57,854	8,746	645,956
$ -	$ -	$ (157,901)	$ 151,972	$ 58,341	$ 11,888	$ 794,810

City of Isanti, Minnesota
Nonmajor Capital Projects Funds
Combining Balance Sheet
December 31, 2020

	427 Fairway Blvd/ County 5 Signal	438 City Parking Improvements	440 Pavement Management Improvements	441 2017 Palomino Road Southeast Improvements	Total
Assets					
Cash and temporary investments	$ 215,272	$ (74,687)	$ 400,359	$ (13,518)	$ 527,426
Receivables					
Accrued interest	157	-	291	15	463
Accounts	-	-	79,384	-	79,384
Total Assets	$ 215,429	$ (74,687)	$ 480,034	$ (13,503)	$ 607,273
Liabilities					
Accounts payable	$ -	$ -	$ 21,409	$ -	$ 21,409
Deferred Inflows of Resources					
Unavailable revenue - intergovernmental	-	-	-	52,690	52,690
Fund Balances					
Assigned	215,429	-	458,625	-	674,054
Unassigned	-	(74,687)	-	(66,193)	(140,880)
Total Fund Balances	215,429	(74,687)	458,625	(66,193)	533,174
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 215,429	$ (74,687)	$ 480,034	$ (13,503)	$ 607,273

City of Isanti, Minnesota
Nonmajor Capital Projects Funds
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances
For the Year Ended December 31, 2020

	427 Fairway Blvd/ County 5 Signal	438 City Parking Improvements	440 Pavement Management Improvements	441 2017 Palomino Road Southeast Improvements	Total
Revenues					
Franchise taxes	$ -	$ -	$ 312,252	$ -	$ 312,252
Intergovernmental	-	-	-	221,533	221,533
Investment earnings	3,514	-	7,483	248	11,245
Miscellaneous	11,067	-	-	-	11,067
Total Revenues	14,581	-	319,735	221,781	556,097
Expenditures					
Current					
Public works	-	-	292,477	-	292,477
Net Change in Fund Balances	14,581	-	27,258	221,781	263,620
Fund Balances, January 1	200,848	(74,687)	431,367	(287,974)	269,554
Fund Balances, December 31	$ 215,429	$ (74,687)	$ 458,625	$ (66,193)	$ 533,174

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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, 2020
(With Comparative Actual Amounts for the Year Ended December 31, 2019)

	2020				2019
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Revenues					
Property taxes	$ 1,881,692	$ 1,881,692	$ 1,859,747	$ (21,945)	$ 1,844,385
Licenses and permits					
Business	12,900	12,900	14,885	1,985	14,385
Nonbusiness	361,200	361,200	430,168	68,968	330,659
Total licenses and permits	374,100	374,100	445,053	70,953	345,044
Intergovernmental					
Federal					
Other	8,600	8,600	417,121	408,521	8,102
State					
Local government aid	737,393	737,393	740,876	3,483	635,435
Property tax credits	-	-	70	70	164
Police aid	81,400	81,400	56,204	(25,196)	77,715
Municipal state aid					
street maintenance	68,500	68,500	73,844	5,344	67,155
Other	1,400	1,400	-	(1,400)	1,205
Total intergovernmental	897,293	897,293	1,288,115	390,822	789,776
Charges for services					
General government	128,894	128,894	38,754	(90,140)	34,444
Public safety	91,171	91,171	25,670	(65,501)	116,387
Public works	8,800	8,800	10,497	1,697	12,444
Culture and recreation	16,650	16,650	58,139	41,489	70,267
Total charges for services	245,515	245,515	133,060	(112,455)	233,542
Fines and forfeitures	50,000	50,000	33,500	(16,500)	52,524
Investment earnings	17,000	17,000	40,076	23,076	63,798
Miscellaneous					
Refunds and reimbursements	13,600	13,600	26,451	12,851	9,099
Other	2,400	2,400	1,150	(1,250)	976
Total miscellaneous	16,000	16,000	27,601	11,601	10,075
Total Revenues	3,481,600	3,481,600	3,827,152	345,552	3,339,144

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, 2020
(With Comparative Actual Amounts for the Year Ended December 31, 2019)

	2020				2019
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures					
Current					
General government					
Mayor and city council					
Personnel services	$ 23,443	$ 23,443	$ 25,273	$ (1,830)	$ 27,265
Supplies	5,450	5,450	1,525	3,925	849
Other services and charges	12,975	12,975	13,239	(264)	7,910
Total mayor and city council	41,868	41,868	40,037	1,831	36,024
Elections					
Personnel services	5,560	5,560	7,222	(1,662)	-
Supplies	1,400	1,400	111	1,289	-
Other services and charges	1,900	1,900	2,698	(798)	154
Total elections	8,860	8,860	10,031	(1,171)	154
Financial administration					
Personnel services	475,460	475,460	465,592	9,868	472,791
Supplies	40,517	36,517	32,653	3,864	38,288
Other services and charges	128,353	132,353	133,227	(874)	123,336
Total finance administration	644,330	644,330	631,472	12,858	634,415
Planning and zoning					
Personnel services	100,344	100,344	95,308	5,036	38,358
Supplies	4,195	4,195	1,667	2,528	2,229
Other services and charges	13,120	13,120	15,572	(2,452)	24,832
Total planning and zoning	117,659	117,659	112,547	5,112	65,419
Municipal building					
Personnel services	5,000	5,000	1,382	3,618	3,984
Supplies	2,100	2,100	1,309	791	2,214
Other services and charges	39,042	39,042	36,843	2,199	34,529
Total municipal building	46,142	46,142	39,534	6,608	40,727
Total general government	858,859	858,859	833,621	25,238	776,739

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, 2020
(With Comparative Actual Amounts for the Year Ended December 31, 2019)

	2020				2019
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures (Continued)					
Current (continued)					
Public safety					
Police					
Personnel services	$ 1,175,767	$ 1,175,767	$ 1,253,944	$ (78,177)	$ 1,237,916
Supplies	23,756	23,756	24,680	(924)	22,274
Other services and charges	167,519	167,519	166,255	1,264	163,254
Total police	1,367,042	1,367,042	1,444,879	(77,837)	1,423,444
Fire protection					
Other services and charges	249,505	249,505	251,620	(2,115)	234,662
Building inspection					
Personnel services	45,673	45,673	49,267	(3,594)	63,921
Supplies	550	550	636	(86)	1,428
Other services and charges	276,379	276,379	350,276	(73,897)	289,391
Total building inspection	322,602	322,602	400,179	(77,577)	354,740
Code enforcement					
Personnel services	9,033	9,033	8,972	61	41,043
Supplies	450	450	121	329	91
Other services and charges	5,895	5,895	2,302	3,593	3,617
Total code enforcement	15,378	15,378	11,395	3,983	44,751
Animal control					
Supplies	270	270	70	200	124
Other services and charges	4,604	4,604	3,001	1,603	1,443
Total animal control	4,874	4,874	3,071	1,803	1,567
Total public safety	1,959,401	1,959,401	2,111,144	(151,743)	2,059,164
Public works					
Streets and highways					
Personnel services	204,343	204,343	224,744	(20,401)	214,237
Supplies	112,250	112,250	77,140	35,110	102,604
Other services and charges	74,386	74,386	53,532	20,854	53,590
Total streets and highways	390,979	390,979	355,416	35,563	370,431

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, 2020
(With Comparative Actual Amounts for the Year Ended December 31, 2019)

	2020				2019
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures (Continued)					
Current (continued)					
Public works (continued)					
Street lighting					
Other services and charges	$ -	$ 49,725	$ 53,811	$ (4,086)	$ 48,239
Sanitation and waste control					
Personnel services	18,338	18,338	15,912	2,426	15,092
Supplies	1,200	1,200	805	395	1,280
Other services and charges	4,040	4,040	6,307	(2,267)	687
Total sanitation and waste control	23,578	23,578	23,024	554	17,059
General city maintenance					
Personnel services	35,419	35,419	29,124	6,295	27,057
Supplies	7,525	7,525	2,203	5,322	1,228
Other services and charges	18,149	18,149	15,890	2,259	15,703
Total general city maintenance	61,093	61,093	47,217	13,876	43,988
Total public works	475,650	525,375	479,468	45,907	479,717
Culture and recreation					
Parks and recreation					
Personnel services	221,687	221,687	216,014	5,673	201,320
Supplies	15,590	15,590	11,720	3,870	9,156
Other services and charges	133,960	133,960	106,100	27,860	102,597
Total parks and recreation	371,237	371,237	333,834	37,403	313,073
Total culture and recreation	371,237	371,237	333,834	37,403	313,073
Economic development					
Other services and charges	24,066	24,066	24,528	(462)	264
Total current	3,689,213	3,738,938	3,782,595	(43,657)	3,628,957

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, 2020
(With Comparative Actual Amounts for the Year Ended December 31, 2019)

	2020				2019
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures (Continued)					
Capital outlay					
General government	$ -	$ -	$ 69,575	$ (69,575)	$ 20,774
Public safety	-	-	160,435	(160,435)	51,143
Public works	-	-	10,160	(10,160)	24,426
Culture and recreation	-	-	4,500	(4,500)	6,833
Total capital outlay	-	-	244,670	(244,670)	103,176
Debt service					
Interest and other	1,000	1,000	-	1,000	341
Total Expenditures	3,690,213	3,739,938	4,027,265	(287,327)	3,732,474
Excess (Deficiency) of Revenues Over (Under) Expenditures	(208,613)	(258,338)	(200,113)	58,225	(393,330)
Other Financing Sources (Uses)					
Sale of capital assets	-	-	-	-	649
Transfers in	369,150	451,176	455,976	4,800	369,150
Transfers out	(160,537)	(242,563)	-	242,563	(123,624)
Total Other Financing Sources (Uses)	208,613	208,613	455,976	247,363	246,175
Net Change in Fund Balances	-	(49,725)	255,863	305,588	(147,155)
Fund Balances, January 1	1,263,274	1,263,274	1,263,274	-	1,410,429
Fund Balances, December 31	$ 1,263,274	$ 1,213,549	$ 1,519,137	$ 305,588	$ 1,263,274

City of Isanti, Minnesota
Debt Service Funds
Combining Balance Sheet
December 31, 2020

	929 2010B G.O. Improvement Bonds	930 2011A G.O. Improvement Bonds	931 2014A G.O. Tax Abatement Bonds
Assets			
Cash and temporary investments	$ 436,374	$ 152,725	$ 258,757
Receivables			
Accrued interest	318	111	188
Special assessments	282,692	34,607	-
Total Assets	$ 719,384	$ 187,443	$ 258,945
Liabilities			
Accounts payable	$ 382	$ 382	$ 382
Deferred Inflows of Resources			
Unavailable revenue - special assessments	282,692	34,193	-
Fund Balances			
Restricted for debt service	436,310	152,868	258,563
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 719,384	$ 187,443	$ 258,945

932 2014B G.O. Improvement Bonds	933 2017 Palamino Road	Total
$ 55,626	$ 34,678	$ 938,160
40	-	657
-	34,069	351,368
$ 55,666	$ 68,747	$ 1,290,185
$ 382	$ -	$ 1,528
-	34,069	350,954
55,284	34,678	937,703
$ 55,666	$ 68,747	$ 1,290,185

City of Isanti, Minnesota
Debt Service Funds
Combining Schedule of Revenues, Expenditures
and Changes in Fund Balances
For the Year Ended December 31, 2020

	929 2010B G.O. Improvement Bonds	**930** 2011A G.O. Improvement Bonds	**931** 2014A G.O. Tax Abatement Bonds
Revenues			
Property taxes	$ 85,000	$ 7,805	$ 225,501
Special assessments	-	17,348	-
Investment earnings	11,715	1,688	1,230
Total Revenues	96,715	26,841	226,731
Expenditures			
Debt service			
Principal	365,000	85,000	160,000
Interest and other	23,827	6,594	51,745
Total Expenditures	388,827	91,594	211,745
Excess (Deficiency) of Revenues Over (Under) Expenditures	(292,112)	(64,753)	14,986
Other Financing Sources (Uses)			
Transfers in	-	40,807	-
Net Change in Fund Balances	(292,112)	(23,946)	14,986
Fund Balances, January 1	728,422	176,814	243,577
Fund Balances, December 31	$ 436,310	$ 152,868	$ 258,563

932 2014B G.O. Improvement Bonds	933 2017 Palamino Road	Total
$ 51,006	$ -	$ 369,312
-	10,533	27,881
178	-	14,811
51,184	10,533	412,004
45,000	-	655,000
4,286	17	86,469
49,286	17	741,469
1,898	10,516	(329,465)
-	-	40,807
1,898	10,516	(288,658)
53,386	24,162	1,226,361
$ 55,284	$ 34,678	$ 937,703

City of Isanti, Minnesota

Summary Financial Report
Revenues and Expenditures for General Operations
Governmental Funds
For the Years Ended December 31, 2020 and 2019

	Total		Percent Increase (Decrease)
	2020	2019	
Revenues			
Taxes	$ 3,090,463	$ 2,802,855	10.26 %
Licenses and permits	445,053	345,044	28.98
Intergovernmental	1,995,676	991,240	101.33
Charges for services	305,715	360,898	(15.29)
Fines and forfeits	33,500	52,524	(36.22)
Special assessments	40,460	386,812	(89.54)
Investment earnings	88,317	178,668	(50.57)
Miscellaneous	55,220	94,401	(41.50)
Total Revenues	$ 6,054,404	$ 5,212,442	16.15 %
Per Capita	$ 971	$ 864	12.39 %
Expenditures			
Current			
General government	$ 833,621	$ 776,907	7.30 %
Public safety	2,114,034	2,061,863	2.53
Public works	479,468	479,717	(0.05)
Culture and recreation	358,291	402,219	(10.92)
Economic development	127,098	78,823	61.24
Capital outlay			
General government	124,022	96,612	28.37
Public safety	245,028	159,538	53.59
Public works	1,873,743	364,867	413.54
Culture and recreation	31,438	49,852	(36.94)
Economic development	500	500	-
Debt service			
Principal	655,000	570,000	14.91
Interest and other	86,469	100,697	(14.13)
Total Expenditures	$ 6,928,712	$ 5,141,595	34.76 %
Per Capita	$ 1,112	$ 853	30.39 %
Total Long-term Indebtedness	$ 2,535,000	$ 3,190,000	(20.53) %
Per Capita	407	529	(23.11)
General Fund Balance - December 31	$ 1,519,137	$ 1,263,274	20.25 %
Per Capita	244	209	16.36

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.

OTHER REQUIRED REPORTS

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2020

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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, 2020, and the related notes to the financial statements, and have issued our report thereon dated April 14, 2021.

In connection with our audit, nothing came to our attention that caused us to believe that the City of Isanti failed to comply with the provisions of the contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. 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, insofar as they relate to accounting matters.

This report is intended solely for the information and use of those charged with governance and management of the City and the State Auditor and is not intended to be, and should not be, used by anyone other than these specified parties.

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
April 14, 2021

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, 2020, 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 14, 2021.

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 Finding and Response, we identified certain deficiencies in internal control that we consider to be 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.

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 Finding and Response as item 2020-001 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 non-compliance and identified no 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 Finding and Response. 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 it.

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 14, 2021

People + Process. Going Beyond the Numbers

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City of Isanti, Minnesota
Schedule of Finding and Response
For the Year Ended December 31, 2020

Finding	Description
2020-001	**Preparation of Financial Statements**
Condition:	As in prior years, we were requested to draft the audited financial statements and related footnote disclosures as part of our regular audit services. Recent auditing standards require auditors to communicate this situation to the City Council as an internal control deficiency. 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.

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson - Parks, Recreation, and Events Coordinator
Date: April 20, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Request for the Walk for Life

Background

The Pregnancy Resource Center of Cambridge has submitted a special event permit application to host a one-day walk to raise money for non-profit community services. The event, including setup and tear down, will take place Saturday, May 15, 2021 from 8am-1pm at Bluebird Park.

No road closures or parking restrictions are being requested and the path will follow the walking paths within the park. Event staff and volunteers will be responsible for cleaning up waste on the property after the event.

The approximate attendance is 25-40. The spectators will have to follow the social distancing guidelines that are in place.

No outdoor audio system or live entertainment will be used and no additional restrooms will be brought in. The event is free to attend and any donations collected will support the non-profit Pregnancy Resource Center of Cambridge/Lex Specialty Clinics.

The complete application along with departmental review are attached.

Staff Request

City staff is requesting approval of the Walk for Life Special Event Permit application and attachments.

Attachments

- Resolution No. 2021-XXX
- Special Event Application – Walk for Life

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR WALK FOR LIFE

WHEREAS, Pregnancy Resource Center of Cambridge has submitted a Special Event application requesting a permit to host the Walk for Life; and,

WHEREAS, a one-day walk event is scheduled to take place in Bluebird Park on Saturday, May 15; and,

WHEREAS, event set-up is scheduled for Friday, May 15 from 8:00 am to 1:00 pm; and,

WHEREAS, the estimated number of people to be in attendance each day is 25-40; and,

WHEREAS, the applicant will not be required to provide additional restrooms for the event; and,

WHEREAS, parking during the event will be restricted to Bluebird Park parking lots; and,

WHEREAS, the applicant has submitted a complete request with the application materials; and,

WHEREAS, public addressing systems and live entertainment will not be utilized during the event; and,

WHEREAS, a Park Shelter Reservation application has been completed; and,

WHEREAS, the sign permit fee has been waived;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event permit request for Walk for Life;

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This Resolution is hereby approved by the Isanti City Council this 20th day of April 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

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 WAIVED
- ☐ 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: 4/6/2021

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Pregnancy Resource Center of Cambridge

Contact Person: Heather Taylor

Address: 140 Buchanan St. N. STE 138

City: Cambridge State: MN Zip: 55008

Phone: 763 - 689 - 4319 Fax: 763 - 552 - 0049 Cell: ___ - ___ - ____

E-mail: prcadmin@cambridgeprc.com

Secondary Contact Person: Kimberly Redfield

Address: 140 Buchanan St. N. STE 138

City: Cambridge State: MN Zip: 55008

Phone: 763 - 689 - 4319 Cell [redacted] E-mail: prcoperations@cambridgeprc.com

EVENT INFORMATION

Event Name: Walk for Life

Date(s) of Event: 5/15/2021

Hours of Event: 8am-1pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

Walk to raise money for non-profit free community services provided by Pregnancy Resource Center of

Proposed Location of the Event (be specific, site map also required):
Bluebird Park with use of pavilion and use of walking path - extending walk to city sidewalk and back to park - 1 mile.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
25-40

Parking Impact – Describe in detail:
Use of public parking lots around the park area.

Tents, equipment, amusement rides, etc.
Type: Pavilion
Size:
Location:

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
No. First aid nurses on site provided by organization.

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.

Use of porta-potties on site at park.

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 needed.

Clean-up Plans – Describe in detail:
All items in used areas will be cleaned up by staff prior to leaving the park. No items will be left behind. We will use the garbage cans on site at the park.

City of Isanti
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Live entertainment – Describe in detail:
None.

Will any other **public addressing system or sound amplification** be used? If so, describe:
Possibly a bull horn for announcements.

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 tickets - free event. 2. No donation required. Walkers have raised fund prior to the event through walk sponsorships.
3. All funds will support the non-profit free services provided by the Pregnancy Resource Center of Cambridge/Lex Specialty Clinics to the community.

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: Caina M. Kennedy

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: VIA EMAIL 4/9 - SEE ATTACHED

Police Chief
X Approved ____ Denied ____ N/A Signature: VIA EMAIL 4/9 - SEE ATTACHED

Public Services Director
X Approved ____ Denied ____ N/A Signature: Matt Gohl

Parks, Recreation and Culture Manager
X Approved ____ Denied ____ N/A Signature: Lynsey Olson

Community Development Director
X Approved ____ Denied ____ N/A Signature: Jesse Ward

City Administrator
X Approved ____ Denied ____ N/A Signature: Jon Wood

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

PARK SHELTER RESERVATION APPLICATION

CONTACT NAME Heather Taylor
ORGANIZATION Pregnancy Resource Center of Cambridge
ADDRESS 140 Buchanan St. N. STE 138
CITY Cambridge STATE MN ZIP 55008
BUSINESS PHONE 763-689-4319 CELL [redacted]
EMAIL prc.admin@cambridgeprc.com

Date(s) of Reservation: 5/15/2021	Number of Individuals in Attendance: 25-50
START TIME: 8am	END TIME: 1pm

Will any additional special use activities be provided on site**?
No

*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.

Shelter Reservation Fee

Resident or City Non-Profit	No Charge	
Non-Resident or Business	$10.00, plus tax	
Non-Resident Non-Profit	$5.00, plus tax	5.00
Refundable electric box key deposit (Bluebird Only)	$50	
Will electricity be required? No	Total Amount Due:	

Park Locations: Please check which park you are requesting.

Bluebird Park	✓	Isanti Hills Neighborhood Park	
Mattson Park		Unity Park	

Applicant Signature: Celine M. Kennedy **Date:** 4/7/21

If you have questions as to whether your event would require a special event permit or general information, please contact Jenny Garvey - Parks, Recreation and Culture Manager at (763) 762-5754 or via e-mail at isantiparks@cityofisanti.us

For Office Use Only
Date Received: Staff Approval: Refundable Deposit:

City of Isanti: Park Shelter Reservation Policy

1. Park Shelters are available for rent April 1st through September 30th weather permitting. City parks are open daily from 7 a.m. to 10p.m.

2. Requests for reservations will be accepted for the ensuing year beginning the first business day in January. Reservations will be accepted on a first-come, first-serve basis. No phone requests to hold a park shelter will be accepted or honored. If available, the request will be booked. A permit will be issued via mail or e-mail. If the request cannot be processed, the applicant will be notified.

3. A certificate of insurance will be required for all events that are open to the public. A copy shall accompany the application form.

4. Keys shall be returned within forty-eight (48) hours of your reservation or your deposit will not be refunded.

5. All individuals, groups, or organizations using the park shelters shall observe all City Park Rules and Regulations as posted and provided within Ordinance No.277.

**Your event may require a special event permit. A special event is defined as a temporary outdoor use on private or public property that extends beyond the normal uses and standards allowed by the zoning ordinance of the City; in which attendance in excess of seventy-five (75) people is anticipated, and impacts are anticipated on surrounding neighborhoods, businesses, or the community as a whole. Special events include but are not limited to, art shows, car shows, sidewalk sales, haunted houses, carnivals, grand openings, festivals, home exhibitions, parades, circus, block parties, fairs, concerts, street dances, tournaments, or other attended outdoor entertainment or celebration that is to be held on public or private property. A special event shall not apply to the following: a permanent place of worship, stadium, athletic field, arena, theatre, or auditorium; family gatherings including family reunions, graduation parties, baptisms, confirmations, weddings, and other similar types of events held on private property; garage sales/ estate sales; and events established through the City of Isanti such asNational Night Out.

STAFF ONLY

A Community For Generations
Isanti

SIGN PERMIT APPLICATION

☐ Site copy ☐ City copy Permit # ____-____

Rcvd Date: ____ Apvd Date: ____

Fee Rcvd Date: ____ Prmt Close Date: ____

TO BE FILLED OUT BY APPLICANT INCOMPLETE APPS MAY NOT BE PROCESSED

PROJECT ADDRESS: 201 Isanti Parkway Isanti MN 55040

GENERAL LOCATION OF SIGN ON THE PROPERTY: Near parking lot and along 3rd Ave NW on walking route to bike trail and back to park.

APPLICANT NAME: Pregnancy Resource Center of Cambridge/Lex Specialty Clinics	Address: 140 Buchanan St. N. STE 138
City: Cambridge State: MN Zip: 55008	Email: prcadmin@cambridgeprc.com
Contact Name: Heather Taylor	Phone: 763-689-4319
FEE OWNER AND APPLICATION CONSENT:	Address:
City: State: Zip:	Email:
Contact Name:	Phone:
OTHER CONTACTORS:	Address:
City: State: Zip:	Email:
Contact Name:	Phone:

SIGNATURE OF APPLICANT: Gina M. Kennedy DATE: 4/7/21

PRINTED NAME: Gina M Kennedy CEO

SIGNATURE OF PROPERTY OWNER: DATE:

PRINTED NAME:

APPLICATION FEES: Non-refundable fees- 1) Permanent Sign: **$75** 2) Temporary Sign: **$50**

Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. Failure to submit a complete application may delay the review and approval process.

Generally, when a sign permit is needed, the permit app shall include, but is not limited to, construction documents which shall show the required details of construction including dimensions, wind load, ground load, stresses, fastening and anchoring application, footing sizes if needed, height to be erected at bottom edge clearances, materials to be used, electrical details as applicable, location on property, and the message to be displayed. Further info and inspections may be required by Com. Dev. Dept., please contact them upon application for a sign permit.

APPLICANTS PLEASE REVIEW

Acceptance of Application: The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. The application may also be subject to the acceptance by applicable councils. Building official and/or engineering approval may be required. Application materials shall meet building/engineering requirements set forth by the city engineer or as stated within the city code.

ITEM	DESCRIPTION	DATE RCVD
☐ Site Plan	Site Plan showing the location of the sign on the parcel as well as dimensions from property lines, driveways, buildings, etc.	(staff use)
☐ Visuals/Detailed descriptions	Clear and legible drawings with description of the colors, construction materials, and sign dimensions	(staff use)
☐ Owner's Signature	Written authorization from the property owner for the sign to be located on the property	(staff use)
☐ Supplemental permit application(s)	When appropriate, a completed building permit application with drawings showing dimensions, construction supports, electrical wiring and components, sign materials, and any additional items as required by the Building Official.	(staff use)
☐ Other	Other Supplemental Information as requested by Staff	(staff use)

OFFICE USE ONLY

Application certified as complete by: **DATE:**

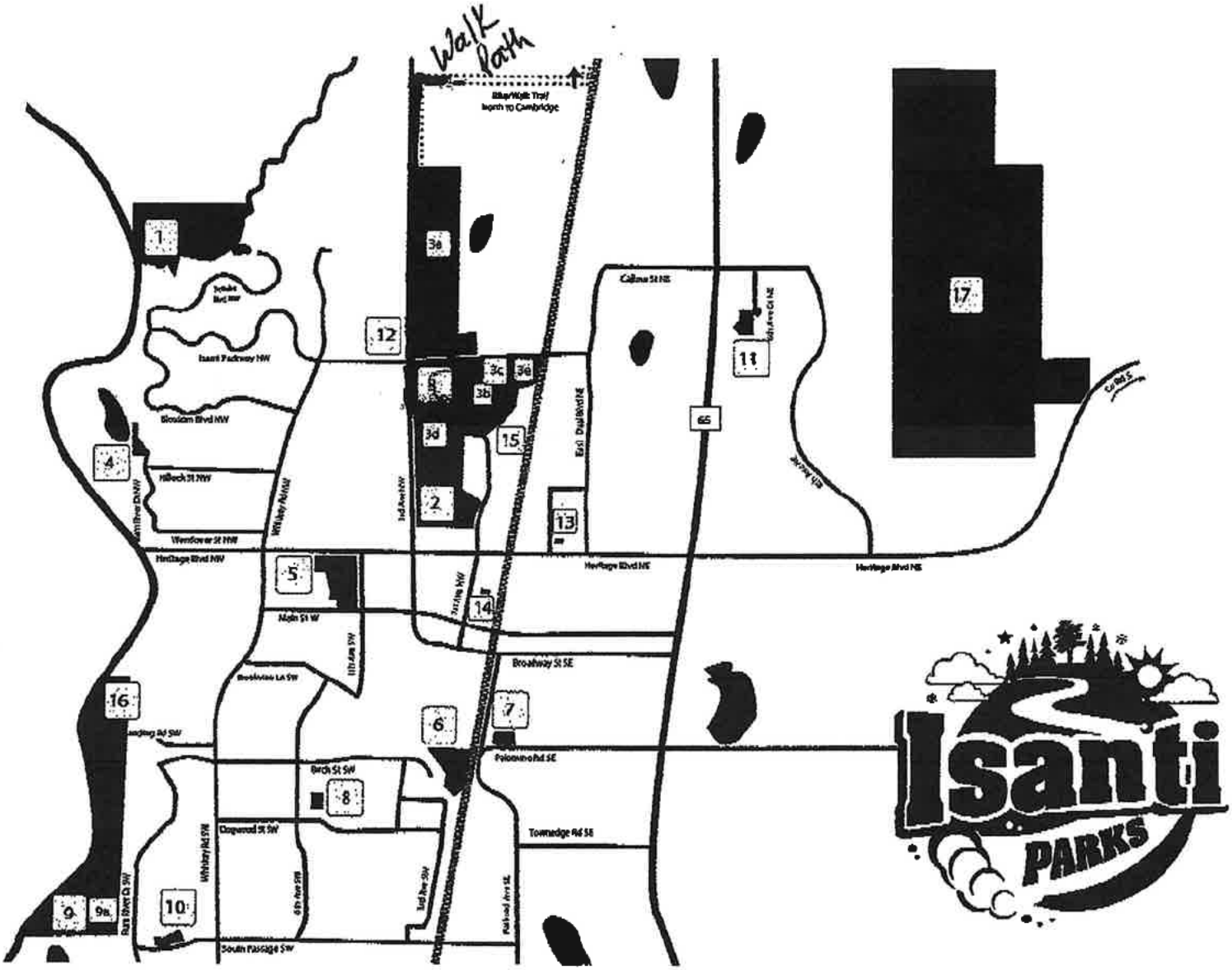
Conditions: (may be cont'd on back)

Permit Approved By: DATE:

Printed Name: Dept:

Paid: Date: Receipt No.: By:

Please review Sect. 16: Signs for rules and regs. Packets may be found at City Hall or at www.cityofisanti.us/images/Section_16_-_Signs_3.8.2018.pdf



City Parks

1. **Legacy Park** - 1043 Bellaire Blvd NW
2. **Unity Park** - 420 3rd Ave NW
3. **Bluebird Park** - 201 Isanti Parkway NW
   - *a. Soccer Complex*
   - *b. Skate Park & Pleasure Rink*
   - *c. Isanti Indoor Arena (Home of Rum River BMX)*
   - *d. Redbirds Baseball Field*
   - *e. Dog Park*
4. **Riverside Park** - 503 Rum River Dr NW
5. **Mattson Park** - 311 5th Ave NW
6. **Whisper Ridge Park** - 795 3rd Ave SW
7. **VFW Park** - Palomino Rd SE & Railroad Ave SE
8. **Isanti Hills Neighborhood Park** - 518 Dogwood St SW
9. **River Bluff Preserve** - 1111 Rum River Dr SW
   - *a. Isanti Community Garden*
10. **Rum River Meadows Park** - 1108 South Passage SW
11. **Academy Park** - 901 6th Ave Ct NE

City Facilities

12. **Cambridge-Isanti Bike/Walk Trail** - Isanti Parkway NW & 3rd Ave NW
13. **Farmer's Market**
14. **Isanti Community Center** - 208 S 1st Ave NW

Community Recreation

15. **Isanti Civic Arena** - 600 1st Ave NW
16. **Martin's Landing** (DNR Landing) - Martin's Landing Road NW
17. **Sanbrook Golf Course** - 1261 Heritage Blvd NE



THE IN THE

Pregnancy Resource Center/Lex Specialty Clinic

Saturday, May 15, 2021

LOCATION: Blue Bird Park, Isanti, MN 55040

Registration @ 9:00 am • Walk Begins @ 9:30 am

For More Information

763-689-4319 • CAMBRIDGEPRC.COM

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Friday, April 9, 2021 10:42 AM
To: Isanti Parks
Subject: RE: SEP - Walk For Life

Isanti Fire approves the 5/15 special event permit application from the Pregnancy Resource Center.

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: Friday, April 9, 2021 10:30 AM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - Walk For Life

Hi Guys,
Special Event Permit application is attached for the Pregnancy Resource Center of Cambridge's Walk for Life at Bluebird Park. Event will be held 5/15 from 8am-1pm with 25-40 people.

Please let me know if you approve/deny the app by next Wednesday 4/14.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator
Direct: 763-762-5754

Isanti Parks

From: Travis Muyres
Sent: Wednesday, April 14, 2021 3:03 PM
To: Isanti Parks
Subject: RE: SEP - Walk For Life

approved

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401 First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks
Sent: Friday, April 9, 2021 10:29 AM
To: Travis Muyres; Fire Department - Al Jankovich
Subject: SEP - Walk For Life

Hi Guys,
Special Event Permit application is attached for the Pregnancy Resource Center of Cambridge's Walk for Life at Bluebird Park. Event will be held 5/15 from 8am-1pm with 25-40 people.

Please let me know if you approve/deny the app by next Wednesday 4/14.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator
Direct: 763-762-5754

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 14, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Approval of Plans and Authorization to Advertise for Bids
2021 Pavement Management Project
City of Isanti, MN
BMI Project No.: 0R1.123133

We request that the City Council approve the plans and specifications, entitled "2021 Pavement Management Project" and authorize advertisement for bids.

Following is the schedule for the 2021 Pavement Management Project:

Approve Plans & Specs, Authorize Advertisement for Bids	April 20, 2021
Open Bids	June 1, 2021
Commence Construction	June, 2021
Substantial Completion of Construction	August 31, 2021

We are requesting that the City Council approve plans and specifications and authorize advertisement for bids.

I will be at the April 20, 2021 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 us 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 2021-XXX

ACCEPTING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BID FOR THE 2021 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has planned for the 2021 Pavement Management Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, the Engineer's Estimate is within the planned budget; and,

WHEREAS, a public bid opening is recommended to be held on June 1, 2021 to receive competitive bids to complete the construction project in the 2021 construction season;

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

1) That the City shall accept the plans and specifications as completed by Bolton & Menk, Inc.

2) That the City shall authorize the advertisement for bids for this project with a bid opening date scheduled for June 1, 2021.

This resolution was duly approved by the Isanti City Council this 20th day of April 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

City of Isanti

Gross Payroll	98,141.42
Social Security & Medicare	5,446.62
Public Employees Retirement	10,559.01
Total City Expense	114,147.05

Pay Date 4/16/2021

Pay Period 8 (3/28-4/10/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/07/2021	55674	3035	ANDERSON, ASHLEY JENSEN & LINDSAY	601-20200	22.68
04/21	04/07/2021	55675	3029	ATTORNEYS TITLE GROUP	601-20200	3.43
04/21	04/07/2021	55676	2521	AXON ENTERPRISE INC.	920-20200	4,652 36
04/21	04/07/2021	55677	9	BERNICKS PEPSI-COLA	609-20200	1,645 55
04/21	04/07/2021	55678	1387	BJORKLUND COMPANIES	101-20200	102.00
04/21	04/07/2021	55679	2020	BOYLE, EUGENE	101-20200	1,897.60
04/21	04/07/2021	55680	1474	CDW GOVERNMENT INC	614-20200	6,222.60
04/21	04/07/2021	55681	1198	CENTER POINT ENERGY	601-20200	2,936 22
04/21	04/07/2021	55682	1629	CITY OF ISANTI	101-20200	9,693 02
04/21	04/07/2021	55683	1736	COMM OF MMB, TREAS DIV	101-20200	560.00
04/21	04/07/2021	55684	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,730.30
04/21	04/07/2021	55685	3031	EBERHARDY, ELISE	603-20200	5.54
04/21	04/07/2021	55686	2937	EXECUTIVE TITLE SERVICES	601-20200	4.63
04/21	04/07/2021	55687	1682	FERGUSON WATERWORKS	601-20200	59.60
04/21	04/07/2021	55688	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
04/21	04/07/2021	55689	1400	GENERAL CODE LLC	603-20200	2,209 95
04/21	04/07/2021	55690	134	GOPHER STATE ONE-CALL INC	601-20200	135.00
04/21	04/07/2021	55691	2761	GRATITUDE FARMS	101-20200	250.00
04/21	04/07/2021	55692	188	ISANTI COUNTY SHERIFF	101-20200	184.26
04/21	04/07/2021	55693	1563	ISANTI ELECTRIC INC	601-20200	752.75
04/21	04/07/2021	55694	3032	JACOBOSON, NATHANIEL & NORMA	601-20200	118.59
04/21	04/07/2021	55695	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,674 30
04/21	04/07/2021	55696	5	KAWALEK TRUCKING	609-20200	200.00
04/21	04/07/2021	55697	2727	LEGACY TITLE	601-20200	33.71
04/21	04/07/2021	55698	17	MCDONALD DISTRIBUTING CO	609-20200	12,569.70
04/21	04/07/2021	55699	3033	MELLIN, ELAINE	601-20200	5.00
04/21	04/07/2021	55700	1945	MINNESOTA DEPARTMENT OF LABOR & INDUSTR	101-20200	1,490 28
04/21	04/07/2021	55701	194	MN DEPT OF HEALTH	601-20200	5,469 00
04/21	04/07/2021	55702	2068	OLSON, ELEANOR	601-20200	53.54
04/21	04/07/2021	55703	2553	O'REILLY	101-20200	10.44
04/21	04/07/2021	55704	2288	PARTNERS TITLE	601-20200	28.82
04/21	04/07/2021	55705	44	PHILLIPS WINE & SPIRITS INC	609-20200	11,747.40
04/21	04/07/2021	55706	12	POSTMASTER	603-20200	6,000 00
04/21	04/07/2021	55707	2625	RESULTS TITLE	601-20200	62.69
04/21	04/07/2021	55708	3034	RG TITLE LLC	603-20200	65.07
04/21	04/07/2021	55709	1868	RIC PROPERTY MANAGEMENT	601-20200	54.42
04/21	04/07/2021	55710	2614	S. W. WOLD CONSTRUCTION INC	601-20200	31.80
04/21	04/07/2021	55711	2518	SEMLER CONSTRUCTION	601-20200	422.95
04/21	04/07/2021	55712	2001	SHRED-N-GO INC	101-20200	702.29
04/21	04/07/2021	55713	1361	STAPLES ADVANTAGE	609-20200	207.15
04/21	04/07/2021	55714	73	STAR	425-20200	13.33
04/21	04/07/2021	55715	3036	SWANSON, JOSHUA & KATHERINE	601-20200	43.81
04/21	04/07/2021	55716	2598	T.A.SCHIFSKY & SONS INC.	101-20200	610.99
04/21	04/07/2021	55717	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	619.00
04/21	04/07/2021	55718	686	VERIZON WIRELESS	101-20200	1,486 92
04/21	04/07/2021	55719	42	VIKING COCA-COLA BOTTLING CO	609-20200	173.55
04/21	04/07/2021	55720	4	WATSON CO INC	609-20200	2,025.64
04/21	04/07/2021	55721	1922	WEX BANK	101-20200	4,398 34
04/21	04/07/2021	55722	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,938 00
Grand Totals:						101,445.07

Report Criteria:
Report type: Summary
Check.Check number = 55723
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/07/2021	55723	3030	CARNEY FORENSICS	101-20200	2,700.00
Grand Totals:						2,700.00

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/14/2021	55725	3035	ANDERSON, LINDSAY	601-20200	22.68
04/21	04/14/2021	55726	53	BELLBOY CORPORATION	609-20200	2,521.69
04/21	04/14/2021	55727	9	BERNICKS PEPSI-COLA	609-20200	1,162.10
04/21	04/14/2021	55728	368	BILLS QUALITY CLEANING	101-20200	446.00
04/21	04/14/2021	55729	2319	BREAKTHRU BEVERAGE OF MN	609-20200	8,608 94
04/21	04/14/2021	55730	2621	BUREAU OF CRIM. APPREHENSION	101-20200	150.00
04/21	04/14/2021	55731	1822	CENTURYLINK BUSINESS SERVICES	101-20200	17.42
04/21	04/14/2021	55732	1522	CERTIFIED LABORATORIES	101-20200	191.56
04/21	04/14/2021	55733	918	CRYSTAL SPRINGS ICE	609-20200	325.62
04/21	04/14/2021	55734	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,717.95
04/21	04/14/2021	55735	3037	FREDLUND, KIELY	101-20200	348.97
04/21	04/14/2021	55736	696	GENESIS LLC	609-20200	1,180 53
04/21	04/14/2021	55737	113	ISANTI TIRE & AUTO CARE INC	101-20200	20.00
04/21	04/14/2021	55738	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,180 84
04/21	04/14/2021	55739	5	KAWALEK TRUCKING	609-20200	269.20
04/21	04/14/2021	55740	1282	LEAF TOWING AND	220-20200	100.00
04/21	04/14/2021	55741	1479	LOFFLER COMPANIES INC	108-20200	238.45
04/21	04/14/2021	55742	17	MCDONALD DISTRIBUTING CO	609-20200	15,873.75
04/21	04/14/2021	55743	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
04/21	04/14/2021	55744	2208	MINNESOTA EQUIPMENT INC	101-20200	109.97
04/21	04/14/2021	55745	1180	MLB PRINTING INC	609-20200	455.00
04/21	04/14/2021	55746	176	MN DEPT OF REVENUE	101-20200	28,983.00
04/21	04/14/2021	55747	2842	MN PEIP	861-20200	29,790.06
04/21	04/14/2021	55748	2992	NEXTERA COMMUNICATIONS	108-20200	271.00
04/21	04/14/2021	55749	1315	NOREEN, DUSTEN	101-20200	265.48
04/21	04/14/2021	55750	2553	O'REILLY	101-20200	17.98
04/21	04/14/2021	55751	617	PAUSTIS & SONS	609-20200	893.25
04/21	04/14/2021	55752	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,289.77
04/21	04/14/2021	55753	2341	RED BULL DISTRIBUTION CO INC	609-20200	324.00
04/21	04/14/2021	55754	2396	SOUTHERN GLAZERS OF MN	609-20200	5,134 09
04/21	04/14/2021	55755	73	STAR	101-20200	126.60
04/21	04/14/2021	55756	2598	T.A.SCHIFSKY & SONS INC.	101-20200	845.61
04/21	04/14/2021	55757	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	619.00
04/21	04/14/2021	55758	1503	THE AMERICAN BOTTLING COMPANY	609-20200	261.00
04/21	04/14/2021	55759	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
04/21	04/14/2021	55760	2027	US INTERNET	603-20200	57.80
04/21	04/14/2021	55761	42	VIKING COCA-COLA BOTTLING CO	609-20200	345.95
04/21	04/14/2021	55762	4	WATSON CO INC	609-20200	2,560.71
Grand Totals:						123,907.56

RESOLUTION 2021-XXX

APPROVING THE RE-HIRE OF PART-TIME PUBLIC WORKS SEASONAL ERIC JONES

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 Seasonal positions for part time employment; and,

WHEREAS, Eric Jones is selected as the most qualified candidate for the open Seasonal position. The offer is contingent on successfully passing a background check;

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 Public Works Seasonal position to Eric Jones for the City of Isanti and shall be eligible to start on or after April 7th, 2021.
2. Eric Jones shall start at the wage scale of $15.70 per hour.
3. Seasonal hires shall not work more than 100 days per the Union Contact in the position of the Public Works Seasonal position effective Spring through Fall 2021.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offers.
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 20th day of April 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021- XXX

ACCEPTING PART-TIME POLICE OFFICER LETTER OF RESIGNATION FOR ERIC BAUMGART

WHEREAS, Police Officer Eric Baumgart has submitted a letter of resignation to the City of Isanti on April 6, 2021; and,

WHEREAS, the effective date of this resignation is April 20, 2021; and,

WHEREAS, Officer Eric Baumgart 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. The resignation of Eric Baumgart is hereby accepted effective April 20, 2021.

2. That Human Resources and Police Chief are hereby directed to fill the position as needed.

This Resolution is hereby approved by the Isanti City Council this 20th day of April 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Request for City Council Action- MEMO

To.	**Mayor Johnson and Members of City Council**
From:	Jaden Strand, City Clerk
Date:	April 20, 2021
Subject:	Resolution 2021-XXX Accepting Quote and Authorizing to Enter into a Contract for Cleaning Services

Background:
Council authorized staff to advertise for proposals for cleaning services on March 2nd, 2021. Staff received three proposals; Walz Enterprises LLC, Bill's Quality Cleaning and Clean Queen.

Recommendation:
Staff is recommending to enter into a two-year contract with Walz Enterprises for cleaning services as they are lower overall for services per the specifications outlined in the request for proposal.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- Resolution 2021-XXX Accepting Quote and Authorizing to Enter into a Contract for Cleaning Services

RESOLUTION 2021-XXX

ACCEPTING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR CLEANING SERVICES

WHEREAS, the Council authorized staff to request proposals for cleaning services on March 2nd, 2021; and,

WHEREAS, the request for proposals for cleaning services was published in the City's official newspaper; and,

WHEREAS, the following quotes were received:

CLEANING SERVICES			
LOCATION	**WALZ ENTERPRISES LLC**	**BILL'S QUALITY CLEANING**	**CLEAN QUEEN**
CITY HALL	$362.48	$420.00	-
POLICE DEPARTMENT	$155.35	$252.00	-
LIQUOR STORE	$51.78	$40.00	-
TOTAL FOR SERVICES PER MONTH	$569.61	$712.00	$1,000.00 Flat Fee

WINDOW CEANING SERVICES			
LOCATION	**WALZ ENTERPRISES LLC**	**BILL'S QUALITY CLEANING**	**CLEAN QUEEN**
CITY HALL	-	$112.00	-
POLICE DEPARTMENT	-	$40.00	-
LIQUOR STORE	-	$45.00	-
TOTAL SEMI-ANNUALLY	Included in Cleaning Services Fee	$197.00	Included in Cleaning Services Fee

STRIP AND WAX FLOOR			
LOCATION	**WALZ ENTERPRISES LLC**	**BILL'S QUALITY CLEANING**	**CLEAN QUEEN**
COMMUNITY CENTER	$0.90 per square foot (not to exceed $855.90)	$300.00 per time	Included in Cleaning Services Fee
LIQUOR STORE	$0.90 per square foot (not to exceed $450.00)	$300.00 per time	Included in Cleaning Services Fee

WHEREAS, the lower overall quote was provided by Walz Enterprises LLC;

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

1. The City Council hereby accepts the quote from Walz Enterprises LLC (includes window washing).

2. That the City Administrator is hereby authorized to enter into a contract with Walz Enterprises LLC for the provision of specified cleaning services for the Municipal Building, Police Department, Community Center, Liquor Store and New Liquor Store for the period from May 1st, 2021 to April 31st, 2023.

3. That a copy of said contract shall be attached to this resolution including the responsibilities of both parties for the service.

This resolution was duly adopted by the Isanti City Council this 20th day of April 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CONTRACT FOR CLEANING SERVICES

This agreement is hereby entered into between the City of Isanti and Walz Enterprises LLC for provision of specified cleaning services for City of Isanti municipal facilities that are named as follows:

City Hall
Police Department
Community Center
Liquor Store
New Liquor Store

It is understood that Walz Enterprises LLC is acting as an independent contractor and the relationship between the parties is merely contractual. Walz Enterprises will not be an employee of the City of Isanti.

For the Contractors part of this contract, Walz Enterprises LLC hereby agrees to accept the following responsibilities:

1. Provide cleaning services in full accordance with items on the attached Specifications form Part III.
2. Contact the City Clerk immediately to report any damage or other problems occurring as a result of contract cleaning work.
3. Provide all necessary cleaning supplies and equipment required for contractor's work.
4. Provide a certificate of liability insurance naming the City as an additional insured. General Liability limit $1,000,000 per occurrence, $2,000,000 Aggregate, $300,000 automobile liability.
5. Provide Evidence of Worker's Comp Coverage if applicable or provide Exclusion.
6. Cleaning will be done on Friday, Saturday or Sunday at all facilities.
7. Individual(s) providing cleaning services have successfully completed and passed background check.

For its part of this contract, the City of Isanti hereby agrees to accept the following responsibilities:

1. Provide supplies required for daily use of the building, i.e. garbage bags, toilet paper, paper towels, hand towels and light bulbs.

2. Provide **$569.00 to be paid each month** compensation for general cleaning and window washing service detailed in items 1-4 within the attached specification form Part III, payable within 30 days of receiving the contractor's invoice.

3. Provide **$0.90 per square foot** compensation for stripping and waxing the floor not to exceed $855.90 at the Community Center and not to exceed $450.00 at the Liquor Store detailed in part III, payable within 30 days of receiving the contractor's invoice.

TERMINATION

It is further agreed that in case of violation, breach or non-performance by Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor. This Contract shall be in effect from the date entered into through April 31, 2023 unless either party gives to the other written notice of not less than ninety (90) days, said notice stating that this Agreement shall be terminated and the effective date of termination. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and Contractor.

This contract for cleaning service is hereby entered into on _____, between Walz Enterprises LLC and the City of Isanti for the period from May 1, 2021 through April 31, 2023.

_____	_____
Walz Enterprises LLC	Josi Wood, City Administrator
_____	_____
Date	Date

PART III

CITY OF ISANTI
SPECIFICATIONS FOR CLEANING SERVICES- CITY HALL, POLICE DEPARTMENT, LIQUOR STORE, NEW LIQUOR STORE AND COMMUNITY CENTER

The City is interested in receiving a quote for cleaning services for a period from May 1, 2021 through April 31, 2023 and as further described. The cleaning service shall be done after hours on weekends (Friday evening, Saturday, and Sunday).

Section 1. Provision of Services

SCOPE OF WORK:

Specifications for Cleaning Services for Isanti Municipal Facilities is as follows:

1) City Hall – 110 1st Avenue NW

Weekly:

- Clean, sweep and wet mop all floors, corners, baseboards in all areas. (Offices, council chambers, entrances, lunch room and bathrooms.)
- Empty all trash and garbage containers into the trash container/ dumpster and replace with new trash bag.
- Empty all recycling containers into the recycling container.
- Clean and wipe down all surfaces and areas. (Lobby, offices, meeting rooms, council chambers and chairs.)
- Vacuum all carpet areas.
- Dust all counter tops and open desk tops including council chambers, windowsills, file cabinets and baseboards.
- Clean Restrooms. (Wipe down stools, urinals, sinks, mirrors, replace deodorant blocks in urinals as needed, refill soap dispenser, refill towel dispenser, refill toilet paper dispensers and supply one additional roll in each stall and wipe down all restroom stalls).
- Clean Lunch Room. (Wipe down sink, counters and other areas.)

Monthly:

- Clean and wipe down glass of interior and exterior North and South entrance glass doors.
- Clean and wipe down glass of display windows and doors in Lobby.
- Clean and wipe down glass at front desk.
- Remove spider webs as needed.
- Dust window blinds in offices, meeting rooms and council chambers.

Semi-Annually: Spring and Fall or more as needed:

- Clean and wipe down interior and exterior lower level windows and all doors.
- Clean and wipe down interior 2nd story windows.

2) **Police Station** – 401 1st Avenue North

Weekly:

- Clean, sweep and wet mop all floors, corners, baseboards in all areas. (Offices, entrances and lunch room.)
- Empty all trash and garbage containers into the trash container/ dumpster and replace with new trash bag.
- Empty all recycling containers into the recycling container.
- Clean and wipe down all surfaces and areas. (Lobby, offices and chairs.)
- Vacuum all carpet areas.
- Dust all counter tops and open desk tops including windowsills, file cabinets and baseboards.
- Clean Restrooms. (Wipe down stools, urinals, sinks, mirrors, replace deodorant blocks in urinals as needed, refill soap dispenser, refill towel dispenser, refill toilet paper dispensers and supply one additional roll in each stall, wipe down all restroom stalls).
- Clean Lunch Room. (Wipe down sink, counters and other areas.)

Monthly:

- Clean and wipe down interior and exterior entrance doors.
- Remove spider webs.

Semi-Annually: Spring and Fall:

- Clean and wipe down interior and exterior windows.

Police Station windows include all windows in the offices of the Police Department and lunchroom.

3) **Municipal Liquor Store** – 400 W Dual Blvd. (Anticipated until November 30th, 2021)

Monthly:

- Clean and wipe down front entryway and interior glass doors.
- Clean and wipe down front windows in entryway.

Semi-Annually: Spring and Fall:

- Clean and wipe down exterior windows.

Quarterly:

- Strip and wax floor.

NEW Municipal Liquor Store – 10 6th Ave SE (Anticipated beginning December 1st, 2021)

Monthly:

- Clean and wipe down front entryway and interior glass doors.
- Clean and wipe down front windows in entryway.

Semi-Annually: Spring and Fall:

- Clean and wipe down exterior windows.

4) Community Center – 208.5 1st Avenue NW

Semi-Annually: Spring and Fall:

- Strip and wax kitchen and walkway.

Days for stripping and waxing floor of the Community Center shall be coordinated with the Parks, Recreation and Events Coordinator and/or designee.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: April 20, 2021
Subject: Resolution 2021-XXX Approving a Development Agreement for Caribou Coffee

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Background:
On April 6th the City Council approved a site plan for a freestanding Caribou Coffee with drive-thru at 206 5th Ave NE. As part of the development process a minor development agreement is required. The applicant has reviewed the agreement and has no concerns or comments.

Request:
Approve development agreement for Caribou Coffee.

Attachments:
- Resolution 2021-XXX
- Development Agreement

RESOLUTION 2021-XXX

APPROVING THE DEVELOPMENT AGREEMENT FOR CARIBOU COFFEE

WHEREAS, Coffee Holdings LLC, (applicant) has an approved site plan for a Caribou Coffee at 260 5th Avenue NE PID 16.029.0500; and,

WHEREAS, a Development Agreement has been prepared and reviewed by the Developer and is ready for consideration by the City Council of the City of Isanti;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid and any minor changes to the agreement can be done by the City Administrator.

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 20th day of April 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

CITY OF ISANTI

MINOR DEVELOPMENT AGREEMENT

THIS AGREEMENT (the "Agreement"), is made and entered into this _____ day of _____ 2021 between the **City of Isanti**, a Minnesota municipal corporation (the "City") Coffee Holdings LLC**,** a _____ limited liability company (the "Developer").

RECITALS

WHEREAS, Developer seeks to construct a 605 square foot Caribou Coffee freestanding building (the Development) on the property located at 260 5th Avenue NE., PID 16.029.0500.,Isanti MN, Isanti County Minnesota (the Property); and

WHEREAS, the Property is zoned B-2, General Business District and Highway 65 Overlay, and the Property is to be developed in accordance with the zoning requirements of that District, subject to the terms and conditions of this Agreement; 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, Developer agrees to comply with the requirements set forth by City Code, City Approvals and Approved plans as defined and enumerated on attached Exhibit C and Exhibit D; 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), development of the Property shall adhere to the provisions set forth herein.

2. **Escrow for City Costs and Fees.** Developer shall, contemporaneously with

execution of this Agreement, deposit with the City an escrow of $5,000 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. Any funds remaining in the escrow account(s) after the completion of the Development shall be refunded to the Developer. In the event the escrow account is depleted, the Developer shall post additional sums of money to replenish the account to a maximum of $5,000 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. **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, unless otherwise stated. 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 extend new 5-foot-wide sidewalk along Main Street from 5th Avenue Ped Ramp to Main Street driveway, pursuant to the conditions set forth in the February 23, 2021, memo from the City's engineer, Bolton & Menk.

    b. Remove existing curb & gutter & replace with valley gutter or full B618 as needed.

c. Remove the existing concrete driveway apron and curb cut onto Main Street. Replace curb with full B618 through old entrance.

d. Concrete valley gutters will be needed at both proposed entrances.

e. All utilities, including electricity, telephone, cable and natural gas, shall be installed underground within platted utility easements or road rights-of-way.

f. Replace existing sidewalk with 6-inch thick sidewalk through driveways and ped ramps, all other sidewalk can be 4-inch thick.

g. Relocate existing hydrant and pass testing for pressure and bacteria per City and MDH standards.

4. **Erosion Control.** Soil stabilization shall be employed to ensure the integrity of the soils and prevent erosion onto City streets, alley and neighboring parcels.

5. **Lighting.** The Developer shall be financially responsible for the cost of lighting for the Development.

6. **Warranty of Improvements.** The Developer represents and warrants that all the Developer Installed Municipal Improvements made shall be guaranteed to be properly functioning as designed for a period of two 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 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.

7. **Signs and Markings.** All costs associated with markings and signs are to be borne by the Developer. Placement of City signage shall be as directed by the City Engineer. Business signage shall be approved by sign permit.

8. **Lowest Floor Elevation.** No building shall be constructed unless the lowest floor elevation is at least two feet above the 100-year flood elevation or two feet above the high groundwater elevation, whichever is greater. Additionally, the lowest floor elevation shall be specifically referenced and designated on a certificate of survey, which survey shall be provided to the City before any building permits are issued.

9. **Miscellaneous Provisions.** The Developer specifically understands that approval for this development is given subject to the following requirements:

   a. Exterior lighting or advertising activities on the site shall comply with City ordinance regarding same.

   b. The Developer shall permit access to the land herein for periodic inspection to assure conformance with the conditions herein.

   c. 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.

10. **Special Provisions.** The following shall apply:

   a. **Liquidated Damages.** The Developer agrees to pay liquidated damages to the City in the amount of $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.

b. **Sodding and Seeding Requirements.** Prior to issuance of a certificate of occupancy, it shall be the responsibility of the Developer 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.

11. **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 this Agreement and agree to the conditions hereof.

12. **Lien Waivers.** Copies of signed and recorded lien waivers are required from each of the Developer's Contractors and Subcontractors involved in constructing the sidewalks. The Lien Waivers shall be submitted to and approved by the City Engineer prior to accepting the sidewalks and starting the warranty period.

13. **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, and 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.

14. **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.

15. **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:

        i. 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.

ii. 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 undertake any one or more of the following:

i. 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.

ii. 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.

iii. The City may draw upon any escrow or financial guarantee established pursuant to this Agreement.

iv. 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 Statutes 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 undertake such public

improvements under Minnesota Statutes chapter 429, and waiver of any all rights to notices, hearings and appeal under said chapter.

16. **Notice and Demands.** 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: Coffee Holdings, LLC
    530 South Front Street Suite 100
    Mankato MN 56001

    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.

17. **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.

18. **Receipt Acknowledgment.** The City shall acknowledge receipt of the funds received at the time the Development Agreement is signed.

19. **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

Attest:

_____
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

On this _____ day of _____, 2021, before me, a Notary Public, personally appeared Jeff Johnson and Jaden Strand, 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 Clerk and, hereby acknowledge said instrument to be the free act and deed of said City of Isanti.

_____
Notary Public

Coffee Holdings LLC

By: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF)

On this _____ day of _____, 2021, before me, a Notary Public, within and for said County and State, personally appeared _____, to me personally known, who, being by me duly sworn did say that he is the _____ of Coffee Holdings LLC , named in the foregoing instrument, and that said instrument was signed on behalf of said limited liability company and acknowledged to be the free act and deed of said company.

_____
Notary Public

This document was drafted by:

City of Isanti
1st Avenue North
P O 428
Isanti, MN 55040-0428
Telephone: 763-444-5512

2021 Exhibit B - Caribou Coffe

Acres:	**$ 1.14**
Units:	
Lots:	

I.	**Platting Fees Owed/Credits:**		**Cost**	**per acre/unit/lot**		**Cash**	**Notes:**	
	A. Trunk Utilities	$	2,050.00	per acre	$	2,337.00		
	B. Park Dedication	$	1,500.00	per acre	NA			
	C Signal Light	$	0.10	per Sq/Ft	$	4,965.80		49658
	Total Fees:				**$**	**7,302.80**		

II.	**Improvement Related Costs:**	**Cash**	**Notes**

		Letter of Credit (LOC)		**Cash Escrow**	**Notes**
	C. Engineering				
	Onsite Field Inspection			$ 5,000.00	City Engineer - contract
	Improvement Subtotals:	**$**	**-**	**$ 5,000.00**	

III.	**LOC/Escrow/Fees required:**	**LOC***		**Cash**
	A. Letter of Credit (LOC) - Section II I.	**$**	**-**	
	B. Cash Escrow - Section II C-H.			**$ 5,500.00**
	C. Fees - Section I			**$ 7,302.80**
	D. Administrative - Section II A.			**$ -**
	E. Development related transportation improvement cost - Section II B.			**$ -**
	Total Cash required	**$**	**-**	**$ 12,802.80**

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: April 20th 2021
Subject: Setting Work Sessions for 2022 Budget

Background:
Below is the proposed 2022 Budget Timeline

Date	Month	Action
2nd Council Meeting	April	Memo to Council Outlining Budget Process/Timeline
Thurs. after 2nd CC Mtg	April	Prepare & Distribute Budget & Capital Outlay Request Templates
First 3 weeks	May	Input Department Head Budget Requests
Last 1 week	May	Meet With Department Heads Regarding Operating & Capital Budgets
2nd week	June	Department Head Meeting on Budget to be Presented at C.O.W.
Committee of the Whole	June	Review Budget Items and Capital Outlay Requests
2nd Council Meeting	July	Council Budget Workshop – Operating Budgets
2nd Council Meeting	August	Council Budget Workshop – Capital Budgets
1st Council Meeting	September	Preliminary Levy is Approved
1st Council Meeting	December	Truth in Taxation Meeting, Final levy and Budget Adoption

Request: Staff is recommending that Budget workshops be held immediately following the regular Council Meetings on Tuesday July 20th and Tuesday August 17th.

Attachment:
- Resolution 2021-XXX – Setting Work Sessions for 2022 Budget

RESOLUTION 2021-XXX

SETTING WORK SESSIONS FOR 2022 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, IT IS HEREBY 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 20, 2021
2. Tuesday, August 17, 2021

This Resolution is hereby approved by the Isanti City Council this 20th day of April 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: April 20, 2021

Subject: Electrical Maintenance Services- Request for Proposals

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Background:
The City's contract with its current electrical service provider is expiring; to make sure the City is getting the best cost for services it is recommended to go out for proposals for electrical maintenance services. Staff has prepared a request for proposals (RFP) for this service that outlines needs and specifications.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- RFP for Electrical Maintenance Services



CITY OF ISANTI

REQUEST FOR PROPOSALS

ELECTRICAL MAINTENANCE SERVICES

Proposals Due: May 5th, 2021

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain electrical maintenance work from a qualified business.

The primary objective of requesting proposals is for the City to determine which proposer can offer the highest quality of service at the most reasonable cost.

II. INSTRUCTIONS FOR PROPOSERS

A. The City will accept electronic or written proposals. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Jaden Strand
City Clerk
City of Isanti
110 1st Ave NW P.O. Box 428
Isanti, MN 55040

Electronic proposal submissions are to be attached to an email with the subject line "Electrical Maintenance Proposal" Questions or request for clarification may be directed to Jaden Strand, City Clerk by phone at (763) 762-5759 or via email at Jstrand@cityofisanti.us.

B. **All proposals must be received no later than 4:30 pm on Wednesday, May 5th, 2021**. Any vendors submitting proposals after the date and time listed above are not guaranteed consideration. Proposals submitted should be clearly labelled "Electrical Maintenance Proposal".

III. SCOPE OF WORK:

Specifications for Electrical Maintenance Service for Isanti Municipal Facilities is as follows:

1) The City is accepting proposals to perform electrical maintenance work on an "as-needed basis" for City building and facilities. The work may be indoor or outside. This work includes tasks ranging from maintenance of building lighting and electrical systems to small projects in City Parks to other electrical project needs for any/all City facilities. Work to be performed under direction of a state licensed Master Electrician. This proposer should list experience, examples of project work, list individual(s) to perform work, their qualifications and contractor references.

Acceptance of the proposal is for a "first call" basis, and if the contractor is not available or cannot respond in a timely manner, the City reserves the right to contact another vendor of their choosing. Specialty equipment in city utility and liquor store facilities is not covered under this contract.

IV. PROPOSAL EVALUATION AND CONTRACT AWARD

A. The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.

B. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.

C. The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.

D. It is anticipated that the City will establish a contract with a selected business for a five (5) year term. A contract for this term will be prepared and entered into with the successful proposer.

E. The successful contractor must not have any delinquent accounts with the City of Isanti.

V. TERM OF CONTRACT AND INSURANCE:

The Contract Term shall be five (5) years; from June 1, 2021 to May 31, 2026. The approved contractor will need to provide to the City a Certificate of Insurance with General and Automobile Liability Insurance in the amount of $1,000,000 and Workers Compensation Insurance in the statutory amounts. The City of Isanti shall be listed on the Certificate as an additional insured.

Independent contractors carrying on a trade or business as sole proprietors must present Independent Contractor Exemption Certificate (ICEC) when submitting a quote for the above services.

CITY OF ISANTI REQUEST FOR PROPOSAL
ELECTRICAL MAINTENANCE SERVICES QUOTE WORKSHEET

All categories must be completed to be considered in the award of the quote per the attached specifications.

I (we) submit the following quote for electrical maintenance services for the City of Isanti.

	Cost for Service- Hourly Basis
Regular Rate (8 a.m. to 4:30 p.m.) Monday through Friday	$
After Hours	$
Weekends/ Holidays	$
Price Adjustment Over Term of Contract (If any)	$

You may attach any additional information to this worksheet to provide quotes for the Electrical Maintenance service.

Proposal submitted by: (Please Print)

Company Name	Phone Number
Mailing Address	City, State Zip code
Contact Person/Person Submitting Proposal	Email
Signature of Person Submitting Proposal	Date

REFERENCES:

Commercial References: Please print or type.

_____
Contact Name

_____
Company Name

_____
Address

_____
Phone Number

_____
Contact Name

_____
Company Name

_____
Address

_____
Phone Number

_____
Contact Name

_____
Company Name

_____
Address

_____
Phone Number

CITY OF ISANTI

REQUEST FOR PROPOSALS FOR ELECTRICAL MAINTENANCE SERVICES

The City of Isanti is accepting proposals for a five (5) year contract for electrical maintenance services for City facilities. Specifications are available upon request from the City Clerk's Office at Isanti City Hall or online at www.cityofisanti.us. The City Council reserves the authority to waive irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to JStrand@cityofisanti.us or addressed to Jaden Strand at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All proposals submitted must be clearly marked as "Proposal for Electrical Maintenance Services" and will be accepted until 4:30 p.m. on May 5th, 2021.

Jaden Strand
City Clerk

Publish on:
Posted on:

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: April 20, 2021

Subject: Resolution 2021-XXX Approving a Mutual Aid Agreement Between the City of Isanti and the City of Cambridge for the Sharing of Equipment and Personnel Resources

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Background:
The Mutual Aid Agreement between the City of Isanti and the City of Cambridge has expired. The agreement would allow for the sharing of equipment, personnel and other resources between the two communities when there is a significant need such as an emergency. The Mutual Aid Agreement is a three-year agreement that shall expire on March 31, 2024.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- Resolution 2021-XXX

RESOLUTION 2021-XXX

APPROVING A MUTUAL AID AGREEMENT BETWEEN THE CITY OF ISANTI AND THE CITY OF CAMBRIDGE FOR THE SHARING OF EQUIPMENT AND PERSONNEL RESOURCES

WHEREAS, an agreement has been developed pursuant to Minnesota Statutes 471.59 that authorizes the joint and cooperative exercise of powers common to contracting parties; and,

WHEREAS, the intent of the agreement is to make equipment, personnel and other resources available to a political subdivision from another political subdivision; said political subdivisions being the City of Isanti and the City of Cambridge;

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

1. That the Mutual Aid Agreement Between the City of Isanti and the City of Cambridge attached as 'Exhibit A' is approved.

2. Mayor and City Administrator are hereby authorized to execute said document.

This resolution was duly adopted by the Isanti City Council this 20th day of April 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

City of Cambridge and City of Isanti, Minnesota
Mutual Aid Agreement

Purpose
This Agreement is made pursuant to Minnesota Statutes, Section 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this Agreement is to make equipment, personnel and other resources available to governmental units from other governmental units.

Definitions

"Party" means a governmental unit as defined by Minnesota Statues, Section 471.59, subd. 1.

"Parties" shall collectively mean more than one Party.

"Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.

"Requesting Party" means a Party that requests Assistance from other Parties.

"Responding Official" means the person designated by a Party who is responsible to determine whether and to what extent that Party should provide Assistance to a Requesting Party.

"Responding Party" means a Party that provides Assistance to a Requesting Party.

"Assistance" means (Check the type of assistance that will be provided):

- ✓Public works personnel and equipment:
- ✓Law enforcement personnel and equipment:
- ✓Utility personnel and equipment:
- ✓Other personnel and equipment as listed below:
  Building Inspectors, Administration, Finance, or Public Information Officer

Procedure

1. **Request for Assistance**. Whenever, in the opinion of a Requesting Official, there is a need for Assistance from other Parties, the Requesting Official may call upon the Responding Official of any other Party to furnish Assistance.

2. **Response to Request**. Upon the request for Assistance from a Requesting Party, the Responding Official may authorize and direct that Party's personnel to provide Assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party and the availability of resources.

3. **Recall of Assistance**. The Responding Official may at any time recall such Assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.

4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws Assistance.

Workers' compensation
Each Party shall be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing Assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employees or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Damage to equipment
Each Party shall be responsible for damages to or loss of its own equipment. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Liability
1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of the Requesting Party.

2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this Agreement.

3. For purposes of determining total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a(b), the Parties are considered a single governmental unit and the total liability of the Parties shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. § 466.04, subd. 1.

4. The intent of this subdivision is to impose on each Requesting Party a duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

5. No party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish Assistance to any other Party, or for recalling Assistance, both as described in this Agreement.

Charges to the Requesting Party
1. No charges will be levied by a Responding Party to this Agreement for Assistance rendered to a Requesting Party under the terms of this Agreement unless that Assistance continues for a period of more than 48 hours. If Assistance provided under this Agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the

actual cost of any Assistance provided after the initial 8-hour period, including salaries, overtime, materials and supplies and other necessary expenses. The Requesting Party will reimburse the Party providing the Assistance for that amount.

2. Such charges are not contingent upon the availability of federal or state government funds.

Duration
This Agreement will be in force for a period of three years from the date of execution. Any Party may withdraw from this Agreement upon thirty (30) days written notice to the other Party or Parties to the Agreement. (Expiration Date: March 31, 2024)

Execution
Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date: _____ Entity: City of Isanti

_____
By: Jeff Johnson
Title: Mayor

_____
By: Josi Wood
Title: City Administrator

Date: _____ Entity: City of Cambridge

_____
By: James A. Godfrey
Title: Mayor

_____
By: Evan Vogel
Title: City Administrator

Appendix A
Charges

Response to mutual aid: First forty-eight hours are free

After the first forty-eight hours charges will be based upon equipment and personnel as follows:

Police/Equipment	**Police Hourly Rate**
Officer & Car	$75.00
Officer	$50.00

Public Works Charges

Labor Rate – Regular Time	Per hour minimum charge of ½ hour	$40.00
Labor Rate – Over Time	Per hour minimum charge of 2 hours	$60.00
Loader (with one operator)	Per hour	$90.00
Skidsteer (with one operator)	Per hour	$75.00
Skidsteer with attachment snow blower, brush cutter, broom, grapple bucket or other (with one operator)	Per hour	$125.00
Dump Truck (with one operator)	Per hour	$85.00
Street Sweeper (with one operator)	Per hour	$85.00
Bucket Truck (two people required per OSHA included in hourly rate)	Per hour	$175.00
Progressive Mower	Per Hour	$65.00
One-ton truck (with one operator)	Per hour	$65.00
Vactor Sewer Cleaning Truck (with two operators as required by OSHA)	Per hour	$155.00
Air compressor or portable generator	Per hour	$65.00

Isanti Police Department Monthly Report

March 2021

Reported Crime	Month to Date	Year to Date
Theft	10	25
Assault	2	8
Vandalism/Damage to Property	6	8
Narcotics	3	12
Burglary	2	3
Domestics	8	18
Crim Sex	0	3
Robbery	0	0
Loud Party/Disturbance	8	11
Medical	38	93
Permit to Purchase	15	39
Security Check / Extra Patrol	397	1,271

Traffic Offenses	Month to Date	Year to Date
No Insurance	7	20
DUI	1	3
Accidents	6	25
Hit & Run	0	0
Warrant P/U	4	10
Speed	7	36
DAR/DAS	4	11
Administrative Citations (Including Speed)	4	31

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	97,394	548	1,593
Ford Explorer 224	95,098	840	2,061
Ford F150 225	43,354	757	2,082
Chevy Impala 223	98,548	181	531
Dodge Durango 226: Note 2 months total mileage	29,158	3,164	#VALUE!
Dodge Durango 227	35,439	988	4,031
Dodge Durango 228	13,100	1,680	5,414
Chevy Tahoe 229	4,525	1,325	4,525

CEZT REPORT MARCH 2021

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD										21	11	9
NEW CASES OPENED THIS MONTH										9	2	9
NEW CRIMINAL CITATIONS ISSUED THIS MONTH												
NEW ADMIN CITATIONS ISSUED THIS MONTH												
OPEN CASES NOT INCL CITATIONS (End of month)										3	1	5
OPEN CRIMINAL CITATIONS END OF MONTH										4	4	4
OPEN ADMIN CITATIONS END OF MONTH												
CLOSED CASES THIS MONTH										7	6	9
CAN-Proh Animals												
CCV-Comm Vehicle Storage												
CDO--Dogs										1		2
CPA-Park & Store. 227-8										3	1	5
CSN-Snow Removal 216-2-Q										1	1	2
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass/weed length. 216-2-H												
Nuisance Junk/rubbish/salvage. 216-2-L										3		4
NJU--Junk/Brush												
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates. 216-2-L										2		
RNT-Unlicensed rental												
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence. 216										1		
Compliance Letters Mailed this month										5	1	8
Abated Properties this month												
Admin Hearings Requested												
Admin Hearings Held - positive judgement												
Criminal trials - positive judgement												

CITY OF ISANTI MONTHLY REPORT

March 2021

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	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		
ROOF / SIDING	24	46	$0.00	$0.00	$24.00	$38.00	$1,920.00	$3,680.00		
DECK	1	6	$0.00	$3,000.00	$1.00	$2.50	$300.00	$1,653.45		
LL FINISH	4	10	$0.00	$7,000.00	$4.00	$7.50	$999.00	$2,328.88		
REMODEL / ADDITION	0	2	$0.00	$15,650.00	$0.00	$8.00	$0.00	$598.20		
GARAGE / SHED	1	1	$0.00	$0.00	$0.00	$0.00	$80.00	$80.00		
MISCELLANEOUS	21	51	$0.00	$65,000.00	$20.00	$74.50	$2,400.00	$5,540.00		
SINGLE DWELLINGS	2	13	$404,636.00	$2,670,634.00	$202.50	$1,255.00	$5,659.50	$36,032.00		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	7	36	$0.00	$0.00	$7.00	$32.00	$520.00	$2,695.00		
PLUMBING	7	34	$0.00	$0.00	$7.00	$29.00	$538.00	$2,836.00		
RESIDENTIAL TOTAL	**67**	**199**	**$404,636.00**	**$2,761,284.00**	**$265.50**	**$1,446.50**	**$12,416.50**	**$55,443.53**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
PLUMBING	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$54.00		
MECHANICAL	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
ROOF / SIDING	1	2	$0.00	$15 150.00	$79.00	$79.00	$1 448.00	$1 728.50		
MISCELLANEOUS	4	26	$0.00	$31 990.00	$3.00	$30.00	$225.00	$3 443.20		
COMMERCIAL TOTAL	**5**	**29**	**$0.00**	**$47,140.00**	**$82.00**	**$109.00**	**$1,673.00**	**$5,225.70**		
RESIDENTIAL/COMMERCIAL TOTAL	**72**	**228**	**$404,636.00**	**$2,808,424.00**	**$347.50**	**$1,555.50**	**$14,089.50**	**$60,669.23**	**$12,750.00**	**$82,571.00**

BOLTON & MENK
Real People. Real Solutions.

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Suite 206
Ramsey, MN 55303-5119

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Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: April 14, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.123310, Isanti, MN

Please find listed below a status report of the current projects in the City of Isanti:

1) Liquor Store Site Design

8 bids were received on April 9, 2021 and the project was awarded at the April 13, 2021 Council Meeting. Contracts will begin being processed.

2) Main Street Reconstruction

We will hold the Improvement Hearing on April 20, 2021 and bring the plans to Council for authorization to bid the project.

3) Eagle Park Parking Lot Reconstruction

We have added this as an alternate to the Main Street Reconstruction bid package to be evaluated after bids are received.

4) Heritage Walk Improvements

We have added this as an alternate to the Main Street Reconstruction bid package to be evaluated after bids are received.

5) 2021 Pavement Management Project

We will bring the plans to the April 20, 2021 council meeting for authorization to bid the project.

6) 2021 Storm System Management Project

This project is out for quotes with a scheduled bid date of April 27, 2021.

7) 6th Avenue Rehabilitation

Punchlist items will be completed this spring. Sod will be maintained by the contractor through May 15, 2021.

8) Legacy Pines 2nd & 3rd Additions

Punchlist items will be addressed in the spring on 2nd Addition. Sidewalks and final pavement surfaces will be completed in the spring on 3rd Addition Phases 1 & 2. 3rd Addition Phase 3 is planned for construction this summer.

Bolton & Menk is an equal opportunity employer.

9) Fairway Greens North Development

A new development is proposed to extend to the NE along 7th Avenue from Cajima Street near the Arts & Science Academy. The first phase is planned for construction this summer.

10) MS4 Implementation

We assisted the City with completing the MS4 permit application and will continue to assist the City as requested to meet MS4 requirements.

Please contact me if you have any questions.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 4, 2021 – 7:00 P.M.
CITY HALL

Seating may be limited. If you would like to send in a comment for Public Comment to be read on your behalf, please submit to the City Clerk jstrand@cityofisanti.us or (763) 762-5759.

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award
1. 2020 Wastewater Treatment Award

G. Approve City Council Minutes
1. March 23, 2021- Parks, Recreation and Culture Board Meeting
2. April 13, 2021- Special City Council Meeting
3. April 20, 2021- Regular Meeting of the City Council
4. April 20, 2021- Committee of the Whole Meeting

H. Announcements

1. Committee of the Whole	Tuesday, May 18, 2021 at 5:00 p.m.
2. City Council Meeting	Tuesday, May 18, 2021 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, May 18, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
Community Development Director Sheila Sellman
1. Ordinance-XXX Amending City Code Chapter 87; Keeping of Certain Animals

City Engineer Jason Cook
2. Resolution 2021-XXX Awarding the Bid for the 2021 Storm System Maintenance Project

L. Approve Consent Agenda
1. Payroll in the Amount of $113,687.03 Accounts Payable in the Amount of $427,016.93
2. Resolution 2021-XXX Approving a Mutual Aid Agreement Between the City of Isanti and Isanti County for the Sharing of Equipment and Personnel Resources
3. Resolution 2021-XXX Approving a Temporary 3.2 On-Sale Malt Liquor License for the Isanti Lions Club for the 2021 Isanti Street Dances
4. Approval of Rights of First Refusal Agreement with UPS for City Owned Land PID 16.029.1400

5. Resolution 2021-XXX Approving the dissolution of Joint and Cooperative Agreement, Joint Planning Advisory Board, with the City of Cambridge
6. Resolution 2021- XXX Approving the Offer for Park and Rec Internship for Maizy Burk
7. Resolution 2021- XXX Approving the Offer for Economic Development/ Marketing Intern Will Bucheger
8. Resolution 2021- XXX Accepting Resignation for Building Official Steven Thorp
9. Resolution 2021-XXX Amending the 2021 Capital Improvement Plan for the Isanti Community Center
10. Resolution 2021-XXX Approving New Position- Permit Technician
11. Resolution 2021-XXX Accepting Donation for the Isanti Redbirds and Authorizing Expenditure of Same
12. Resolution 2021-XXX Authorizing Appraisal of Parcel 16.090.0102
13. Resolution 2021-XXX Approving Request for Proposals for Interim and Backup Building Inspection Services
14. Resolution 2021-XXX Approving the Offer of Full-time Police Officer to Jesse Zajac
15. LELS #217 & #416 Memorandum of Understanding- Vacation Carry Over
16. Resolution 2021-XXX Support for and Authorization to Proceed with the Issuance Conduit Debt

M. Other Communications

1. Draft Minutes for the April 27, 2021 Parks, Recreation and Culture Board Meeting

N. Closed Session

Adjournment

CERTIFICATE OF COMMENDATION

This Wastewater Treatment Facility Operational Award is presented to

Isanti WWTP

and its staff

in recognition of exceptional compliance with its Minnesota Pollution Control Agency NPDES/SDS wastewater permit during the 2020 review period.

Your dedication to protecting Minnesota's waters are duly recognized and appreciated by the state of Minnesota.

Laura Bishop, MPCA Commissioner

MINNESOTA POLLUTION CONTROL AGENCY



CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
March 23,2021

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon and Council Member Jimmy Gordon
Staff Present: Matt Sylvester: Public Services Director

Agenda/Modifications: Zdon asked that February Minutes be added to the agenda. Sylvester added it to the Agenda with motion by Witte; second by Gordon.

2. Oath of Office: Aaron Zdon, James Witte, Jimmy Gordon completed their Oath of Office.

2b. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from February 23, 2021. Motion passed 3-0.

3. Designation of Park Visit Assignments: Sylvester reminded board members that previously members of the board would select parks to visit and review, then provide recommendations for upkeep. Zdon chose Academy Park, Whisper Ridge and Legacy Park. Witte chose Rum River Meadows, River Bluff Preserve, Isanti Hills Neighborhood Park, and Mattson Park. Gordon chose Bluebird Park, Riverside Park, Unity Park, and VFW. Board agreed to complete their reviews prior to April board meeting.

4. Department Updates
Sylvester shared that the final Movie Night of the season would be held Friday, March 26. The Easter Egg hunt for March 27 was canceled as the VFW had other plans for this year and would like to revisit in 2022. March Curious Creatures was canceled due to no registrations, but Sylvester noted he asked Alyssa to promote April event to garner more interest. Boy Scouts have reached out to volunteer on Earth Clean-Up Day. Community Garden is almost full with only 9 slots left. 8 vendors are registered for the Farmer's Market, with 1 being a new vendor. Sylvester discussed our strategy of accepting a variety of vendors. Sylvester asked if anybody had anything they would like Alyssa to look into ahead of the next board meeting and to email if they have ideas. Witte asked when the fishing bridge will go back in; Sylvester said as soon as the water goes back down. Sylvester also explained that the dock is left down by the river instead of storing at the shop to reduce damage and potential for injury in moving up and down the hill.

Adjournment: Motion by Witte, second by Gordon to adjourn the March 23, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 3-0, meeting adjourned at 6:13 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

MINUTES
CITY OF ISANTI
SPECIAL MEETING CITY COUNCIL
TUESDAY, APRIL 13, 2021 - 5:00 PM
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon (via Zoom), Paul Bergley (arrived via Zoom at 5:05 p.m.), Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, City Engineer Jason Cook, Finance Director Mike Betker and Police Lieutenant John McCarty

Others Present: Mike Angland (Widseth), Corey Gerad (Alliance Building Corporation) and Bob Landsberger via Zoom (Alliance Building Corporation)

D. Public Comment
None

E. Adopt Agenda
F.2. Revision Resolution 2021-073 Accept Quotations for Liquor Store Refrigeration Systems

Motion by Lundeen, second by Collison to adopt the agenda with the revision listed above.

F. Business Items

1. Resolution 2021-072 Awarding the Bid for the Isanti Municipal Liquor Store

City Administrator Josi Wood shared that requests went out for bids for the municipal liquor store. There were many bidders and all below the architect and engineers estimate. Included in the packet is the bid abstract from the bids that came in. The lowest bid was Alliance Building Corporation. The base lump sum bid is for $1,918,900.00. All the bids have been

reviewed by staff and Mike Angland from Widseth with recommendation that Alliance is the responsible low bidder and the City should choose Alliance to build the liquor store.

Councilmember Lundeen stated that the cost of $1,918,900.00 includes the metal roof and snow melt in the price which is well below what was anticipated to start with.

Alliance Building Corporation's President Corey Gerad's and Project Manager Bob Landsberger introduced themselves.

Councilmember Collison asked if the tubing for the snow melt could be installed and could later be hooked up and utilized.

Wood stated that installing the tubing and not hooking it up now is possible but a change order would need to be done immediately to not have alternate two.

A motion was made by Lundeen to accept the bid without alternate one and alternate two.

Wood asked if Angland could share the cost of the change order for the snow melt tubing to be installed and hooked up at a later date.

Angland shared that roughing in the tubing and insulation for the snow melt would be approximately $30,000.00. Angland further shared that he has worked at a lot of Fleet Farms that have installed snow melt in front of the store to provide safety for customers and staff and his recommendation is that it is such a great thing to have.

Wood asked Gerad's if Alliance Building Corporation had an approximate estimate if just the tubing was installed

Gerad's responded that they do not have an estimate yet, but they were thinking in the range of $30,000.00 to $40,000.00 for only foam and tubing installed.

Gordon asked the advantage of a metal roof and does it cost more.

Lundeen stated benefits to the metal roof.

Wood responded that it costs more to have the metal roof. Asphalt shingles would subtract $100,300.00 from the lump sum bid. The advantage of the metal roof is that it is going to last

approximately 80 years and asphalt shingles would last approximately 25 years as a scheduled replacement timeline according to the Capital Improvement Plan.

A motion was made by Gordon to accept Alliance Building Corporation without the snowmelt. There was no second.

The initial motion made by Lundeen to accept bid from Alliance Building Corporation without alternate one and two was seconded by Collison. Motion passed 4-1 with Gordon voting nay.

2. Resolution 2021-073 Accept Quotations for Liquor Store Refrigeration Systems
City Administrator Josi Wood shared that this is for refrigeration system as a whole. The quote with the short handles is approximately $10,000.00 less from SCR in the amount of $143,871.00 which is the low bidder between the two bids received.

Councilmember Gordon asked if the plan is to use some of the refrigeration from the existing refrigeration at the current liquor store and is it incorporated into this bid or is this for brand new system.

Mike Angland (Widseth) responded that the bidders came onsite to review the condition of the existing refrigeration system and panels. After review, it was determined that it would be more expensive to use some of the existing refrigeration system. Angland continued to share that there would be down time where the system would need to be taken apart and moved to the new store.

Motion by Lundeen to accept quote from SCR, seconded by Collison. Motion passed 5-0. Motion carried.

3. Discussion Regarding Sale of the Northern Portion of Liquor Store Site
City Administrator shared that because of the setbacks and easements on the North and the West side and a storm pond, there is availability of a building that could be approximately 1100 square feet. The building could be potentially more if the storm pond was relocated.

Councilmember Collison asked the approximate cost of a shovel ready site at that size.

Wood responded that this site is not considered shovel ready.

Community Development Director Sheila Sellman shared to make the site shovel ready it would cost approximately $17,000.00 to $20,000.00. The sale price would be determined at fair market value.

Wood stated that this is the first discussion on this so an appraisal has not been done.

Councilmember Lundeen asked if the storm pond can be relocated.

City Engineer Jason Cook shared that the storm pond could be dug further East and then filled in where the existing areas is to be built on. Moving the storm pond would require some easements to be revised and the cost would be approximately in the $15,000.00 range. This would include running a new storm pipe and move the existing pond. Cook further

shared it would be approximately in the $3,000.00 range for an administrative subdivision to cut that parcel off.

Sellman shared that a minor subdivision would be done because of the easements that are out there, an administrative subdivision cannot be done so the cost would be more in the $10,000.00 range.

Collison stated that the site should be appraised before determining a sale price.

Gordon stated he agreed that it may be a good location for a business such as a pizza place and that the site should be appraised first because it may be worth more than anticipated.

Finance Director Mike Betker stated that an appraisal would need to be done in order to comply with state statute and auditor's office.

Motion by Lundeen to have the site appraised, seconded by Collison. Motion passed 5-0. Motion carried.

4. Discussion Regarding Relocating Police Department
Mayor Johnson shared that moving the Police Department to the old Hobby Farms building between Ever Cat Fuels and NHH may be a better fit for the Police Department instead of moving them into the current liquor store when the new one is built. The current liquor store is in a great location where a sit-down restaurant could potentially be located. Johnson further shared that minimal renovation would need to be done to the building as it has seven bays on each side, upstairs and downstairs office space and is a fairly new building.

A motion was made by Lundeen for staff to determine if the building would be available for purchase, seconded by Bergley. Motion passed 5-0. Motion carried.

G. Adjournment
A motion was made by Lundeen, seconded by Collison to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 5:57 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 20, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon (via Zoom), Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, City Engineer Jason Cook, Finance Director Mike Betker and Chief of Police Travis Muyres

Others Present: Justin Nilson-Abdo Eick and Meyers (via Zoom), Melissa Asmussen

D. Public Comment
Melissa Asmussen, 405 Moline Loop NW, shared her concerns regarding Paradise Homes that built her house and advised others from using the builder if they can.

E. Adopt Agenda
ADDENDUM
ADD L.9 Resolution 2021-085 Authorizing Execution of Subordination Agreement

Motion by Lundeen, second by Collison to adopt the agenda with the modification listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Award
1. VFW "Buddy" Poppy
Mayor Johnson read the proclamation and encouraged all citizens to wear a Buddy Poppy as mute evidence of gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens.

G. Approve City Council Minutes
1. April 6, 2021- Regular Meeting of the City Council
2. February 2, 2021 EDA Meeting Minutes
Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, April 27, 2021 at 6:00 p.m.
2.	City Council Meeting	Tuesday, May 4, 2021 at 7:00 p.m.
3.	Economic Development Authority Meeting	Tuesday, May 4, 2021

I. Council Committee Reports

Councilmember Gordon stated that it was shared at the Community Education meeting that some activities are back up and running. Gordon further shared that they are hoping to get their classes sizes back up to normal capacity and full again.

J. Public Hearings

1. Main Street Reconstruction Project

City Engineer Jason Cook shared a presentation regarding the Main Street Reconstruction project. Cook further shared that an informational open house was held on March 25th, 2021. Eight individuals representing six properties attended in person and approximately five individuals attended online via Zoom. The majority of the attendees agreed the roadway was in need of repair. Most questions were regarding individual assessment amounts, interest rates and the number of years to pay the assessment. Cook continued on to share that the total project cost is $674,000.00 and next step in the Main Street 429 assessment process is to hold a public hearing on the improvement.

Mayor Johnson opened the public hearing at 7:27 p.m.

Melissa Bettendorf from North 65 Chamber shared concerns as the parade is scheduled for July 8th.

Mayor Johnson stated that there will be no interruption to the parade.

Cook shared that the road will be reclaimed so it will be gravel but no interruption.

Councilmember Bergley shared that he did not think a gravel road for a parade was ideal.

Discussion was held regarding a July 12th start date for construction to avoid any potential conflicts with the parade.

Mayor Johnson closed the public hearing at 7:35 p.m.

a. Resolution 2021-074 Authorizing Improvement on the Main Street Reconstruction Project

Motion by Lundeen, second by Collison to approve resolution with a construction start date of July 12th. Motion passed 5-0. Motion carried.

b. Resolution 2021-075 Approving Plans and Ordering Advertisement for Bids for the Main Street Reconstruction Project

Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

K. Business Items

1. Resolution 2021-076 Accepting the 2020 Annual Financial Report and Management Letter (Abdo, Eick and Meyers- *Justin Nilson*)

Justin Nilson from Abdo, Eick and Meyers shared a video presentation via Zoom regarding the 2020 Financial Audit as well as financial highlights for 2020. Nilson shared that there were no findings of any instances for noncompliance with testing. Nilson continued to

share there was one finding during the internal control finding that is consistent with previous years and also consistent with smaller cities, for having not prepared the year end financials.

Nilson shared that overall, the General Fund budgeted a decrease in fund balance of about $50,000.00. However, the General Fund Balance increased by about $250,000.00. Overall, it was a pretty good year. The main reason was a positive budget from variance in revenues from the Cares Act funding, grants and underspending. Nilson stated that there was nothing that really stood out in the expenditures which demonstrates good consistency in the General Fund.

Nilson continued to share that with the Special Revenue Fund Balances, it was a pretty good year for the park fund where there were some dedication fees received and not a lot of expenditures resulting in a good increase in the reserve level. Also, another positive thing was closing a couple small funds in 2020.

Nilson went on to share that in the City's Capital Project funds, the decrease is related to some of the street construction projects and the advance on MSA funding. The expenditures that did happen in 2020, expected revenues to be collected in future years for those MSA allotments.

Nilson further shared that one of the bonds from the Debt Service Funds drops off in 2020 which frees up some additional levies.

Nilson continued with the Enterprise Funds, which are made up of the water, sewer, storm water, and liquor funds. Nilson went on to share that both the water and sewer funds have healthy cash balances and good operating margins. Nilson continued to share that the storm water fund has a steady cash flow balance and is also on a steady increase. The liquor store fund for 2020 was a very good year with an operating income percentage is very strong at 13.3%. Even with the transfers out, the change in fund balance was positive at approximately $180,000.00.

Nilson went on to share that there was a decrease in the City's tax rate which is also getting more in line with cities that have a population of under 10,000 people. Also, taxes per capita presented a decrease and more aligned with cities in the County and other cities with less than 10,000 people. Current expenditures per capita show a little bit bigger year with the street projects and other things but the City is in line as well. Nilson further shared that Debt expenditures per capita are on a downward shift which is a positive outlook for the City.

Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

City Administrator Josi Wood

2. **Resolution 2021-077** Approving a Special Event Permit Request for Walk for Life

City Administrator Josi Wood shared that the Pregnancy Resource Center of Cambridge has submitted a special event permit application to host a one-day walk to raise money for non-profit community services. The event, including setup and tear down, will take place Saturday, May 15, 2021 from 8:00 a.m. to 1:00 p.m. at Bluebird park. No road closures or parking restrictions are being requested and the path will follow the walking paths within

the park. The event is free to attend and any donations collected will support the non-profit Pregnancy Resource Center. Staff has reviewed and requested approval.

Motion by Collison, second by Lundeen to approve resolution as presented. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

3. **Resolution 2021-078** Accepting Plans and Specifications and Authorizing Advertisement for Bid for the 2021 Pavement Management Project
   City Engineer Jason Cook shared that this is to accept plans and to authorize for bids on the 2021 Pavement Management Project. The schedule is as follows: bid opening June 1st, commence construction in June and expected construction completion is August 31st.

   Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $114,147.05 Accounts Payable in the Amount of $228,052.63
2. **Resolution 2021-079** Approval of New Hire Seasonal Eric Jones
3. **Resolution 2021-080** Accepting Resignation from PT Police Officer Eric Baumgart
4. **Resolution 2021-081** Accepting Quote for Cleaning Services and Authorizing Entering into a Contract for Cleaning Services
5. **Resolution 2021-082** Approving a Minor Development Agreement with Coffee Holdings LLC
6. **Resolution 2021-083** Setting Work Sessions for 2022 Budget
7. Approving Request for Proposal for Electrical Maintenance Services
8. **Resolution 2021-084** Approving a Mutual Aid Agreement Between the City of Isanti and the City of Cambridge for the Sharing of Equipment and Personnel Resources
9. **Resolution 2021-085** Authorizing Execution of Subordination Agreement
   Mayor Johnson asked the Chief of Police to thank Mr. Baumgart for his service.

   Johnson asked what the Mutual Aid is for the City of Isanti and the City of Cambridge.

   City Administrator Josi Wood responded that the City of Isanti has mutual aid agreements with Cambridge, Braham, Princeton, North Branch, East Bethel and Isanti County where if there was a state of emergency such as a tornado, the City would call upon its neighboring cities to help. It also allows to share equipment and personnel resources.

   Motion by Lundeen to approve consent agenda with L.9 added, second by Collison. Motion passed 5-0. Motion carried.

M. Other Communications

1. March Police Department Reports
2. March Code Enforcement Officer Report
3. March Building Inspector Report
4. April Engineering Project Status Report

Adjournment

A motion was made by Bergley, seconded by Lundeen to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:55 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, APRIL 20, 2021 – 5:00 P.M.
CITY HALL

Mayor Pro-Tem Steve Lundeen called the meeting to order at 5:03 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson (arrived at 5:08 p.m.), Councilors: Jimmy Gordon (via Zoom), Paul Bergley, Steve Lundeen and Dan Collison

D. Public Comment
None

E. Committee Meeting Items

1. Arts and Science Academy Conduit Request *(Clyde Boyer and Kevin Fitton)*

- On March 29th a formal request was made by the Arts & Science Academy (ASA) seeking affirmation of the City's intent to issue conduit debit ($5.6 million) to allow the ASA to buy out the leases on the two buildings they currently occupy realizing savings between the current lease payments and the projected debt service payment. The obligation would be assigned to First Bank & Trust at closing. At that point the City would have no role or obligation associated with the debt issue.
- The ASA has signed the escrow agreement but has not paid the minimum amount due. If there is a consensus by the Committee the request would move to the next Council meeting for consideration. Prior to Council consideration and per City policy, a minimum of $3,000.00 would need to be paid into escrow before proceeding.
- Staff recommends approval of the request and support for the ASA's request to use Kennedy & Graven as Bond Counsel on the condition that the City's Bond Counsel (Taft Stettinius & Hollister LLP) review the final documents prior to closing.
- Consensus from Committee of the Whole is to move forward and bring to City Council for consideration.

2. City Council Agenda Request *(Brandon Heaton)*

- Brandon Heaton has submitted an agenda request to discuss wind turbines in residential areas.
- Heaton was not present.
- The request is to specifically change Subdivision 21 of Section 13 to include low voltage turbines in residential areas.
- According to Heaton's request the motor is smaller than a football and this would be mounted to his roof.
- Current City Code does not permit Wind Energy Conversion Systems in residential areas.

- Consensus from Committee of the Whole is for staff to do more research and to review a video of a working turbine and bring back to Committee of the Whole for further discussion.

3. Bee Farming Discussion
- There is an interest in beekeeping by several members of the community and the City of Isanti currently does not regulate the activity of beekeeping. Adopting an Ordinance allowing for bees to be kept in certain residential districts will provide regulations that will let residents safely handle bees in an urban environment.
- Currently City Code lists regulations for chickens, racing pigeons, dogs and exotic animals. The city is considering the addition of bees to the list of regulated animals to make requirements for zoning districts allowed, hive location, apiary setbacks, flyway barriers, number of colonies and the size of the apiary.
- City staff has researched several cities directly surrounding Isanti as well as other suburban areas to determine what regulations are needed to safely keep bees in the community.
- Consensus from Committee is that the Ordinance shall include language that states regulation of honey bees specifically, City is not liable for hives when the City sprays for mosquitos and registration is required with adjacent neighbors signed consent.
- Consensus from Committee is to move forward and post Ordinance for the required 10 days and bring to City Council for consideration.

4. Richard Avenue Addressing
- The City has received a complaint from a resident about their address on Richard Ave SE. This resident went to renew their driver's license because the "system" had Richard Lane and Avenue did not exist. The Isanti Post Office also has these addresses as Richard Lane. The County, City, 911 dispatch and Google maps has this street as Richard Ave SE. The street sign also says Richard Avenue SE. The post office does not have documentation as to why they have Richard Lane in their system.
- Staff looked through old maps, resolutions and notices. In 2006, there was a street improvement for this area and the resolution for this improvement referenced Richard Avenue. In 2007, a notice of hearing on proposed assessments references Richard Avenue. In 2018, a resolution was approved for the extension of Richard Avenue SE from Broadway Street SE to Main Street E. Staff has not been able to find documentation of Richard Lane as the street name.
- Since the 2 main entities have this road as Richard Ave SE, staff suggests informing the post office that it is in fact Richard Ave SE and have them change it in their system. There may be issues with doing this as some residents have changed their street to Lane and some have not. There are 11 properties on Richard. These property owners will need to be notified if there is a change. A letter regarding the change and work with the post office to make sure it gets delivered to everyone.
- Consensus from Committee is to send a letter to residents and the post office notifying them that the street is Richard Ave SE.

5. Vaccination Policy Discussion

- Other cities have implemented policies for their employees to obtain Covid 19 vaccinations if they desired and they do not have to use their leave banks to do so.
- Allina has reached out if the City would like them to come here to offer vaccinations to employees.
- Vaccinations would be voluntary.
- Consensus from Committee is to not implement a policy, ask Allina if they could come to the City to administer the vaccine if there is a cost to do so.

6. Bluebird Park Amphitheater Discussion

- In January 2020 the Council approved updated plans to continue moving forward with the Amphitheater/ Performance Center project in Bluebird Park. The estimated budget allocated for this project is $248,230.00.
- Staff recently received updated pricing on the preferred design by Cedar Forest Products labeled Band Shell #3 Kit. The unit would cost $139,430.00 to purchase with shipping. This cost does not include groundwork or construction. The estimate on Site Work and Structure Fabrication by Minnesota/ Wisconsin Playground is $106,632.00. Electrical Service, Inspection, Walk and Testing estimated costs are $20,500.00.
- Staff would also recommend updates to the pre-fabricated structure plans: install a window in one of the dressing rooms to utilize the space for a rentable meeting room at an estimated cost of $5,000.00 and install a centralized air unit to provide air conditioning and heat at an estimated cost of $1,500.00. The total estimated cost to build the Performance Center is $273,062.00.
- The proposed site plan was developed to include the Performance Center, Restrooms and the future Splash Pad for foresight into how all facilities will work together within the Bluebird Park footprint. Staff recommends the design of each of these facilities be considered to create a cohesive look in the park and would like to recommend installing a maroon-colored roof, painting the pavilion roof to match and ensuring all future facilities match as well.
- Lighting will also need to be installed at the Performance Center and at the Sledding Hill and would cost approximately $15,000.00. This would be by installing two lights: one on each side of the sledding hill to match the lighting already in place at Bluebird Park. The recommendation from Council in February 2021 was to wait to install lighting at the Sledding Hill until the Amphitheater was completed and both could be installed together.
- Majority recommendation from Committee is to move forward with recommended positioning of the amphitheater, with installing lighting, with maroon-colored roof, not include the window and wait to install a restroom facility.

7. Building Inspection Discussion

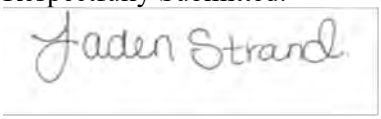
- The volume of permits is challenging and unrealistic for one person. The Building Official is in charge of plan review, issuing permits, inspections, re-inspections and scheduling inspections. When this position was contracted there was an entire admin staff just for scheduling inspections, there were 2-3 people doing plan review and a couple inspectors dedicated to Isanti.

- Staff recommended hiring a Part-Time Permit Technician to work 29 hours per week to assist in the heavy workflow.
- Consensus from Committee is to move forward and hire a Part-Time Permit Technician.

F. Adjournment

Meeting was adjourned at 6:37 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: May 4, 2021
Subject: Ordinance-XXX Amending City Code Chapter 87; Keeping of Certain Animals

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Background:
At the April Committee of the Whole (COW) the Council reviewed a draft ordinance for beekeeping. The Committee directed staff to bring an ordinance amendment to the next council meeting. The attached ordinance reflects the changes suggested at COW.

Request: Consider adopting the Ordinance Amendment

Attachments
- Ordinance-XXX

ORDINANCE XXX

AN ORDINANCE AMENDING ORDINANCE NO. 70, ADOPTED APRIL 15, 1975 AND ORDINANCE NO. 506 ADOPTED APRIL 19, 2011 AND TITLED KEEPING OF CERTAIN ANIMALS

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 70 and 506, titled Keeping of Certain Animals, codified in Chapter 87 of the City Code, are hereby amended as follows:

§ 87-1.3 **Honeybees.**
The keeping of honeybees is permitted on residential properties within R1A, R-1, R-2, R-3A, and R-3B Zoning Districts, subject to the following requirements:

A. Apiaries shall:

(1) Be at least 20 feet from a side or rear property line.
(2) Be at least 30 feet from any residential dwelling on an adjacent property, public right-of-way or trail easement.
(3) Not be located in a front yard, drainage and utility easement, shoreland protection area or in a wetland setback area.

B. Beehives shall:

(1) Have removable frames with a frame depth not exceeding 9-5/8 inches.
(2) Not consist of more than a 10-frame structure.
(3) Not exceed six feet in height.
(4) Be removed within 30 days once colonies are gone.
(5) Have a water source within 10 feet of the beehive.

C. The maximum number of colonies on properties are as follows:

½ acre or less	2
½ acre to ¾ acre	4
¾ acre to 1 acre	6
1 acre or larger	8

D. Sale of Honey commercially is prohibited in residential districts.

E. Beekeeping equipment shall be maintained in good condition. Unused beekeeping equipment must be protected to prevent occupancy by swarming honeybees.

F. The City reserves the right to spray or otherwise treat for mosquitos and other potential insect disease vectors and is not liable for adverse effects on the health of honeybees that may result from such spray treatment.

G. Registration forms for Beekeeping must be completed through the City of Isanti Police Department.

Section 2 – Effective Date.

EFFECTIVE DATE:

This ordinance shall take effect upon its adoption and publication in the official city newspaper.

Adopted by the City Council this ___ day of ____, 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand, City Clerk

Posted Date: 4/23/2021
Adopted Date:
Publication Date:
Effective Date:

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

April 28, 2021

Mayor Johnson and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – 2021 Storm System Maintenance
City of Isanti, Minnesota
BMI Project No. 0R1.123134

Honorable Mayor Johnson and Members of the City Council:

Four contractors were contacted to request a bid for the 2021 Storm System Maintenance project. Two contractors submitted a bid by the deadline of April 27, 2021. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
Dirtworks Company	$112,544.95
Penn Contracting	$167,525.00
Engineer's Estimate	*$113,000.00*

Dirtworks Company's bid is within the anticipated budget. We recommend award of this project to Dirtworks Company. in the amount of $112,544.95.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Jason W Cook, P.E.
City Engineer

RESOLUTION 2021-XXX

AWARDING THE BID FOR THE 2021 STORM SYSTEM MAINTENANCE PROJECT

WHEREAS, the City has planned for the 2021 Storm System Maintenance project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, four Contractors were contacted requesting bids; and,

WHEREAS, a private bid opening was held on April 27, 2021; and,

WHEREAS, two bids were received; and,

WHEREAS, Dirtworks Company was the responsible low bidder with a bid of $112,544.95; 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 "2021 Storm System Maintenance" to Dirtworks Company in the amount of $112,544.95.

2) Funding for the project shall come from the Storm Water Utility fund.

This resolution was duly approved by the Isanti City Council this 4th day of May 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

City of Isanti

Gross Payroll	97,751.40
Social Security & Medicare	5,625.28
Public Employees Retirement	10,310.35
Total City Expense	113,687.03

Pay Date 4/30/2021

Pay Period 9 (4/11-4/24/21)

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

AP210501

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/21/2021	55766	127	ABDO EICK & MEYERS LLP	609-20200	7,000.00
04/21	04/21/2021	55767	9	BERNICKS PEPSI-COLA	609-20200	1,154.47
04/21	04/21/2021	55768	2221	C & L DISTRIBUTING	609-20200	597.35
04/21	04/21/2021	55769	1474	CDW GOVERNMENT INC	614-20200	222.08
04/21	04/21/2021	55770	1815	CENTURYLINK	609-20200	678.84
04/21	04/21/2021	55771	1472	CRAWFORDS EQUIPMENT INC	101-20200	439.79
04/21	04/21/2021	55772	918	CRYSTAL SPRINGS ICE	609-20200	154.71
04/21	04/21/2021	55773	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,463.49
04/21	04/21/2021	55774	2720	DEFIANT DISTRIBUTORS	609-20200	1,080.87
04/21	04/21/2021	55775	1941	DELTA DENTAL	861-20200	3,434.95
04/21	04/21/2021	55776	2478	EAST CENTRAL ENERGY	101-20200	42.85
04/21	04/21/2021	55777	55	ECM PUBLISHERS INC	609-20200	166.25
04/21	04/21/2021	55778	385	FEDERATED CO-OPS INC	101-20200	46.02
04/21	04/21/2021	55779	2028	FURTHER	101-20200	29.80
04/21	04/21/2021	55780	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	57.25
04/21	04/21/2021	55781	1891	ISANTI AREA JOINT FIRE DISTRICT	101-20200	62,565.68
04/21	04/21/2021	55782	188	ISANTI COUNTY SHERIFF	101-20200	864.03
04/21	04/21/2021	55783	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,688.46
04/21	04/21/2021	55784	5	KAWALEK TRUCKING	609-20200	153.00
04/21	04/21/2021	55785	2910	LEADS ONLINE	101-20200	2,034.00
04/21	04/21/2021	55786	1282	LEAF TOWING & RECOVERY	220-20200	150.00
04/21	04/21/2021	55787	136	LEAGUE OF MN CITIES	603-20200	640.00
04/21	04/21/2021	55788	1331	MAGER, JIM	101-20200	143.99
04/21	04/21/2021	55789	17	MCDONALD DISTRIBUTING CO	609-20200	12,200.32
04/21	04/21/2021	55790	616	MENARDS - CAMBRIDGE	602-20200	51.94
04/21	04/21/2021	55791	1536	MINNESOTA DEED	219-20200	833.33
04/21	04/21/2021	55792	2080	MVTL LABORATORIES INC	602-20200	181.94
04/21	04/21/2021	55793	1165	NORTHLAND TRUST SERVICES INC	602-20200	36,002.50
04/21	04/21/2021	55794	617	PAUSTIS & SONS	609-20200	1,259.75
04/21	04/21/2021	55795	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,546.05
04/21	04/21/2021	55796	2396	SOUTHERN GLAZERS OF MN	609-20200	6,716.64
04/21	04/21/2021	55797	73	STAR	601-20200	189.11
04/21	04/21/2021	55798	554	STEVES TIRE INC	101-20200	1,066.68
04/21	04/21/2021	55799	2598	T.A.SCHIFSKY & SONS INC	101-20200	425.29
04/21	04/21/2021	55800	1290	THE AMBLE GROUP	101-20200	1,125.01
04/21	04/21/2021	55801	626	THE WINE COMPANY	609-20200	450.00
04/21	04/21/2021	55802	1820	URBANS HARDWARE INC	101-20200	60.43
04/21	04/21/2021	55803	427	VESSCO INC	601-20200	1,100.24
04/21	04/21/2021	55804	42	VIKING COCA-COLA BOTTLING CO	609-20200	166.25
04/21	04/21/2021	55805	4	WATSON CO INC	609-20200	4,093.30
04/21	04/21/2021	55806	780	WINE MERCHANTS	609-20200	496.00
Grand Totals:						171,772.66

Report Criteria:
Report type: Summary
Vendor.Vendor number = 1231
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/21/2021	55808	1231	ACE SOLID WASTE INC	101-20200	916.57
Grand Totals:						916.57

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/21	04/28/2021	55809	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	608.02
04/21	04/28/2021	55810	53	BELLBOY CORPORATION	609-20200	4,647.20
04/21	04/28/2021	55811	9	BERNICKS PEPSI-COLA	609-20200	2,482.05
04/21	04/28/2021	55812	1500	BOLTON & MENK INC	425-20200	63,414.00
04/21	04/28/2021	55813	2319	BREAKTHRU BEVERAGE OF MN	609-20200	8,944.27
04/21	04/28/2021	55814	2537	BROOKS, KATIE	101-20200	182.31
04/21	04/28/2021	55815	120	CONNEXUS ENERGY	101-20200	19,093.56
04/21	04/28/2021	55816	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,720.86
04/21	04/28/2021	55817	613	E H RENNER & SONS	601-20200	56,010.00
04/21	04/28/2021	55818	2933	FALCON NATIONAL BANK	601-20200	2,908.63
04/21	04/28/2021	55819	1535	GAU, ADAM	861-20200	1,375.74
04/21	04/28/2021	55820	949	GRAINGER INC	601-20200	208.66
04/21	04/28/2021	55821	739	HACH COMPANY	601-20200	312.00
04/21	04/28/2021	55822	126	ICMA	101-20200	1,092.00
04/21	04/28/2021	55823	114	ISANTI COUNTY RECORDER	505-20200	46.00
04/21	04/28/2021	55824	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,206.86
04/21	04/28/2021	55825	5	KAWALEK TRUCKING	609-20200	222.00
04/21	04/28/2021	55826	131	MACQUEEN EQUIPMENT INC	603-20200	514.87
04/21	04/28/2021	55827	17	MCDONALD DISTRIBUTING CO	609-20200	10,352.65
04/21	04/28/2021	55828	161	MN POLLUTION CONTROL AGENCY	602-20200	90.00
04/21	04/28/2021	55829	2408	MOTOROLA SOLUTIONS INC	920-20200	3,930.65
04/21	04/28/2021	55830	870	M-R SIGN CO INC	101-20200	155.10
04/21	04/28/2021	55831	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,881.24
04/21	04/28/2021	55832	1113	RJM DISTRIBUTING INC	609-20200	454.65
04/21	04/28/2021	55833	1361	STAPLES ADVANTAGE	609-20200	298.88
04/21	04/28/2021	55834	73	STAR	425-20200	16.40
04/21	04/28/2021	55835	2156	SUMMIT FIRE PROTECTION	226-20200	3,154.00
04/21	04/28/2021	55836	2834	SUN MECHANICAL INC	601-20200	2,375.41
04/21	04/28/2021	55837	2598	T.A. SCHIFSKY & SONS INC	101-20200	213.71
04/21	04/28/2021	55838	1290	THE AMBLE GROUP	101-20200	75.15
04/21	04/28/2021	55839	2944	UNIFIRST CORPORATION	609-20200	773.92
04/21	04/28/2021	55840	919	UPS	601-20200	34.63
04/21	04/28/2021	55841	42	VIKING COCA-COLA BOTTLING CO	609-20200	188.05
04/21	04/28/2021	55842	4	WATSON CO INC	609-20200	2,247.03
04/21	04/28/2021	55843	3019	WIDSETH SMITH NOLTING & ASSOC INC	609-20200	44,097.20
Grand Totals:						254,327.70

Request for City Council Action- MEMO

To.	**Mayor Johnson and Members of City Council**
From:	Jaden Strand, City Clerk
Date:	May 4, 2021
Subject:	Resolution 2021-XXX Approving a Mutual Aid Agreement Between the City of Isanti and Isanti County for the Sharing of Equipment and Personnel Resources

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Background:
The Mutual Aid Agreement between the City of Isanti and Isanti County is set to expire on June 30th, 2021. The agreement would allow for the sharing of equipment, personnel and other resources between the two communities when there is a significant need such as an emergency. The Mutual Aid Agreement is a five-year agreement that shall expire on June 30th, 2026.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- Resolution 2021-XXX

RESOLUTION 2021-XXX

APPROVING A MUTUAL AID AGREEMENT BETWEEN THE CITY OF ISANTI AND ISANTI COUNTY FOR THE SHARING OF EQUIPMENT AND PERSONNEL RESOURCES

WHEREAS, an agreement has been developed pursuant to Minnesota Statutes 471.59 that authorizes the joint and cooperative exercise of powers common to contracting parties; and,

WHEREAS, the intent of the agreement is to make equipment, personnel and other resources available to a political subdivision from another political subdivision; said political subdivisions being the City of Isanti and Isanti County;

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

1. That the Mutual Aid Agreement Between the City of Isanti and Isanti County attached as 'Exhibit A' is approved.

2. Mayor and City Administrator are hereby authorized to execute said document.

This resolution was duly adopted by the Isanti City Council this 4th day of May 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

Isanti County and City of Isanti, Minnesota
Mutual Aid Agreement

Purpose
This Agreement is made pursuant to Minnesota Statutes, Section 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this Agreement is to make equipment, personnel and other resources available to governmental units from other governmental units.

Definitions

"Party" means a governmental unit as defined by Minnesota Statues, Section 471.59, subd. 1.

"Parties" shall collectively mean more than one Party.

"Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.

"Requesting Party" means a Party that requests Assistance from other Parties.

"Responding Official" means the person designated by a Party who is responsible to determine whether and to what extent that Party should provide Assistance to a Requesting Party.

"Responding Party" means a Party that provides Assistance to a Requesting Party.

"Assistance" means (Check the type of assistance that will be provided):

- ✓Public works personnel and equipment:
- ✓Law enforcement personnel and equipment:
- ✓Utility personnel and equipment:
- ✓Other personnel and equipment as may be needed to effectively respond to a natural disaster or other emergency.

Procedure

1. **Request for Assistance**. Whenever, in the opinion of a Requesting Official, there is a need for Assistance from other Parties, the Requesting Official may call upon the Responding Official of any other Party to furnish Assistance.

2. **Response to Request**. Upon the request for Assistance from a Requesting Party, the Responding Official may authorize and direct that Party's personnel to provide Assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party and the availability of resources.

3. **Recall of Assistance**. The Responding Official may at any time recall such Assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.

4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws Assistance.

Workers' compensation

Each Party shall be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing Assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employees or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Damage to equipment

Each Party shall be responsible for damages to or loss of its own equipment. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of the Requesting Party.

2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this Agreement.

3. For purposes of determining total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a(b), the Parties are considered a single governmental unit and the total liability of the Parties shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. § 466.04, subd. 1.

4. The intent of this subdivision is to impose on each Requesting Party a duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

5. No party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish Assistance to any other Party, or for recalling Assistance, both as described in this Agreement.

Charges to the Requesting Party

1. No charges will be levied by a Responding Party to this Agreement for Assistance rendered to a Requesting Party under the terms of this Agreement unless that Assistance continues for a period of more than 48 hours. If Assistance provided under this Agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any Assistance provided after the initial 8-hour period, including salaries, overtime, materials and supplies and other necessary expenses. The Requesting Party will reimburse the Party providing the Assistance for that amount.

2. Such charges are not contingent upon the availability of federal or state government funds.

Duration

This Agreement will be in force for a period of five years from the date of execution. Any Party may withdraw from this Agreement upon thirty (30) days written notice to the other Party or Parties to the Agreement. (Expiration Date: June 30, 2026)

Execution

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date: _____ Entity: Isanti County

_____

By: Susan Morris
Title: Board Chair

_____

By: Julia Lines
Title: County Administrator

Date: _____ Entity: City of Isanti

_____

By: Jeff Johnson
Title: Mayor

_____

By: Josi Wood
Title: City Administrator

RESOLUTION 2021-XXX

APPROVING TEMPORARY 3.2 ON-SALE MALT LIQUOR LICENSE FOR THE ISANTI LIONS CLUB FOR THE 2021 ISANTI STREET DANCES

WHEREAS, the City has received Temporary 3.2 On-Sale Malt Liquor License applications from the Isanti Lions Club for the 2021 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 On-Sale Malt Liquor Licenses as set forth in the Fee Schedule; and,

WHEREAS, the Isanti Lions 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 On-Sale Malt Liquor Licenses for the Isanti Street Dances scheduled for June 19, 2021, July 17, 2021, August 7, 2021 and September 11, 2021 are approved.

This Resolution is hereby approved by the Isanti City Council this 4th day of May 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: May 4, 2021
Subject: Approval of Rights of First Refusal Agreement with UPS for City Owned Land PID 16.029.1400

Background:
In February UPS canceled their purchase agreement with the City and proposed entering into a Rights of First Refusal Agreement. The agreement will be for a five-year term. During the five-year period the City will not sell the land without first offering UPS the same terms and conditions as a bona fide third-party offer.

Request:
Consider approving the Rights of First Refusal Agreement for City owned land PID 16.029.1400

Attachments
- Agreement

Agreement

This agreement (“Agreement”) is made and entered into as of the ____ day of _____, 2021, (the “Effective Date”) by the City of Isanti, a municipal corporation of the State of Minnesota (“City”), with an address at 110 1st Avenue NW, Isanti, Minnesota 55040, Attn: Ms. Sheila Sellman, emails: ssellman@cityofisanti.us and jjl@ratwiklaw.com (“Seller”), and BT Property, LLC, a Delaware limited liability company, having a business address at 55 Glenlake Parkway, NE, Atlanta, GA 30328, Attn: Real Estate Dept./Contract Administrator, emails: bharder@ups.com and rrubin@ups.com (“Buyer”).

Recitals:

WHEREAS, Seller, Buyer and the City of Isanti Economic Development Authority were previously parties to that certain Agreement for Purchase and Sale dated November 18, 2020 (the “Purchase Agreement”) concerning that certain land consisting of the EDA Parcel and the City Parcel, as described therein, for a total of 4.14+/- acres of land located near 500 East Dual Boulevard NE, in the City of Isanti, Isanti County, Minnesota; and

WHEREAS, the City subsequently acquired title to the EDA Parcel (“the Property”), which is more particularly described in Exhibit “A”; and

WHEREAS, Buyer terminated the Purchase Agreement on February 8th, 2021, and the City is actively marketing the Property; and

WHEREAS, Buyer may be interested in acquiring the Property in the future and Seller is still interested in selling the Property to Buyer in accordance with the terms and conditions set forth herein below.

NOW, THEREFORE, for and in consideration of the sum of Ten Dollars ($10.00) and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

(1) **Recitals; Definitions.** The Recitals above are incorporated herein as true and correct statements of fact and are binding on the parties. Except as otherwise defined in this Agreement, all capitalized terms shall have the meanings given them in the Purchase Agreement.

(2) **Right of First Refusal.** It is understood and agreed that for a period of five (5) years after the Effective Date, Seller will not sell the Property to any other party without first offering same to Buyer on the same terms and conditions as a bona fide third-party offer that Seller is willing to accept (the “Purchase Offer”). In the event that Seller receives such a Purchase Offer, Buyer then shall have thirty (30) days from the date of written notification by Seller, which notification must include a copy of the Purchase Offer, to accept or reject such Purchase Offer, with any failure by Buyer to respond being deemed a rejection. In the event that Buyer does reject any such Purchase Offer, and, thereafter, Seller fails to transfer the Property in accordance with the terms and conditions contained in the Purchase Offer delivered to Buyer, or on terms that are less favorable to a third-party buyer, then Buyer’s Right of First Refusal shall be automatically reinstated.

(3) **COMMISSIONS**. Seller and Buyer each represent and warrant to the other that no real estate

commission, broker's fee or other similar fee or commission is now or shall at any time be due with respect to this Agreement except for a brokerage fee due Jupiter Realty Services, LLC ("Buyer's Broker"), the commission of which will be paid for by Seller pursuant to a separate agreement. If any claims for such fees or commissions are made against any of the parties in connection with this transaction (other than the commission due Buyer's Broker), all such claims shall be handled and paid by the party whose actions or alleged commitments formed the basis of such claim, and such party further agrees to indemnify and hold harmless the other party from and against any and all such claims or demands to the extent allowed by law.

(4) **MISCELLANEOUS**. ***(a) Assignment of Agreement.*** Buyer may assign this Agreement to an entity owned in whole or in part by Buyer or an owner of Buyer without the prior written consent of Seller.

(b) Binding Effect. This Agreement shall run to the benefit of Buyer, its successors and assigns, and shall be binding upon Seller and Seller's successors and assigns. All representations, covenants and warranties herein shall survive the Closing and delivery of the Deed.

(c) Notices. All notices or other communications required or permitted hereunder shall be in writing and shall be effective upon receipt whether delivered by personal delivery, email or UPS Next Day Air® delivery or sent by United States registered or certified mail, return receipt requested, postage prepaid, addressed to the respective parties as follows:

If to Buyer:

-See address at top of Page 1-

AND:

If to Seller:

-See address at top of Page 1-

Notices shall be deemed received upon the (a) the date of delivery if personally delivered or delivered via UPS Next Day Air® delivery, or (b) when sent, as shown on the sent receipt, if sent by email, or (c) if mailed, upon the date of receipt as disclosed on the return receipt. Notice of change of address shall be given by written notice in the manner detailed in this paragraph. Rejection or other refusal to accept or the inability to deliver because of changed address of which no notice was given shall be deemed to constitute receipt of the notice, demand, request or communication sent.

(d) Headings. Descriptive headings herein are for convenience only and shall not control or affect the meaning or construction of any provision of this Agreement.

(e) Time of Essence. Time shall be of the essence with respect to the performance of all obligations of the parties hereunder.

(f) Governing Law. This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Minnesota.

(g) Counterparts. This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute

one and the same instrument. .Pdf copies of the executed signature pages transmitted by email shall be effective and binding upon the parties as if such signatures were original signatures.

(h) Severability. If any part of this Agreement should be determined to be invalid, unenforceable, or contrary to law, that part shall be amended, if possible, to conform to law, and if amendment is not possible, that part shall be deleted and other parts of this Agreement shall remain fully effective, but only if, and to the extent, such modification or deletion would not materially and adversely frustrate the parties' essential objectives as expressed in this Agreement.

(i) Entire Agreement; Exhibits. This Agreement and all Exhibits attached hereto constitute the entire agreement among the parties as it relates to the subject matter hereof, and no amendment, alteration or modification of this Agreement shall be valid unless in each instance such amendment, alteration or modification is expressed in a written instrument duly executed by all of the parties to this Agreement. All Exhibits to this Agreement shall constitute part of this Agreement and shall be deemed to be incorporated in this Agreement by reference and made a part of this Agreement as if set out in full at the point where first mentioned.

(k) Waiver of Jury Trial. To the extent permitted by law, each of Seller and Buyer hereby expressly waives any right to trial by jury of any action, cause of action, claim, demand, or proceeding arising under or with respect to this Agreement, or in any way connected with, related to, or incidental to the dealings of Seller and Buyer with respect to this Agreement and in each case, whether or not existing or hereafter arising, and whether sounding in contract, tort or otherwise. To the extent permitted by law, each of Buyer and Seller hereby agrees that any such action, cause of action, claim, demand, or proceeding shall be decided by a court trial without jury and that Seller or Buyer may file a copy of this Agreement with any court other tribunal as written evidence of the consent of each of Seller and Tenant to the waiver of its right to trial by jury.

(l) Performance. When the last day prescribed for performance hereunder falls on Saturday, Sunday, or a legal holiday, the performance of such act shall be considered timely if it is performed on the next succeeding day which is not a Saturday, Sunday, or a legal holiday.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first written above.

("Seller")

City of Isanti

By: _____
Its: _____

By: _____
Its: _____

Date: _____ __, 2021

("Buyer") BT Property, LLC

By: _____
Its: _____
Date: _____ __, 2021

EXHIBIT "A"
LEGAL DESCRIPTION

EDA Parcel – PID 16.029.1400

The West 410 feet of the following described tract of land to-wit: All that part of the Southeast Quarter of the Northwest Quarter (SE ¼ of NW ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), described as follows, to-wit:

Commencing at the intersection of the North line of said forty acres and the Westerly right-of-way line of Minnesota Trunk Highway No. 65 as presently existing and laid out, thence west and along said North line a distance of 1036 feet, thence South and parallel with the East line of said forty acres a distance of 425 feet, thence East and parallel with the North line of said forty acres a distance of 977 feet, more or less, and to the Westerly right-of-way line of Minnesota Trunk Highway No. 65 as presently existing and laid out, thence Northeasterly and along said Westerly right-of-way line of Minnesota Trunk Highway No. 65 to the point of beginning and there to terminate.

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: May 4, 2021
Subject: Resolution 2021-XXX Approving the dissolution of Joint and Cooperative Agreement Joint Planning Advisory Board with the City of Cambridge

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Background:
In June 2015 the City entered into a of Joint and Cooperative Agreement Joint Planning Advisory Board with the City of Cambridge. The general purpose of this agreement was to establish a Joint Planning Advisory Board. The purpose of the board was to review and make recommendations on short- and long-range land use planning matters that are of mutual concern between the Cities of Cambridge and Isanti. This board was to meet on a quarterly basis and consist of the Mayor and Planning Commission Chair of each city. It is unclear if this board met, staff was unable to locate any meeting minutes or memos. At this time staff suggests dissolving this agreement for lack of interest or need.

If the need for such an agreement arises in the future staff will bring such a proposal forward.

Request: Consider adopting the resolution.

Attachments
- Resolution 2021-XXX
- Agreement

RESOLUTION 2021-XXX

APPROVING THE DISSOLUTION OF JOINT AND COOPERATIVE AGREEMENT FOR JOINT PLANNING ADVISORY BOARD

WHEREAS, in 2015 the City Council, entered into a Joint and Cooperative Agreement for Joint Planning Advisory Board; and,

WHEREAS, the board has not met in the last 5 years; and,

WHEREAS, there is lack of interest and/or need for this board at this time;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that the City Council dissolves the Joint and Cooperative Agreement for the Joint Planning Advisory Board.

This resolution was duly adopted by the Isanti City Council this 4th day of May 2021.

Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

JOINT AND COOPERATIVE AGREEMENT

JOINT PLANNING ADVISORY BOARD

ADOPTED: June 2015

The parties to this agreement are governmental units of the State of Minnesota. This agreement is made pursuant to Minn. Stat. 471.59 and 462.372.

I.

PURPOSE

The general purpose of this agreement is to establish a Joint Planning Advisory Board. The City of Cambridge and City of Isanti are members of this Board. The purpose of this Board is to review and make recommendations on short and long range land use planning matters that are of mutual concern between the Cities of Cambridge and Isanti.

II.

NAME

The organization created by this agreement shall be known as the "Cambridge - Isanti Joint Planning Advisory Board" (hereinafter "Board").

III.

DEFINITIONS

For purposes of this agreement, the terms defined in this article shall have the meanings given to them.

Section I. "Board" means the organization created pursuant to this agreement.

Section II. "Staff" means the staff person(s) appointed by a member City Council to be its staff representative(s) on the Board.

Section III. "Member" means the City of Cambridge and City of Isanti.

Section IV. "Commissioner" means a person appointed by each City Council to serve on the Board.

IV.

MEMBERS

Section 1. Those eligible to enter this agreement are the following governmental entities: Cities of Cambridge and Isanti.

Section 2. Any governmental entity desiring to become a member shall execute a copy of this agreement and conform to all requirements herein.

V.

COMMISSIONERS

Section 1. **Qualification/Appointment**. Each Member shall appoint an equal number of Commissioners to the Board. It is the intent that each Member City shall appoint the Mayor and the Chair of the Planning Commission of that City to serve as Commissioners on the Board. Alternates shall also be appointed to the Board by their respective Member, to serve in the absence of a Commissioner. When the City Council of a Member City appoints its Commissioners, it shall give notice of their appointments to the Secretary of the Joint Planning Advisory Board. Notice of a successor Commissioner shall be given by the City to the Secretary of the Board. That notice shall include the name and mailing address of the appointee which shall be deemed to be the official name and address of that appointee for the purpose of giving any notice required under this agreement.

Section 2. **Term**. Each Commissioner shall serve for an annual term, except that the initial terms shall begin as of the effective date of this agreement and shall terminate at the end of the calendar year. A Commissioner shall serve at the pleasure of his or her City Council of their respective Member City. A Commissioner may be removed at any time by that City Council. A Commissioner shall be eligible for re-appointment to any number of successive terms.

Section 3. **Voting**. Each Commissioner shall have one vote. There shall be no voting by proxy, but all votes must be cast in person at Board meetings by the Commissioner or his or her alternate.

Section 4. **Compensation**. Commissioners shall serve without compensation from the Board, but this shall not prevent a Member from compensating its Commissioners if compensation by that City is otherwise authorized by law.

Section 5. **Vacancies**. A vacancy in the office of Commissioner shall exist for any of the reasons set forth in Minnesota Statues Section 351.02. The City Council of each Member City shall by appointment fill for the unexpired portion of the Term of said Commissioner or any vacancy. A suspected vacancy or a Commissioner's failure to attend three consecutive meetings shall be reported by the Secretary of the Commission to the appointing Member's governing board for action in replacing its Commissioner.

VI.

OFFICERS

Section 1. **Number/Election**. The officers of the Board shall consist of a Chair, a Vice Chair, and a Secretary all of whom shall be elected at the first meeting of the Board each year. New officers shall take office at the meeting of the Board at which they are elected. Officers shall serve one year terms.

Section 2. **Co-Chairs**. The Mayors of each Member City shall be Co-Chairs at the Board meetings. The Co-Chairs shall preside at all meetings of the Board and shall perform all duties incidental to the office of Chair, and such other duties as may be prescribed by the Commission. If one of the Co-Chairs of a Member City is missing from the meeting, their alternate shall attend and act in their capacity.

Section 3. **Secretary**. The Secretary shall be responsible for keeping a record of all the proceedings of the Board and giving notice of the meetings.

VII.
EFFECTIVE DATE, MEETINGS

Section 1. This agreement is effective on the date when the authorizing resolutions of the members' City Councils have been adopted.

Section 2. Within thirty (30) days after the effective date of this agreement, the Mayor of the City of Isanti, County of Isanti, Minnesota shall call the first meeting of the Board which shall be held no later than fifteen (15) days after such call.

Section 3. The first meeting of the Board shall be its organizational meeting. At the organizational meeting, the Board shall select from among the Commissioners a chair, a vice-chair, and a secretary, and may appoint any consultants or other staff, as provided by the Member City and as authorized by such City, to coordinate the activities of the Board and to draft any necessary Board documents.

Section 4. At the organizational meeting, or as soon thereafter as it may reasonably be done, the Board shall adopt meeting procedures that include: the time, place, notice for and frequency of its regular meetings, and such other matters as are required by this agreement.

Section 5. **Voting/Quorum**. No business shall be performed unless a quorum of the Commissioners present and voting at a Board meeting vote in the affirmative. A simple majority of the full number of Commissioners shall constitute a quorum for the purposes of conducting a meeting, and a simple majority of the quorum present and voting shall be sufficient for any official action of the Board.

VIII.
DUTIES OF BOARD

The powers, rights and duties of the Board shall include those set forth in this Article.

Section 1. **Purview.** The Board's purview is to review short and long range planning matters in the geographical area between the two cities, whether corporate or extra-territorial, or where the Cities may have a common corporate boundary at some point in the future, and make recommendations to their respective Planning Commissions and City Councils. The Board may also address other planning and land use matters as directed by the governing boards of each City. Initial

work will be on Comprehensive Plan Updates that each City will be undertaking in 2016. This will pertain to Comprehensive Planning in corporate and extraterritorial areas that are located between the two Cities. Other matters that the Board may undertake, at the joint direction of their respective City Councils, include: Annexation matters that jointly concern the two Cities, Exploration of joint planning within the statutory 2 mile extraterritorial areas located between the two Cities, and Long Range Planning for location of street and municipal utility systems, including work with private utility providers.

Section 2. **Consultants**. The Board may work with consultants that their respective Cities have hired to provide planning services. Such use shall be authorized by the City Council of the respective Member City.

Section 3. **Other Actions**. The Board shall take such action as it deems necessary and appropriate to accomplish the general purposes of the Board and it may exercise any other power necessary and incidental to the implementation of its powers and duties.

IX.

DISSOLUTION

Section 1. **Method**. The Board shall be dissolved upon an affirmative vote of the City of Cambridge or City of Isanti.

X.

INDEMNIFICATION

The Members shall provide liability insurance and shall indemnify and hold harmless any Commissioner for damages, including reasonable attorneys' fee, incurred as a result of any action brought against said Commissioner and resulting from the joined act or omission of the Board established herein.

XI.

EFFECTIVE DATE

Section 1. **Execution of Agreement**. A Member entering into this agreement shall do so by the duly authorized execution of a copy of this agreement by its proper officers. Thereafter, the Mayor and Clerk or other appropriate officer(s) of that Member shall file a duly executed copy of this agreement, together with a certified copy of the authorizing resolution with the Secretary of the Board.

Section 2. **Effective Date**. This agreement shall become effective when (a) it has been authorized by each member, and b) all appropriate documents have been filed as provided above.

XII.

DURATION

This agreement shall continue in effect from year to year until termination in accordance with the terms of this agreement.

IN WITNESS WHEREOF, the undersigned governmental unit has caused this agreement to signed and delivered on its behalf.

EXECUTED as of June 8, 2015.

CITY OF CAMBRIDGE

By: _____ Date: 06-01-2015
Marlys A. Palmer, Mayor

By: _____ Date: 06-01-2015
Lynda Woulfe, City Administrator

CITY OF ISANTI

By: _____ Date: 6/8/15
George A. Wimmer, Mayor

By: _____ Date: 6-8-15
Donald C. Lorsung, City Administrator

RESOLUTION 2021-XXX

APPROVING THE OFFER FOR THE PARK AND RECREATION INTERNSHIP FOR MAIZY BURK

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to fill a paid part-time Park and Recreation Internship in the 2021 budget working 20-29 hours a week; and,

WHEREAS, this temporary position is not eligible for PERA or any benefits; and,

WHEREAS, the offer is contingent on passing a background investigation;

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

1. That Human Resources has hereby offered the Park and Recreation Internship to Maizy Burk for the City of Isanti effective May 4th, 2021 or later.
2. Maizy Burk will be compensated at $14.00 per hour.
3. The duration of the internship will run spring to fall 2021 as a final date is yet to be determined.
4. That Human Resources is directed to complete all additional documentation for the completion of the employment offer and successfully passing a background investigation.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 4th day of May 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE OFFER FOR THE ECONOMIC DEVELOPMENT/ MARKETING INTERNSHIP FOR WILL BUCHEGER

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to fill a paid part-time Economic Development/ Marketing Internship in the 2021 budget working 20-29 hours a week; and,

WHEREAS, this temporary position is not eligible for PERA or any benefits; and,

WHEREAS, the offer is contingent on passing a background investigation;

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

1. That Human Resources has hereby offered the Economic Development/ Marketing Internship to Will Bucheger for the City of Isanti effective May 4th, 2021 or later.
2. Will Bucheger will be compensated at $14.00 per hour.
3. The duration of the internship will run spring to fall 2021 as a final date is yet to be determined.
4. That Human Resources is directed to complete all additional documentation for the completion of the employment offer and successfully passing a background investigation.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 4th day of May 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

ACCEPTING RESIGNATION FOR BUILDING OFFICIAL STEVEN THORP

WHEREAS, Building Official, Steven Thorp submitted proper notice of resignation per personnel policy on April 22, 2021; and,

WHEREAS, the effective date of this resignation is May 30th, 2021; and,

WHEREAS, Steven Thorp is leaving employment in good-standing per requirements of current personnel policy;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. The resignation of Steven Thorp is hereby effective May 30th, 2021.

2. That Human Resources Director and designee is hereby directed to fill the open position.

This Resolution is hereby approved by the Isanti City Council this 4th day of May 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Request for City Council Action

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester, Public Services Director
Date: May 4, 2021
Subject: Resolution 2021-XXX Amending the 2021 CIP for the ICC

Background

In the 2021 Capital Improvement Plan (CIP) there is $7,745.00 for replacement of the dishwasher at the Isanti Community Center (ICC). The dishwasher belongs to the Lions therefore the repairs, maintenance or replacement would be there responsibility. The kitchen does have a Convection Oven that should be replaced and brought up to Code. Staff would like to amend the CIP by taking the funds available for the dishwasher and use those funds to replace the Convection Oven at the ICC. The CIP would need to be amended to reflect those changes.

Recommendation:

Staff is recommending to amend the 2021 CIP by removing the dishwasher and replacing it with the Convection Oven.

Request

Staff is requesting action on this item.

Attachments:

- Resolution 2021-XXX- Amending The Capital Improvement Plan for the ICC

RESOLUTION 2021-XXX

AMENDING THE 2021 CAPITAL IMPROVEMENT PLAN FOR THE ISANTI COMMUNITY CENTER

WHEREAS, the Capital Improvement Plan (CIP) for the Isanti Community Center (ICC) has $7,745.00 to replace the dishwasher; and,

WHEREAS, the dishwasher belongs to the Lions therefore the maintenance, repairs, or replacement would be their responsibility; and,

WHEREAS, the kitchen at the ICC does have a Convection Oven that is not in the CIP but should be replaced and brought up to code; and,

WHEREAS, the CIP plan would need to be amended by removing the dishwasher and replacing it with the Convection Oven;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, Authorize the Finance Director to amend the 20-year Capital Improvement Plan by removing the dishwasher at the ICC and adding in the Convection Oven and make the necessary changes based on actual final cost.

This resolution was duly adopted by the Isanti City Council this 4th day of May 2021.

_____
Attest: Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Katie Brooks, Human Resources Director
Date: May 5, 2021
Subject: Resolution Approving New Position- PT Permit Technician

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Background:

On April 20, 2021 at the Committee of the Whole meeting, Community Development Director Sheila Sellman discussed the need for hiring a part-time Permit Technician to help take on duties in the Community Development Department. The Building Official has an overwhelming number of inspections, plan review and administrative processes that warrant the need for a Permit Technician. The consensus was to move forward and make a new position for Council approval.

Request:
Staff is requesting action on this item.

Attachment:

- Resolution 2021-XXX
- Draft Job Description

RESOLUTION 2021-XXX

APPROVING NEW POSITION: PERMIT TECHNICIAN

WHEREAS, new positions must be approved by City Council per current Personnel Policy and adopted 2021 budget, and;

WHEREAS, the Committee of the Whole recommends the new position and amending the City's Organization Chart to include a Permit Technician within the Community Development Department, and;

WHEREAS, the draft job description is included in Attachment A;

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

The new position shall consist of the follow:

1) Part-time up to 29 hours per week
2) Not eligible for benefits
3) Non-union
4) Points range: Grade 10 (182-209)

$23.6282	$24.3389	$25.0702	$25.8221	$26.5946	$27.3877	$28.2117	$29.0563	$29.9318
Step 1								Step 9

This Resolution is hereby adopted by the Isanti City Council this 4th day of May, 2021.

Attest: Mayor Jeff Johnson

Jaden Strand City Clerk

City of Isanti
POSITION DESCRIPTION

PERMIT TECHNICIAN

DEPARTMENT: Community Development
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Building Official
SUPERVISES: None

DEFINITION:

Performs technical and administrative work serving as the primary contact for building/ permit questions. Assist the public in answering specific and general inquiries regarding codes, procedures and policies. This role will process Building permit applications, issue and receipt permits. Provide clerical and counter support to Community Development Department. Responsibility for the performance of moderately complex clerical duties which require judgment based on knowledge gained through experience. Serves the public and other City employees by responding to various inquiries.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Provide public service activities including, but not limited to, greeting counter walk-ins, answering telephones, responding to requests for information, provide appropriate assistance by directing to the appropriate individual or department.
- Receive, log and review building permit applications and supporting documents to verify completeness and accuracy of information; assess scope of project and relevant permit requirements; educate customers regarding necessary permits and general code compliance of proposed projects.
- Process construction permit applications and route plans to other departments for review.
- Process, issue and receipt faxed, mailed and over-the-counter permit applications. Issue and receipt all other permits prepared by Building Official and/or Community Development Staff that are ready for issuance.
- verify state issued licenses.
- Research records and provide public with specialized site-specific property information such as approved building permits, construction plans, certificates of occupancy, zoning and surveys or site plans.
- Prepare general correspondence, reports, lists and records.
- Perform a variety of detailed clerical tasks such as compiling, calculating and preparing special reports, maintains records.

- Responsible for maintenance of building permit/inspection software database, including state contractors, permit payment information, new parcel information for all new developments or lot splits and updating of parcel information.
- Develop, create and implement department application forms and handouts.
- Organize, file and maintain department address files. Scan and store department records into Laserfiche.
- Send form letters for work with no permit as determined by Building Official.
- Answer general inquires in a pleasant and friendly manner from contractors and public both over the phone and for general walk-in traffic.
- Prepare monthly, quarterly and annual reports for various City, State, Federal and other agencies as required.
- Perform special projects as assigned by the Community Development Director and Building Official.
- Performs other related duties as assigned or apparent.

EQUIPMENT USED:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, fax machines and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to provide respectful, professional customer service to Council members, the public and coworkers.
- Ability to produce quality work, prioritize projects and take direction from the Supervisor.
- Ability to read and interpret laws, ordinances, polices, department rules and municipal regulations.
- Read and interpret maps, plats and site plans.
- Ability to read and interpret blueprints, maps, specifications and other construction related documents.
- Ability to use good judgment without requiring immediate supervision
- Ability to develop reports, spreadsheets and make presentations.
- 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 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, and other department employees.
- 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.
- Ability to be a team player, maintain confidentiality and professionalism at all times.
- Knowledge of computers including typing and use of Word, Office, Excel, Building Permit software, Laserfiche.

- Possess excellent communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Experience in building permit application, issuance and review; OR an equivalent combination of training and experience.
- Experience in customer service.
- Must possess a valid MN Class D Driver's License.

PREFERRED QUALIFICATIONS:

- Permit Technician Certificate from the ICC
- Two (2) + years' experience as a Permit Technician and applicable administrative role
- Associates Degree in Building, Construction trades, or similar field.
- Experience with software; Laserfiche, GIS, Caselle Clarity, SharePoint, and Microsoft Office.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- Must represent the City in a respectful, professional manner with positive interactions with the public.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is full-time Monday-Friday, hours are subject to current personnel policy. Additional hours may be required for evening meetings.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside in an office and frequently work outside in various weather conditions for inspections.

Activities that will occur continuously, 5-8 hours: Sitting, walking, verbal communication, hearing, repetitive motions, handling, typing, light physical effort.
Activities that will occur frequently, 2-5 hours: problem solving, written communication, reaching, interpersonal skills, standing, pulling.

Activities that occur occasionally, up to 2 hours: reaching, hand/eye/foot coordination, balancing, temperature changes.
Activities that occur infrequently, less than 1 hour: lifting, bending, stooping, kneeling, reaching at, above, and below shoulder level with the right, left, and both shoulders, carrying, and lifting and carrying up to 24 pounds.

This position may require the ability to drive an automobile.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

_____ _____ _____

Employee Signature Printed Name Date

RESOLUTION 2021-XXX

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 $1,500.00 donation; and,

WHEREAS, the donor has requested that the donation be used for maintenance or improvements at Sportsman Field, Home of Redbirds Baseball;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, hereby accepts the $1,500.00 donation and authorizes the use of the donation for Isanti Redbirds.

Resolution adopted by the Isanti City Council this 4th day of May 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

AUTHORIZING APPRAISAL OF PARCEL 16.090.0102

WHEREAS, the Isanti City Council had a consensus at its April 13, 2021 special meeting instructing staff to determine if parcel 16.090.0102 is potentially for sale; and,

WHEREAS, the owner of parcel 16.090.0102 has indicated a willingness to consider a sale and provided staff verbal consent to access the premises if needed to complete an appraisal; and,

WHEREAS, the low-cost appraisal shall be accepted in an amount not to exceed $3,500; and,

WHEREAS, staff will solicit quotes for the appraisal;

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

1) The City Council approves an appraisal for parcel 16.090.0102 not to exceed $3,500.
2) Approval is given to the City Administrator to administer and facilitate the appraisal.

This Resolution is hereby approved by the Isanti City Council this 4th day of May 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: May 4, 2021
Subject: RFP for Building Inspection Services

Background:
At the April 20, 2021 Committee of the Whole (COW) meeting the council discussed the need for backup services for the Building Official for when he/she is on vacation or out of the office. Backup services may also be necessary if there is a storm that causes a lot of damage and an influx of permits come in (i.e. hail storm).

In addition, the Building Official has resigned and staff is requesting approval to seek interim services. The interim services would be until the position is filled. The proposed RFP is for interim services and backup services. Because the City is required to have a Building Official designated the RFP requests that designation, which could be on an interim basis or long term.

Request:
Consider approving the RFP and a directing staff to advertise.

Attachments:
- Resolution 2021-XXX Approving Request for Proposals for Interim and Backup Building Inspection Services
- RFP

RESOLUTION 2021-XXX

APPROVING REQUEST FOR PROPOSALS FOR INTERIM AND BACKUP BUILDING INSPECTION SERVICES

WHEREAS, over time the City of Isanti has utilized contracted services provided by qualified professional firms as necessary; and,

WHEREAS, the City determined to hire an internal Building Official for beginning 2021; and,

WHEREAS, in the absence of a staff inspector interim building inspection services may be necessary; and,

WHEREAS, staff has prepared Request for Proposals to procure interim building inspection services; and,

WHEREAS, from time-to-time backup services may be needed;

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

1. Approval of the Request for Proposals for interim and backup building inspection services, attached as Exhibit "A".

2. Direct staff to publish a Notice of the Request for Proposals and distribution to seek proposals for such services from qualified consultants and firms.

This Resolution is hereby approved by the Isanti City Council this 4th day of May 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

EXHIBIT A

REQUEST FOR PROPOSALS
INTERIM BUILDING INSPECTION SERVICES
AND
BACKUP SERVICES

CITY OF ISANTI

Isanti County
State of Minnesota

Response Deadline: Monday May 24, 2021

Contact: City of Isanti
Sheila Sellman, Community Development Director
110 1st Avenue NW
P.O. Box 428
Isanti, MN 55040
(763) 762-5761
(763) 444-5560- fax
Ssellman@cityofisanti.us

I. SUMMARY

A. The City of Isanti, Minnesota (the "City") is requesting proposals to provide interim building inspection, plan review, Building Official designation and related services to the City. These services are for both residential and commercial construction.

B. The City is also requesting proposals to provide building inspection, plan review and related services to the City on an as needed basis (back up, not primary). These services will be for both residential and commercial construction. In addition, please indicate if you can be designated as the Building Official if needed. **Proposals must be received by the City no later than 4:30 p.m. on Monday May 24, 2021 and should be sent to:**

City of Isanti
Attn: Sheila Sellman
110 1st Avenue NW
P.O. Box 428
Isanti, MN 55040
Ssellman@cityofisanti.us

Each consultant that desires to respond must submit two (2) copies of its proposal (if not submitted by e-mail). Each proposal submitted shall be valid for ninety (90) days.

II. GENERAL INFORMATION

The City is located in Isanti County and is a free-standing community with a population of approximately 6,000. Building permits issued in recent years are as follows:

	Total	New Homes
2021 (to March)	228	13
2020	1,042	92
2019	720	84

Overall, there is a healthy balance of residential and non-residential tax base within the City. Also, the City has a large inventory of residential and commercial lots ready for development and is well situated for continued growth as the economy improves.

III. GENERAL CONDITIONS

The City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, to accept a proposal that is not the lowest proposal based on fees, and to accept or reject any item or a combination of items. The City further reserves the right to reject proposals that do not contain all elements and information requested in this document. The City shall not be liable for any losses incurred by any consultants submitting proposals. All services will be provided pursuant to a written contract between the City and the Consultant, which shall be negotiated and mutually acceptable to both parties.

IV. TERM OF CONTRACT

A. The initial term of the proposed contract for interim services, which may include Building Official designation, shall be for a negotiated time until the city hires a Building Official/Inspector, but not to exceed one (1) year.

B. The initial term for back up services and possible Building Official designation shall be for a period one (1) year. After that initial term, the contract may be extended for a time period(s) as agreed upon by the consultant and the City. Additionally, regardless of the term of the contract, the City will be allowed to terminate the contract in sixty (60) days if the consultant does not perform services in a satisfactory manner, loses its license to perform any of the services, becomes insolvent, and other similar reasons.

V. SCOPE OF SERVICES

The City wishes to contract with a consultant/firm to provide the following services:

Building Inspector/Official:
The City is interested in finding a qualified firm/consultant to provide a designated Building Official and/or building inspector and plans examiner.

Building Code:
The City may appoint the consultant as the City's Building Official. The consultant will be responsible for inspecting properties and enforcing the Minnesota State Building Code. The consultant, however, will not be responsible for enforcing the Electrical Code whereas the City will continue to use other inspectors to perform such inspections.

Plumbing Code:
The consultant shall be responsible for providing enforcement and administration of the currently adopted Minnesota State Plumbing Code and performing plumbing plan review services.

Rental Housing Ordinance:
The consultant shall be responsible for inspecting and enforcing the City's Rental Housing Ordinance for multi-family, including but not limited to inspecting rental dwellings for license renewal, responding to complaint inspections and performing administrative tasks associated with the enforcement of the Rental Housing Ordinance.

Fire Code:
The consultant shall be responsible for enforcement and administration of the City's currently adopted fire ordinance including the Minnesota State Fire Code. The consultant shall coordinate with the City's fire service provider as an authorized representative.

Additional Duties:
Work regarding the above referenced codes and ordinances involves responsibility for plan review, scheduling, and inspection of residential and commercial buildings and other structures in regard to conformity with code requirements and technical standards, any administrative work in support of those duties assigned herein and enforcement. Work involves determining building permit valuations. Work also includes sod/black dirt inspections, pre-

construction inspections, complaint investigations, hazardous building inspections and assistance with the prosecution of building code and hazardous building violations.

Summary of Expected Performance Standards:
This subsection provides a summary of the minimum expectations of the firm/consultant. Final provisions shall be determined during contract negotiations.

1. Qualified personnel shall perform all services and shall maintain all necessary certificates and licenses required to perform such services.
2. Except when, and if, the workload demands otherwise, all inspections shall be conducted within the normal business hours of 8:00 am to 4:30 pm, Monday through Friday.
3. The Building Official/inspector shall have, or in the case of the City acquire, an expert knowledge of, and shall comply with, City Code / Ordinances of the City of Isanti, and the laws and regulations of Isanti County, the State of Minnesota and its agencies relating to the enforcement of the Minnesota State Building Code and the Minnesota State Fire Code.
4. The firm/consultant will provide own transportation for inspections and office time.
5. The Building Official/inspector shall carry not less than the following insurance and shall provide verification to the City upon request:
   a. Auto Insurance: A Certificate of Insurance for owned, hired, and non-owned auto usage coverage for liability in the amounts of $100,000 per claim, $300,000 per occurrence coverage for personal injury and $25,000 per claim, and $50,000 per occurrence for property damage insurance.
   b. Professional Liability Insurance: Professional Liability Errors and Omissions Insurance in an amount of at least $1.5 Million single limit coverage, covering all personnel employed by the Building Official in the capacity of acting as an Agent of the municipality.
   c. General Liability Insurance: General Liability Insurance in an amount of at least $1.5 Million, single limit coverage, covering all personnel employed by the Building Official in the capacity of acting as an Agent of the municipality.

VI. CONTENT OF PROPOSAL

The purpose of this section is to identify the information that should be submitted:

A. Compensation and Service

The proposer should outline the basis for compensation including identification of all rates and reimbursable expenses. Please include the following information in your proposal:

1. Your hourly rate or percentage of Permit fee.
2. Your hourly rate or percentage of Plan Review fee.
3. Your hourly rate for inspections.
4. Do you provide services for non-permitted work (i.e., asbestos, lead, condemnation inspections, etc.?). If so, what are your charges?
5. What is your billing procedure (i.e., monthly, quarterly, etc.)?
6. What is your refund policy?

7. How do you establish the value of a building project?
8. What is the minimum time you require to process an application?
9. How many times per week would you be in the community if you were the Interim provider?
10. Would you require any special arrangements with the City (i.e., office area, telephone, computer, filing cabinet, etc.)?
11. Are you willing to use the City's permit applications, documents and handouts?
12. Describe your experience with online permitting and the ability to accept digital plans.
13. Describe your review process, average turnaround time on permits and inspections and, your ability to communicate with customers.
14. What is your minimum required notification time for inspection requests?
15. Will the inspector be available via telephone for questions, inspection scheduling, etc.?

B. Summary of Understanding of Proposed Services:

A prospective consultant should indicate an understanding of the requested services as described in Section V. Scope of Services, and describe how it proposes to service the City of Isanti in these aspects.

C. List of Qualified Inspectors:

A list of qualified individuals and their certifications that can fulfill the various services described in Section V. Scope of Services. The individual(s) designated as the "Building Official" shall be certified as a building official by the State of Minnesota.

D. References:

A list of all building inspection contracts current and held in the last five (5) years, and a municipal representative from each location that the City may contact.

E. Other Activities:

Please indicate if your firm is willing/able to provide any additional services.

F. Signed Statement of Understanding:

The proposal should contain the following statement and must be signed by the individual authorized to represent the firm:

We/I have read the City's Request for Proposal (RFP) for Building Inspection services and fully understand its intent. We/I certify that we have adequate personnel, equipment and facilities to provide the City's requested services. We/I have thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide.

VII. INQUIRIES

Inquiries into this proposal may be submitted by mail, e-mail, fax or telephone to:

Sheila Sellman, Community Development Director
City of Isanti
110 1st Avenue NW
Isanti, MN 55040
(763) 762-5761
(763) 444-5560- fax
Ssellman@cityofisanti.us

Please include a contact name and telephone number or e-mail address for the City to use in responding to questions.

Thank you for taking the time to consider a proposal to the City of Isanti

Appendix A – Building Code Fees for the City of Isanti

B. Building inspections.

(1) Valuation fee schedule for Isanti.

Value of Work	Value Based Permit Fee (Residential and Commercial)
$501 - $2,000	$50 Minimum, $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

(2) Building permit: per Valuation Fee Schedule.

(3) Basement finishes/remodel permit: $300 (includes plan review).

(4) City utility services under driveway: $100.

(5) Commercial landscape escrow: $8,000 per site.

(6) Deck permit: $300 (includes plan review).

(7) Demolition permit: minimum of $100 or 1.27% of contract price.

(8) Right-of-way work permit.

(a) Single residential hookup: no fee.

(b) Base fee, up to 1,000 LF: $125.

(c) Fees in addition to base fee, work >1,000 LF: $65 per 1,000 LF.

(9) Street cut: $125 plus $5,000 in escrow.

(10) ROW unauthorized work: $250 plus up to double the permit fee.

(11) Fence permit (fences > 7'): Per Valuation Fee Schedule.

(12) Fire suppressant permit, commercial/multifamily: 1.5% of project value.

(13) Gas line (with mechanical permit): $12.50 per gas line, $25 minimum.

(14) Gas line (without mechanical permit): $50.

(15) Grade survey check:

(a) Commercial: $50.

(b) Residential: $50.

(16) Grading permit: $150.

(17) Inspections outside of normal business hours: $75 (two-hour minimum plus mileage).

(18) Inspections, hourly rates.

(a) Building Official: $125/hour.

(b) Senior Building Official: $95/hour.

(c) Fire Inspector: $90/hour.

(d) Building Inspector: $75/hour.

(e) Other staff: $75/hour.

(19) Investigative fee: 100% of permit fee.

(20) Lawn irrigation permit: $80.

(21) License verification fee: $5.

(22) Mechanical permit: $75 per unit.

(23) Mechanical permit, commercial/multifamily: 1.5% of project value.

(24) Minimum permit fee: $50.

(25) Permit renewal after six months of expiration: 50% of original permit fee.

(26) Plan check fee: 65% of calculated permit fee, when applicable.

(27) Plan check fee, duplicate plans: Duplicate plan fees reduced to 25% of Master Plan Review.

(28) Plan review (additional): $75 (1/2 hour minimum).

(29) Plumbing permit basic (up to four fixtures): $54.

(30) Plumbing permit, job valuation > $500 or more than four fixtures: $94.

(31) Plumbing permit, commercial/multifamily: 1.5% of project value.

(32) Pre-final inspection fee (residential): $60.

(33) Re-roof permit: $80.

(34) Re-siding permit: $80.

(35) Residential driveway escrow: $2,000.

(36) Residential landscape escrow: $6,000.

(37) Residential rental license fee:

(a) One unit: $150.

(b) Two to four units: $175.

(c) Five to 12 units: $225.

(d) Thirteen to 20 units: $240.

(e) Twenty-one to 50 units: $250.

(f) Fifty-one + units: $300.

(38) Rental additional inspections: per inspections hourly rate.

(39) Rental license late fee: 100% of rental license fee.

(40) S.E.C., residential: $20.

(41) S.E.C., commercial/industrial: $50.

(42) SAC/WAC inspection fee: $37.50.

(43) State surcharge: applied to all permits.

(44) Swimming pool permit: $80.

(45) Water/sewer line repair inspection fee: $80.

(46) Window/door replacement permit: $80.

RESOLUTION 2021-XXX

APPROVING THE OFFER OF FULL-TIME POLICE OFFICER TO JESSE ZAJAC

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 Chief of Police and interview panel selected Jesse Zajac as the most qualified candidate for the open Full-Time Police Officer position; and,

WHEREAS, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation, medical evaluation, drug test and psychological evaluation;

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

1. That Human Resources has offered the Full-Time Police Officer position to Jesse Zajac for the City of Isanti and shall be eligible to start in that position after successfully meeting all conditions of pre-employment evaluations.
2. That Jesse Zajac shall start at Step 2 of the Wage Scale at $32.1453 per hour.
3. That Jesse Zajac shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position.
4. Jesse Zajac's start date is effective after May 4, 2021, and will be determined when all above conditions have been met and paperwork is completed.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 4th day of May 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Katie Brooks, Human Resources Director
Date: May 5, 2021
Subject: LELS #217 & #416 Memorandum of Understanding- Vacation Carry Over

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Background:

Due to the Covid-19 pandemic, members of the LELS #217 & #416 bargaining units were not able to use their vacation accrual time. A Memorandum of Understanding (MOU) was drafted to acknowledge that the members will have 12 months from the effective date of the MOU to use their vacation so no vacation hours are lost to the members. The attached MOU outlines the agreed upon language from all parties.

Request:
Staff is requesting action on this item.

Attachment:

- Memorandum of Understanding for LELS #217 & #416

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ISANTI
AND
LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL #217

This Memorandum of Understanding ("MOU") is by and between the City of Isanti, Minnesota ("City") and Law Enforcement Labor Services, Inc., Local #217 ("Union"). The Union is the exclusive representative for the bargaining unit noted above. The City and the Union are collectively referred to herein as the parties.

WHEREAS, the City and the Union are parties to a collective bargaining agreement ("CBA") effective January 1, 2020 through December 31, 2022; and,

WHEREAS, the City acknowledges certain Union members have encountered difficulty using accrued vacation due to the COVID-19 Pandemic; and,

WHEREAS, Article 18.2 of the CBA states the following:

"48 hours of unused vacation and the Employee's annual accrual may be carried over from year to year"; and,

WHEREAS, the City is agreeable to allowing affected bargaining unit members to carry excess vacation hours for up to twelve (12) months past the effective date of this MOU;

NOW THEREFORE, the parties agree as follows:

1. Notwithstanding the language of Article 18.2 of the CBA, bargaining unit members shall be permitted to carry accrued and unused vacation in excess of the accrual cap set forth in Article 18.2 of the CBA for a period of twelve (12) after the execution of this MOA. Excess vacation not used within twelve (12) months after the execution of this MOA shall be forfeit.

2. This MOU constitutes the entire agreement between the parties relating to the matters identified herein. No party has relied upon any oral statements or promises that are not set forth in this document. No changes to this MOU will be valid unless they are in writing and signed by the parties.

3. This MOU shall remain in effect for a period of twelve (12) months after execution.

4. The parties agree that this MOU shall not be considered precedent setting, constitute a past practice, or be used as evidence in any proceeding involving the City and the Union other than for purposes of enforcement of this MOU.

5. This MOU shall for all purposes be deemed to have been mutually drafted.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____, 2021.

For City of Isanti:

_____
Jeff Johnson, Mayor

_____
Josi Wood, City Administrator

For LELS Local #217:

Jon Gates - 4/28/2021
LELS Business Agent

BRIAN SAA 4-28-2021
LELS Union Steward

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ISANTI
AND
LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL #416

This Memorandum of Understanding ("MOU") is by and between the City of Isanti, Minnesota ("City") and Law Enforcement Labor Services, Inc., Local #416 ("Union"). The Union is the exclusive representative for the bargaining unit noted above. The City and the Union are collectively referred to herein as the parties.

WHEREAS, the City and the Union are parties to a collective bargaining agreement ("CBA") effective January 1, 2020 through December 31, 2022; and,

WHEREAS, the City acknowledges certain Union members have encountered difficulty using accrued vacation due to the COVID-19 Pandemic; and,

WHEREAS, Article 18.2 of the CBA states the following:

"48 hours of unused vacation and the Employee's annual accrual may be carried over from year to year"; and,

WHEREAS, the City is agreeable to allowing affected bargaining unit members to carry excess vacation hours for up to twelve (12) months past the effective date of this MOU;

NOW THEREFORE, the parties agree as follows:

1. Notwithstanding the language of Article 18.2 of the CBA, bargaining unit members shall be permitted to carry accrued and unused vacation in excess of the accrual cap set forth in Article 18.2 of the CBA for a period of twelve (12) after the execution of this MOA. Excess vacation not used within twelve (12) months after the execution of this MOA shall be forfeit.

2. This MOU constitutes the entire agreement between the parties relating to the matters identified herein. No party has relied upon any oral statements or promises that are not set forth in this document. No changes to this MOU will be valid unless they are in writing and signed by the parties.

3. This MOU shall remain in effect for a period of twelve (12) months after execution.

4. The parties agree that this MOU shall not be considered precedent setting, constitute a past practice, or be used as evidence in any proceeding involving the City and the Union other than for purposes of enforcement of this MOU.

5. This MOU shall for all purposes be deemed to have been mutually drafted.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____, 2021.

For City of Isanti:

_____
Jeff Johnson, Mayor

_____
Josi Wood, City Administrator

For LELS Local #416:

_____
LELS Business Agent

_____
LELS Union Steward

Memo for Council

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: May 4th 2021
Subject: Request to Proceed with Issuance of Conduit Debt

Background:
On March 29th a formal request was made by the Arts & Science Academy (ASA) seeking affirmation of the City's intent to issue conduit debt (5.6 million) to allow the ASA to buy out the leases on the two buildings they currently occupy and realize savings between the current lease payments and the projected debt service payment. The obligation would be assigned to First Bank & Trust at closing. At that point the City would have no role or obligation associated with the debt issue.

Per City Policy "The entity wishing assistance must first request the Finance Committee of the City review their proposal and provide the information and deposit the fee detailed below. After the Finance Committee reviews the proposal, the applicant may then request that the City Council review their proposal and grant permission to move forward to the public hearing stage." However, in the absence of a Finance Committee, that role was filled by the Committee of the Whole.

The ASA has signed the escrow agreement (attached) and has paid the minimum amount due.

At its April 20th 2021 meeting the Committee of the Whole acknowledged support for the project and recommended Council consideration.

Recommendation:
Staff is recommending approval to proceed and approval of the ASA's request to use Kennedy & Graven as Bond Counsel on the condition that our Bond Counsel (Taft Stettinius & Hollister LLP) review the final documents for defect prior to closing.

Request:
The ASA, as ABC Building Services is seeking authorization to proceed with the issuance of conduit debt to allow the ABC Building Services to buy out their current leases and realize savings between the current lease payments and the projected debt service payment

Action Required:
The Council may affirm authorize the ASA as ABC Building Services to proceed with the issuance of Conduit Debt or recommend that the ASA pursue alternative funding.

Attachments:
- Res. 2021-XXX Support for and Authorization to Proceed with the Issuance of Conduit Debt
- ASA Conduit Debt Financing Proposal and Escrow Agreement – Signed 3-26-21
- LMC Handbook – Debt and Borrowing (Excerpt)
- City of Isanti – Conduit Bond Policy – Res. 2009-216

RESOLUTION 2021-XXX

SUPPORT FOR AND AUTHORIZATION TO PROCEED WITH THE ISSUANCE OF CONDUIT DEBT

WHEREAS, Minnesota Statute allows municipalities to issue conduit debt for the benefit of designated and qualified private entities; and,

WHEREAS, the City of Isanti has received a proposal for conduit debt issuance from ABC Building Services; and,

WHEREAS, the Committee of the Whole of the City of Isanti has reviewed the proposal and recommended consideration by the City Council; and,

WHEREAS, the City of Isanti has received a signed escrow agreement and the minimum escrow required per the City's Conduit Debt Policy; and;

WHEREAS, ABC Building Services has retained the Kennedy & Graven as Bond Counsel; and;

WHEREAS, The City of Isanti's Bond Counsel (Taft Stettinius & Hollister LLP) shall review final documents prepared by Kennedy & Graven before closing;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, hereby acknowledges its support of the proposed project and authorizes ABC Building Services and their Bond Counsel, Kennedy & Graven to proceed with the Conduit Debt issuance process:

This Resolution is hereby approved by the Isanti City Council this 4th day of May 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

ABC BUILDING SERVICES (ABCBS) CONDUIT FINANCING PROPOSAL

OVERVIEW

ABC Building Services (ABCBS) is pleased to submit this conduit financing proposal to the City of Isanti. This provides an overview for the nature of the request and a primer on the financials of the project.

The Objective

- Complete a proposed acquisition of properties for the Art and Science Academy (ASA) school complex to meet the needs for an increased student population to include a 9-12 high school.
- To partner with the City of Isanti in a tax conduit bank financing issue to lower costs for the school to finance the acquisition or alternatively for the City of Isanti to provide host approval for another city to be the sponsor of the tax conduit issuance.

Location Analysis

Currently both properties of Art and Science Academy are owned by the Charter School Development Corporation (CSDC) but will shortly become properties of ABCBS. ABCBS will become the long-term owner and lease manager of the properties for Art and Science. The two current properties operate under a P&Z conditional use permit that is allowed for public schools to operate in various zoning areas. The school currently leases use of the Elementary building to Grace Gospel Church for Sunday services and the school also leases a portion of the unused property north of the Middle School to a local farmer. This provides additional income streams to pay against the lease cost to CDSC, the remainder of the balance is paid through lease aid through the state and general funding from the school.

The Cambridge-Isanti area is growing at a substantial rate which includes over 50 housing permits in Isanti just in the past year and a similar amount in Cambridge nearby. With this growth comes additional families to the area which will increase the educational needs of this area for the foreseeable future. ASA and ABCBS see this as potential for steady growth in the area without the need to compete with the local school district for enrollment. Currently, ASA serves Cambridge, Isanti, and the immediate surrounding area in grades K-8.

Development Plan

ASA and ABCBS would be working together to implement the following plan:

- Step 1: Formation of an affiliated building corporation as the legal instrument to operating a charter school buildings per MN law. – Complete.
- Step 2: Line up financing and contact CDSC for purchase price of existing buildings. – In Progress.
- Step 3: Acquire buildings. Conclude business with CDSC. – On Hold, pending Step 2.
- Step 4: Once school fund balance reaches level for financial bonding (approx. 2-4 years), start the process to bond for building expansion of the Middle School into a 5-12 combined building. Bonding would roll over conduit loan for the acquisition of buildings into the bonding price for a single payment of long-term debt.
- Step 5: Commence construction of high school expansion and open to the public for school services.

Conduit Revenue Bond and Process

ABCBS wants to pursue this option for purchasing the properties because of the lower rates associated with tax exempt bonds vs conventional financing. Schools work within tight margins, so any way to reduce costs translates

into more funds to be able to turn back into programs and opportunities for students. Since ABCBS is representing a charter school, they do not have access to some of the bonding options that traditional districts have access to such as referendum-based tax obligation which require tax levy authority. However, as a 501(c)3 non-profit that provides services to the community, we do qualify for opportunities like the tax conduit bank financing as being outlined in this proposal. To that end, we are seeking City of Isanti approval to move ahead with this proposal or alternatively for the city to provide host approval so that we can approach another city that has loan capacity remaining.

ABCBS retains Jay Squires of Rupp, Anderson, Squires & Waldspurger for the school's real estate counsel. Jay has substantial experience representing schools for real estate transactions and is a certified Real Property Specialist in MN. ABCBS is fine with working with Northland Securities as the city's bond counsel. Alternatively, Kennedy&Graven or Fryberger of Duluth are acceptable as replacement bond counsel if needed. We understand there are associated costs as outlined in the conduit bond policy of the city and have attached our escrow agreement to this proposal.

ABCBS understands that a tax conduit bank financing requires the non-profit to assume all the risk of the debt payments and that the city cannot be held liable or responsible if any debt is issued. We are confident there would be no issues with this requirement as the school has been on time with its payments for years and as of the most recent financial audit had no significant findings or material issues.

Financials

ABCBS was created specifically for this purpose as the legal entity for ownership of the school properties (per MN law regarding ownership of charter school buildings). As such ABCBS does not have a financial history. Instead, listed below are the basic financials of ASA, which would be the tenant of the properties and who would be paying the lease to cover the associated costs. For a charter school seven years into operations, ASA is within the normal range financially. Typically, it is recommended by non-profit industry standards that charter schools maintain a fund balance in the 20-30% range.

	2019-20	2020-21 (est)	2021-22 (est)	2022-23 (est)
Enrollment	382	347	357	370
Revenues	$4,957,804	$5,697,253	$4,882,691	$5,103,004
Expenditures	$4,515,393	$4,958,576	$5,028,709	$5,171,978
Fund Balance	$751,390	$1,490,067	$1,344,049	$1,275,075
Fund Balance %	16.6%	30.1%	26.7%	24.7%

The current financing plan would be as follows:

	Funding	Costs	Total
Acquisition Costs (est)		$6,378,976	
Conduit Financing (80%)	$5,103,180.80		
Secondary Financing (20%)	$1,275,795.20		
Total			$6,378,976

ASA pays on a yearly lease with CSDC of approximately $642k which includes a roughly 20% overhead for CSDC's costs. We anticipate that this overhead will make it essentially revenue/expenditure neutral in the new financing arrangement. Any additional costs beyond what is listed above would be paid for through school funds. The terms of the conduit financing would be looking at a ten-to-twenty-year term with the likelihood of it being rolled into a

long-term bond at approximately year six or seven. The bank ran an estimate on a 3% rate and came up with $447,617 per year for the 80% conduit portion. The remaining 20% portion would generate an approximately $111,904 yearly cost for a combined total of $559,521. This is well within the current lease payments.

Projected Timeline

Key project dates are outlined below. Dates are best-guess estimates and are subject to change until a contract is executed.

Description	Start Date	End Date	Duration
Project Start	2019	NA	Approx 3-7 years
Formation of ABC	2019	2020	Complete
Acquisition of Properties	2020	2021	In Progress
Fund Balance for Bonding	2021	2023 or 2024	Pending
Financing of Expansion and Design	2024	2025	Approx 1 yr
Construction	2024 or 2025	2025 or 2026	Approx 8-15 mths
Opening	2025 or 2026	NA	

EXPECTED RESULTS

We expect that our proposed development plan will produce the following benefits:

Financial Benefits

- Increased land value around the school due to land improvements.
- Increased opportunity for growth in the area due to increased educational opportunities.
- More visible development in the town to spark additional interest in the area, especially the north side of town.
- A stable return/low risk since funding comes from school enrollment/state funding.
- The sponsoring city usually collects a fee for approving a resolution for the bond which brings in additional revenue with no financial risk.
- Lower financial costs for the school which translates into more funds being able to be turned back into educational programs.

Social Benefits

- Increased educational opportunities for the community.
- Increased social programs for students in the community.
- Increased avenues for access to social services (meals programs, family services, etc)

CONCLUSION

We look forward to hearing feedback regarding this proposal.

If you have questions on this proposal, feel free to contact Kevin Fitton at your convenience by email at kevin.fitton@asa.k12.mn.us or by phone at 763-444-0342.

Thank you for your consideration,



Kevin Fitton
Managing Director – ABCBS
Executive Director - ASA

Attachment A

Escrow Agreement with the City of Isanti

This Escrow Agreement pertains to the project known as__***Art and Science Academy Building Acquisition***___.

The escrowed funds described below shall be applied toward the City's actual cost of legal fees, engineering fees, filing fees, administrative expenses and other costs related to this project and the applicant's request for the issuance of conduit revenue bond financing.

All fees and costs incurred by the City in connection with this agreement shall be charged against and drawn by the City from said escrow which shall remain in effect until the completion of the proposed project or for one year after the project is withdrawn or the fails to proceed. Any funds remaining in this escrow account after such date shall be refunded to the applicant.

The applicant shall deposit in escrow with the City as provided above, the amount of *one fourth of one percent (1/4%) of the proposed issuance amount with a minimum deposit of $3,000 and a maximum deposit of $25,000. For host approval a deposit of $3,000 is required.* In the event that the escrow amount is depleted, the applicant agrees to post additional sums of money to replenish the account to a minimum of $1,500 (one thousand five hundred dollars) to cover City projected costs. The applicant agrees that the escrow account shall always have a balance of no less than $1,500 for this portion of the project. If the account depletes to $1,500 or below dollars in the account, the City may suspend work authorized under a permit or an approved project for non-payment of project expenses or depletion of escrow monies.

The applicant, upon request, shall be entitled to a current itemized statement of all costs and fees charged against this escrow account.

The City of Isanti Finance Department shall send the applicant statements on a quarterly basis, or at such other intervals as the City deems appropriate, showing the current balance and escrow account activity since the previous statement. The applicant shall promptly pay to the City any amounts due the City pursuant to any such statements submitted by the City to the applicant which show a balance due.

Through the below signature, the applicant agrees to pay in accordance with the terms of this agreement all development costs and deposits as outlined above.

_____ 3-26-21

Applicant Date

Approved this ____day of _____ 20___.

City of Isanti

By_____, its_____

RELEVANT LINKS:

Note that bond investors have very little interest in how the proceeds are used, if the bonds are general obligations. Therefore, the classification by use of proceeds is mostly relevant from a standpoint of city policy and financial management.

IV. Bonds by user

The most commonly-issued bonds represent borrowing by a city to finance public assets—the city itself is the "user" of the proceeds. But Minnesota law authorizes cities to issue bonds where the proceeds are actually used by private parties. These bonds are referred to in most cases as "private activity bonds"—a name derived from federal tax law. Private activity bonds fall into two major categories, discussed in turn below.

See Section VIII-B *Governmental versus private activity.*

A. Conduit bonds

Minn. Stat. §§ 469.152 to 469.1651.
Minn. Stat. ch. 462C.

Unlike almost all other bonds, "conduit bonds" are initiated by and issued for the benefit of private entities. Under the state statutes that authorize these bonds, the city issues the bonds and loans the proceeds to the private entity. That private entity repays the loan in an amount sufficient to pay principal and interest on the bonds. As a practical matter, the loan is (normally) handled entirely by a separate bond trustee (usually the trust division of a bank). After the bonds are issued, the city has almost no role in payment or administration of the bonds.

The bonds are revenue bonds—the city does not pay debt service or any other cost related to the transaction. As such, the bonds have no effect on the issuing city's credit rating and are not counted against any statutory limitations on borrowing. When the bonds are sold, investors look only to the credit of the private borrower (and any related private security, such as mortgages and guarantees). While the city council must approve issuance of the bonds and all the bond documents, the transaction is largely handled by the private borrower and the underwriter that usually serves as the initial purchaser of the bonds. The bond counsel for conduit bonds may be the city's regular bond counsel or may be retained by the private entity (this is a matter of city policy and practice).

See Section X *Participants in a bond sale.*

The types of private activity bonds are governed primarily by federal tax law. Congress in effect created this kind of bond to provide tax-exempt (and therefore lower cost) borrowing to certain favored activities carried out by private entities.

Much of today's tax law regarding these bonds originated with the Tax Reform Act of 1986, which sharply narrowed the scope of permissible private activity bonds (previously known as "industrial development revenue bonds" or "IDR bonds").

RELEVANT LINKS:

The three most common conduit bonds in Minnesota are:

- *Qualified 501(c)(3) bonds*, where the user of bond proceeds is a nonprofit 501(c)(3) entity. Typical examples include nonprofits that own nursing homes, hospitals, senior and other affordable housing, and schools (from K-12 to college). But any nonprofit with 501(c)(3) status is eligible for this type of financing, so bonds have been issued for entities as diverse as the YMCA to Minnesota Public Radio.
- *Housing revenue bonds (exempt facilities)*, where the user of bond proceeds is a private for-profit entity that builds housing intended for occupancy by persons or families who meet specified low-income guidelines.
- *Small issue manufacturing bonds,* where the user of the proceeds is a manufacturing business that constructs manufacturing facilities that meet certain federal requirements.

There are other less common conduit bonds that cities may occasionally encounter, but the three listed above represent the bulk of this bond type.

B. Tax increment and abatement private activity bonds

Minn. Stat. § 469.178. Minn. Stat. § 469.1814.

See Handbook, *Community Development and Redevelopment*.

The other category of common private activity bonds are those issued in the context of economic development and redevelopment. Cities may issue bonds secured by tax increments (all the increased taxes in a TIF district or portion thereof) or abatements (the taxes imposed by a participating taxing jurisdiction, usually just the issuing city).

The city *may* be the "user" of these bonds, for example, when proceeds finance public streets or other public infrastructure needed for a private development project. But bond proceeds may be delivered to a private developer to finance aspects of the private development permitted under law—such as land acquisition, excavation, and other eligible private improvements. In those cases, the private developer becomes the "user."

In most cases, where the private developer is the user, the issuing city will also require the developer to provide additional security, such as an agreement to maintain a minimum value, or a guarantee to cover debt service if tax increments or abatements fall short of expectations. The result is that these bonds are treated as "private activity bonds," and must be issued as taxable bonds.

By contrast, conduit bonds are tax exempt despite the fact that they are issued for the benefit of, and secured by, a private entity—but only because the private entity accomplishes some public purpose identified by Congress in federal tax law.

RESOLUTION NO. 2009-216

A RESOLUTION APPROVING THE CONDUIT BOND POLICY

WHEREAS, the City of Isanti has placed economic development as a primary goal for year 2009; and,

WHEREAS, the Finance Committee is recommending City Council approval of a Conduit Bond Policy; and,

WHERAS, the Conduit Bond Policy is meant to clearly identify the City's roles in issuing the bonds for an entity; and,

WHEREAS, the City of Isanti believes that the Conduit Bond Policy is an important tool to bring additional businesses and / or entities to Isanti and to assist businesses expanding in Isanti.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota to approve the Conduit Bond Policy attached as 'Exhibit A'.

This Resolution was duly adopted by the Isanti City Council this 1st day of September 2009.

ATTEST: Mayor George A. Wimmer

Irene J. Bauer
Assistant City Administrator/City Clerk

(SEAL)

EXHIBIT A

City of Isanti, Minnesota
Terms and Conditions for the Issuance of Conduit Debt

Municipalities may be asked by not-for-profit agencies and other entities to issue pass-through, conduit debt. These issues are not projects of the governmental unit but of a separate corporation. In order to expedite the assistance that City of Isanti can offer and to avoid a resource drain on the City, the City of Isanti requires the following:

The entity wishing assistance must first request the Finance Committee of the City review their proposal and provide the information and deposit the fee detailed below. After the Finance Committee reviews the proposal the applicant may then request that the City Council review their proposal and grant permission to move forward to the public hearing stage.

The applicant must provide to the Finance Director documentation about the entity requesting the assistance, the project, and the proposed financing method. The City also requires that the applicant assume all of the costs incurred by the City in examining the legal and fiscal aspects of the project as well as ongoing monitoring and reporting of outstanding bonds once issued. *The applicant must make a deposit of one fourth of one percent (1/4%) of the proposed issuance amount with a minimum deposit of $3,000 and a maximum deposit of $25,000.* The applicant must sign the City of Isanti Escrow Agreement, please see Attachment A. These funds will be applied against the costs incurred by the City for staff time, its consultants, and any other expenses caused by the proposal. If the application is denied, the deposit amount in excess of these costs will be refunded to the applicant. If the application is approved, the full deposit will be retained to additionally cover costs of issuance and future monitoring. In the event the City's actual costs exceed the deposit amount, the applicant will be required to reimburse these additional amounts.

In addition, the applicant agrees to reimburse the City for any costs incurred related to the City's bonds having to be designated as non-bank qualified bonds as a result of the applicants borrowing. The amount shall not exceed the State of Minnesota's restrictions on the amount of funds that maybe be bonded.

The entity should be prepared to demonstrate to the City how the proposed project will benefit the community. The applicant may request to be placed on the Finance Committee's agenda for City Council recommendation by contacting the City of Isanti Finance Department or by submitting a letter outlining the request, and appearing before the City when the request is heard.

If permission is granted by the City, the City's bond attorney must be consulted to review used for the issuance. The bond attorney for the issue must:

> Provide to the City Council a written statement indicating that the documents have been appropriately prepared, all concerns of the City and points covered by this document have been addressed, and it is acceptable for the Council to adopt the

needed resolutions. No documents will be adopted by the Council or signed by Council members or staff without the attorney's statement.

Prepare a contract obligating the applicant requesting the debt (obligor) to repay to the City any interest margin for bank qualified bonds that the applicant uses and the City later needed on debt it issues for its own purposes.

Assure that any Official Statement or other offering document prominently displays in large, bold type that City of Isanti does not have any obligation to repay the debt and what the rating of the bond issue is, if any.

When the issue is complete and closed, provide two copies of the transcript and amortization schedules of the issue to the Finance Director on a timely basis.

The debt instrument issued must not place the City at risk in any way, financially or legally, in appearance or in fact. The Federal Government has also placed the burden of weighing the balance of "public purpose versus private benefit" upon the City Council for these conduit debt issues. The Council will consider risk, the public versus private benefit balance, and the recommendation of its staff. Because of the subjective nature of the issues it must weigh, the Council retains the right to refuse to authorize any issue at its sole discretion and without need to give cause. The obligor must indemnify the City against all future costs including but not limited to law suits, findings that the issue was not tax-exempt, or penalties of any kind. The documents must clearly reflect the indemnification of the City.

The City will not be responsible for any continuing disclosure or arbitrage calculations or rebate and the documents must clearly reflect that the obligor is responsible for these matters.

The applicant requesting the conduit debt and their advisors must arrange for the logistics of all document movement, timing, signature, publication, etc. It is very important to assure that the necessary individuals will be available for signatures on documents well in advance of needing the signatures. Signatures will be supplied at the convenience of the City.

City Administration places items on the Council agenda and obtains signed documents from the Council. The contact in that office is the Assistant City Administrator / City Clerk. It is the responsibility of the applicant to:

Inquire as to when Council meetings are scheduled (and to check again as necessary because meeting dates change without notice),

Inquire as to when documents must be delivered in order to be accepted for the agenda,

Provide the appropriate cover sheet (see sample attached) for the materials for inclusion in the Council agenda,

Arrange for copies which need to be signed and to provide the necessary envelopes and postage or other arrangements to move the documents when signed.

The documents are signed after the meeting at a time convenient to the Mayor, typically within a week after the meeting.

Arrange to move (envelopes/postage) any notices requiring publication to the appropriate newspaper, pay for the publication, and obtain any signed affidavits necessary (please contact City Staff as to the City's Official Newspaper).

Attend all necessary meetings, including, but not limited to Committee and City Council meetings to answer questions concerning the issue while the documents are being considered,

Arrange to have any other necessary documents delivered for signature by other City officials such as the City Attorney and the Finance Director and after signature have appropriate self addressed and stamped envelopes available for return. The officials should be notified in advance, by telephone, that documents are being sent for signature,

Arrange for all IRS and Federal or State filings and or fees,

Arrange to have all necessary professional fees paid directly to the professionals who did the work either out of bond proceeds or make other acceptable arrangement with the professionals doing the work.

The City will consider requests for tax exempt financing of projects in the City by other political subdivisions. In these cases the applicant must make a deposit of $3,000. The applicant must sign the City of Isanti Escrow Agreement, please see Attachment A. These funds will be applied against the costs incurred by the City for staff time, its consultants, and any other expenses caused by the proposal. If the application is denied, the deposit amount in excess of these costs will be refunded to the applicant. If the application is approved, the full deposit will be retained to additionally cover costs of issuance and future monitoring. In the event the City's actual costs exceed the deposit amount, the applicant will be required to reimburse these additional amounts.

Attachment A

Escrow Agreement with the City of Isanti

This Escrow Agreement pertains to the project known as_____.

The escrowed funds described below shall be applied toward the City's actual cost of legal fees, engineering fees, filing fees, administrative expenses and other costs related to this project and the applicant's request for the issuance of conduit revenue bond financing.

All fees and costs incurred by the City in connection with this agreement shall be charged against and drawn by the City from said escrow which shall remain in effect until the completion of the proposed project or for one year after the project is withdrawn or the fails to proceed. Any funds remaining in this escrow account after such date shall be refunded to the applicant.

The applicant shall deposit in escrow with the City as provided above, the amount of *one fourth of one percent (1/4%) of the proposed issuance amount with a minimum deposit of $3,000 and a maximum deposit of $25,000. For host approval a deposit of $3,000 is required.* In the event that the escrow amount is depleted, the applicant agrees to post additional sums of money to replenish the account to a minimum of $1,500 (one thousand five hundred dollars) to cover City projected costs. The applicant agrees that the escrow account shall always have a balance of no less than $1,500 for this portion of the project. If the account depletes to $1,500 or below dollars in the account, the City may suspend work authorized under a permit or an approved project for non-payment of project expenses or depletion of escrow monies.

The applicant, upon request, shall be entitled to a current itemized statement of all costs and fees charged against this escrow account.

The City of Isanti Finance Department shall send the applicant statements on a quarterly basis, or at such other intervals as the City deems appropriate, showing the current balance and escrow account activity since the previous statement. The applicant shall promptly pay to the City any amounts due the City pursuant to any such statements submitted by the City to the applicant which show a balance due.

Through the below signature, the applicant agrees to pay in accordance with the terms of this agreement all development costs and deposits as outlined above.

_____ _____

Applicant Date

Approved this ____day of _____ 20___.

City of Isanti

By_____, its_____

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
April 27,2021

Call to Order: Aaron Zdon called the meeting to order at 6:02 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon and Council Member Jimmy Gordon
Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator and Matt Sylvester, Public Services Director

Agenda/Modifications: Zdon asked that February Minutes be added to the agenda. Sylvester added it to the Agenda with motion by Witte; second by Gordon.

2. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from March 23, 2021. Motion passed 3-0.

3. Park Visit Summary: Zdon gave update on Legacy Park with notes of minor knife marks, but overall everything is nicely maintained. Recommended adding a dog waste station, to replace trail maps and set a note for future discussion on allowing bikes on the path. Whisper Ridge is in bad shape with large cracks in court surface. Recommended filling cracks and restriping, and discussing possibility for turning the court into a pickle ball court per resident requests and previous discussions. Mentioned it does get a lot of use, just needs to be better maintained. Zdon also noted that previous discussions suggested the future park at South Passage be turned into pickle ball courts. Olson to look at previous minutes on pickle ball discussion to assess viability. Academy Park in great condition with no visible safety issue. Recommended moving the portable so it is ADA accessible and connected to the trail instead of at the curb; then looking into connecting the trail to the cul de sac. Witte gave update on Rum River Meadows with notes of light graffiti and mulch throw; a lot of trash was onsite – Sylvester noted that Public Works had slowed down pick up to prepare for Earth Day Clean-Up but the crew would be picking back up on that maintenance this week. River Bluff Preserve had debris on trail – Sylvester noted that was likely due to the river water levels and would send crew through once the water level is down. Witte recommended expanding rock layer around Community Garden instead of stopping partially through. Isanti Hills Neighborhood Park was in okay condition as a park with presumed minimal use with some knife marks and wearing equipment. Mattson Park had light graffiti and limited trash as Earth Day Clean-up crew had cleaned the park that week. Gordon gave update on VFW park and noted it was in good shape, but the gate is chained up and looks like the park is closed although it isn't. Sylvester mentioned the gate could be opened consistently to minimize that perception. Gordon noted the bleachers at Unity Park need replacing – Olson noted new bleachers were recently purchased and will be replaced in the coming weeks. Witte noted the field contains a few bumps that could be dangerous for players. Bluebird Park is in great shape, but there remains to be a garbage issue at the skate park. Sylvester noted it's a consistent problem with the park users not using the receptacles and the Public Works crew knows to check that area frequently during their clean up. Noted the grass is starting to grow on the sledding hill and will hopefully cover in the next few weeks as it gets summer. Discussion was had on the hopscotch stencil with no confirmation if we own one or borrowed from Academy Park; Olson and Sylvester will look into to confirm. Riverside Park is well maintained, but the equipment appears to be dirty consistently. Zdon mentioned it may be because of the tree cover and may just need pressure washing. Mulch needs replacing under swings, but is otherwise well maintained.

Olson requested the Board's opinions on turning underused parks into green space or transitional park spaces. Witte noted the volleyball court doesn't appear to be used and could be moved to replace with more active recreation. Gordon would like to see us move towards replacing some parks with green space, but there's no rush to do so as long as they are being used and maintenance of equipment is not a burden. Zdon noted it doesn't make sense to spend resources to tear a park out while money is being spent to upkeep the area. Olson asked if there are any thoughts about transitioning elements of those parks as equipment needs replacing, but not all at the same time. Zdon mentioned liking the natural parks like Winona where dirt is used with slides and log structures built into the space, but noted they are likely expensive. Olson pondered if adding more recreation for adults would be useful, i.e. adding fitness structures or equipment that could be used by older residents. Witte noted it would be helpful to poll the community through a survey on how much they use the park and what they would like to see there. Olson will look into surveying options and put together a draft for the May Board meeting.

4. Department Updates

Olson shared updates from March events: Movie Night had 6 people attend and noted that the program should be reviewed as Fall programs are considered; April Curious Creatures had 10 kids attend that all seemed to enjoy the program and wish to return; Earth Day Clean-up had lighter support than previous years, but Olson noted is likely due to COVID impacting businesses that would have supported previously. Community Garden is full and will open on May 6; Farmers' Market vendors are filling space as well with each week having approx.. 12 vendors and more applying each day; Kids Day planning is ongoing and fireworks have been booked for Thursday night. Olson is working with North 65 Chamber to ensure proper cross-promotion and support of the event. Olson shared the approval to move forward with the Performance Center in Bluebird Park, pending Council final approval at end of May. Zdon requested to see the blueprint for the Performance Center and site plan, which will Olson will provide at the May meeting. Olson prompted the Board to send any ideas for events, parks, programs, etc. her way to research as needed for future potential.

Adjournment: Motion by Witte, second by Gordon to adjourn the April 27, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 3-0, meeting adjourned at 6:43 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 18, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards
1. Mayors Employer Luncheon

G. Approve City Council Minutes
1. May 4, 2021- Regular Meeting of the City Council
2. April 6, 2021 Economic Development Authority Meeting Minutes
3. April 20, 2021- Special Economic Development Authority Meeting Minutes

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, May 25, 2021 at 6:00 p.m.
2. CITY OFFICES CLOSED	Monday, May 31, 2021 *(In Observance of Memorial Day)*
3. City Council Meeting	Tuesday, June1, 2021 at 7:00 p.m.
4. EDA Meeting	Tuesday, June 1, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
<u>City Administrator Josi Wood</u>
1. Resolution 2021-XXX Approving a Special Event Permit Application for Rum River Rods 11th Annual Summer Spectacular Car Show
2. Resolution 2021-XXX Approving a Special Event Permit Application for BMC British Auto Car Show

<u>Finance Director Mike Betker</u>
3. Resolution 2021-XXX Authorizing the Execution and Delivery of Agreements Documents Related to Lease Revenue Bond Issue 2021A *(Jessica Green)*

L. Approve Consent Agenda
1. Consider Payroll in the Amount of $125,892.32 Accounts Payable in the Amount of $237,261.59
2. Request for Proposals for Fire Extinguisher and Fire Protection Services
3. Resolution 2021-XXX Accepting Quote for Electrical Maintenance Services and Authorizing to Enter into a Contract for Electrical Maintenance Services
4. Resolution 2021-XXX Approving Application for Exempt Gambling Permit for Knights of Columbus
5. Resolution 2021-XXX Approving Temporary Liquor License for the Isanti Rodeo Association

6. Resolution 2021-XXX Approving Donation Box at Liquor Store
7. Resolution 2021-XXX Approving Memorandum of Understanding (MOU) Between the City of Isanti and Cambridge-Isanti School District #911 for the School Resource Officer Program
8. Resolution 2021-XXX Approving Painting of a Pickleball Court at Mattson Park
9. Resolution 2021-XXX Calling for a Public Hearing on the Issuance of a Conduit Revenue Note and Authorizing the Publication of a Notice of Hearing (Art and Science Academy Project)
10. Resolution 2021-XXX Authorizing to Enter into Agreement with Marie Ridgeway LICSW LLC for Wellness Consulting Services
11. Resolution 2021-XXX Approving Short-Term Building Inspection Services Contract with Rum River Construction Consultants
12. Resolution 2021-XXX Accepting Quote from AA Store Fixtures for Sales Floor Shelving at Liquor Store

M. Other Communications

1. April Police Department Reports
2. April Code Enforcement Officer Report
3. April Building Inspector Report
4. May Engineering Status Report

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 1,930 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 16, 2021 highlighting certain businesses with milestone Isanti anniversaries.

Now, therefore, I, Jeff Johnson, Mayor of the City of Isanti, do hereby proclaim that the day of June 16, 2021 shall be observed as:

Mayor's Employer Celebration Day

in the City of Isanti on this 18th Day of May, Two Thousand Twenty-one.

_____

Jeff Johnson, Mayor

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 4, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources Director Katie Brooks, Finance Director Mike Betker, City Engineer Jason Cook, Community Development Director Sheila Sellman

D. Public Comment
None

E. Adopt Agenda
- Add Business K.3 Fire District Training Discussion
- Remove Consent: L.14 Approving the Offer of FT Police Officer for Jesse Zajac
- Add Consent: L.14 Accepting Received Quotation for Liquor Store Refrigeration Systems
- Add: Closed session pursuant to MN Statute 13D.05

Motion by Lundeen, second by Bergley to adopt the agenda with the revisions listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Award
1. 2020 Wastewater Treatment Award
Mayor Johnson shared that Isanti has been awarded the Waste Water Treatment award for a number of years and it is a testament of the great staff in the Public Works department.

G. Approve City Council Minutes
1. March 23, 2021- Parks, Recreation and Culture Board Meeting
2. April 13, 2021- Special City Council Meeting
3. April 20, 2021- Regular Meeting of the City Council
4. April 20, 2021- Committee of the Whole Meeting

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1. Committee of the Whole	Tuesday, May 18, 2021 at 5:00 p.m.
2. City Council Meeting	Tuesday, May 18, 2021 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, May 18, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

Mayor Johnson stated that he attended the Athens Township Board meeting where they shared Isanti is doing a great job.

J. Public Hearings

None

K. Business Items

Community Development Director Sheila Sellman

1. Ordinance-755 Amending City Code Chapter 87; Keeping of Certain Animals

Community Development Director Sheila Sellman shared that this is to add Honeybees to the Ordinance. The ordinance includes the changes directed at April's Committee of the Whole meeting with language that the City is not liable for hives when the City sprays for mosquitos and registration is required. The ordinance has been posted for the required 10 days.

Lundeen stated that he would like to draw the line about keeping of certain animals.

Motion by Lundeen, second by Bergley to approve ordinance as presented. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

2. Resolution 2021-086 Awarding the Bid for the 2021 Storm System Maintenance Project

City Engineer Jason Cook shared that four contractors were contacted to request for a bid for the 2021 Storm System Maintenance Project. Two contractors submitted a bid by the deadline. Dirtworks is recommended to be awarded this project as the bid received is within the anticipated budget.

Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

City Administrator Josi Wood

3. Resolution 2021-102 Council Acknowledgement and Support of Fire District Training Exercises

City Administrator Josi Wood shared that the Fire District plans to do a live burn training on Monday, May 10th. A prop will be brought it in the size of a skid load trailer made of metal, cardboard and wood in it to simulate a house fire where Firefighters will train putting it out. The training will use approximately 2,000 gallons of water and Fire Chief Al Jankovich has requested the fee for the water charges be waived for this training.

Councilmember Lundeen stated he did not see a reason to charge the water fee for the training as it betters the department for the City.

A motion was made by Lundeen to waive water fees for the training and any future training exercises for the Fire District as well as requests for training does not need to be approved by Council as long as no conflicts and proper notice to the City, seconded by Collison. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $113,687.03 Accounts Payable in the Amount of $427,016.93
2. **Resolution 2021-087** Approving a Mutual Aid Agreement Between the City of Isanti and Isanti County for the Sharing of Equipment and Personnel Resources

3. **Resolution 2021-088** Approving a Temporary 3.2 On-Sale Malt Liquor License for the Isanti Lions Club for the 2021 Isanti Street Dances
4. Approval of Rights of First Refusal Agreement with UPS for City Owned Land PID 16.029.1400
5. **Resolution 2021-089** Approving the dissolution of Joint and Cooperative Agreement, Joint Planning Advisory Board, with the City of Cambridge
6. **Resolution 2021- 090** Approving the Offer for Park and Rec Internship for Maizy Burk
7. **Resolution 2021-091** Approving the Offer for Economic Development/ Marketing Intern Will Bucheger
8. **Resolution 2021- 092** Accepting Resignation for Building Official Steven Thorp
9. **Resolution 2021-093** Amending the 2021 Capital Improvement Plan for the Isanti Community Center
10. **Resolution 2021-094** Approving New Position- Permit Technician
11. **Resolution 2021-095** Accepting Donation for the Isanti Redbirds and Authorizing Expenditure of Same
12. **Resolution 2021-096** Authorizing Appraisal of Parcel 16.090.0102
13. **Resolution 2021-097** Approving Request for Proposals for Interim and Backup Building Inspection Services
14. **Resolution 2021-098** Accepting Revised Quotation for Liquor Store Refrigeration Systems
14. LELS #217 & #416 Memorandum of Understanding- Vacation Carry Over
15. **Resolution 2021-099** Support for and Authorization to Proceed with the Issuance Conduit Debt

Councilmember Gordon asked if the oven at the Community Center is a commercial oven.

City Administrator Josi Wood stated that it is a commercial convection oven and the benefit of having the convection oven over using the range is that the natural gas does not need to be turned on and the pilot lights be lit. Part of the cost is the purchase of a range hood to come into compliance as there currently is not one.

Motion by Bergley, second by Lundeen to approve the consent agenda as presented. Motion passed 5-0. Motion carried.

M. Other Communications

1. Draft Minutes for the April 27, 2021 Parks, Recreation and Culture Board Meeting

Mayor Johnson stated the Council was going into closed session pursuant to MN Statute 13D.05 at 7:23 p.m.

N. Closed Session

Motion made by Lundeen and seconded by Collison to move into Closed Session pursuant to Minnesota Statutes Section 13D.05, subdivisions 2(b) and 3(b) for preliminary consideration of charges or allegations against a City employee and pursuant to the attorney-client privilege to obtain advice regarding potential imminent legal action related to the City's allegations and defenses in an employment matter. Motion passed 5-0. Motion carried.

Meeting was closed at 7:24 p.m. and motion by Lundeen and seconded by Collison to recess the closed meeting and reopen at 8:11 p.m. Motion passed 5-0. Motion carried.

Upon reopening of the meeting, a motion was made by Lundeen to approve **Resolution 2021-100** Resolution Disciplining an Employee, seconded by Gordon. Motion passed 5-0. Motion carried.

A motion was made by Lundeen to approve **Resolution 2021-101** Authorizing Interim Compensation to Assistant Liquor Store Manager Keith Lusk and Clerk I Gregory Fauskee, seconded by Collison. Motion passed 5-0. Motion carried.

Adjournment
A motion was made by Lundeen, seconded by Collison to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 8:14 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

Economic Development
Meeting Minutes April 6, 2021

1. **Call to Order**: Mayor Johnson called the meeting to order at 7:28pm
a. Pledge of Allegiance
b. **Roll Call:** members Present: Jeff Johnson, Jimmy Gordon, Paul Bergley, Steve Lundeen, Dan Collison, Justin Nielson (7:35pm) absent: Luke Merrill. Staff present: Sheila Sellman Community Development Director, and Josi Wood City Administrator.
c. Agenda Modifications: None
d. Adopt Agenda: Motion by Lundeen 2nd by Collison to adopt the agenda, motion passed 5-0.

2. **Approve Minutes of February 2, 2021 Regular Economic Development Authority Meeting:** Motion by Collison 2nd by Bergley to approve, motion passed 5-0.

3. **Business Items**
   A. Second Amendment to Purchase Agreement with LTL LED, LLC: The EDA entered into a purchase agreement with LTL LED, LLC to purchase two lots, LTL LED LLC needs to change their name on the purchase agreement to Wolf River Industries, LLC this is their affiliated entity. Motion by Lundeen, second by Collison to approved the second amendment, motion passed 5-0.
   B. Market Guide – Retail Academy: Sellman gave a summary of the Retail Academy. She explained the market guide and a list of targeted businesses. She asked the EDA to approve a membership to the ICSC (International Council of Shopping Centers) she explained this membership will provide contacts for site selectors and real estate contacts. Motion by Lundeen, Second by Bergley motion approved 6-0.

4. **Other Business / Updates / Communications**

5. **Adjournment:** Motion by Bergley second by Lundeen to adjourn, motion passed 6-0. Meeting adjourned at 7:49pm.

Respectfully submitted by Sheila Sellman Community Development Director/EDA Secretary

Economic Development Authority
Special Meeting Minutes
April 20, 2021

1. **Call to Order**: EDA President Jeff Johnson called the meeting to order at 6:33pm
a. Pledge of Allegiance
b. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Dan Collison, Paul Bergley, Jimmy Gordon (via Zoom) and Justin Nielson. Members Absent: Luke Merrill. Staff Present: Sheila Sellman, Community Development Director, Josi Wood, City Administrator, Jaden Strand, City Clerk, Mike Betker, Finance Director, Jason Cook, City Engineer.
Others present: Jessica Green Northland Securities.
c. Agenda Modifications: None
d. **Adopt Agenda**: Motion by Lundeen 2nd by Bergley and Collison to adopt the agenda, motion passed 6-0.

2. **Resolution 2021-XX Establishing Economic Development District No. 2:** Finance Director Mike Betker introduced the resolution indicating this is the first step for the revenue bonds we are using to build the liquor store. Jessica Green with Northland Securities reviewed the resolution stating this resolution is for boundaries. Motion by Lundeen Second by Collison to approve the resolution, motion passed 6-0.

3. **Resolution 2021-XX Approving the Issuance of Public Project Lease Revenue Bonds, Series 2021A (City of Isanti, Minnesota Lease with Option to Purchase Project):** Green introduced the resolution. This resolution provides for the issuance and sale of lease revenue bonds for the liquor store project. The plan is to sell the bonds the morning of May 18, 2021 with some flexibility based on the market. She also reviewed the finance plan summary. Proceeds from the bonds will be issued to finance the construction of a new municipal store building. The bonds will mature annually each December 15 in the years 2022 through 2036. Interest on the bonds will be payable on June 15, 2022 and semiannually thereafter on each December 15 and June 15.
Motion by Lundeen to approve – Discussion on motion: Gordon had questions about why we are bonding for such a high amount. Betker explained it is an amount up to not to exceed amount. He further explained we are using the bonds to recoup the land purchase and a large escrow amount which is rolled into the bond so we don't have to tie up cash. Gordon asked if we used cash to purchase the land, and Betker confirmed that we did. Betker explained that was the plan to begin with is to pay ourselves back with the bond. Gordon asked if we could just bond for less since we already paid for the land with cash. Betker explained that its best to use the bonds to pay ourselves back so there is a cushion for the project. Gordon would like to see us be more aggressive to get the lower interest rate. *Motion seconded by Collison; Motion passed 5-1. Gordan NAY.*

4. **Adjournment:** Motion by Lundeen to adjourn, second by Collison motion passed 6-0 meeting adjourned at 6:52pm.

Respectfully submitted by Sheila Sellman, Community Development Director/Secretary

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson - Parks, Recreation, and Events Coordinator
Date: May 18, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Request for the Rum River Rods 11th Annual Summer Spectacular Car Show

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Background

The Rum River Rods have submitted a special event permit application to host their annual Summer Spectacular Car Show on Main Street. The event, including setup and tear down, will take place Saturday, August 7, 2021 from 8am-4pm.

Road closures are being requested along Main Street from the railroad tracks, west to 4th Avenue; 1 block North and South to 2nd Avenue and 1st Avenue. The event will precede the Downtown Isanti Street Dance and will utilize the same road blocks and restrooms. Speakers and a PA system will be used during the event. Event staff and volunteers will be responsible for cleaning up waste on the property after the event ahead of the Street Dance setup.

The approximate attendance is 300-500.

The event is free to attend and owners pay $10 per car to show. Money collected will support club expenses and event production.

The complete application along with departmental review are attached.

Staff Request

City staff is requesting approval of the Rum River Rods 11th Annual Summer Spectacular Car Show Special Event Permit application and attachments.

Attachments

- Resolution 2021-XXX
- Special Event Application – Rum River Rods 11th Annual Summer Spectacular Car Show

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR RUM RIVER RODS 11TH ANNUAL SUMMER SPECTACULAR CAR SHOW

WHEREAS, Rum River Rods has submitted a Special Event application requesting a permit to host the 11th Annual Summer Spectacular Car Show; and,

WHEREAS, a one-day event is scheduled to take place on Main Street on Saturday, August 7; and,

WHEREAS, event will take place Saturday, August 7 from 8:00 am to 4:00 pm; and,

WHEREAS, the estimated number of people to be in attendance each day is 300-500; and,

WHEREAS, the applicant will not be required to provide additional restrooms for the event; and,

WHEREAS, road closures will be needed for a portion of Main Street W at the beginning of the railroad tracks to 2nd Avenue; and,

WHEREAS, alley closures will be needed from 1st Avenue at the alley South of City Hall to the alley South of the Qwest building; and,

WHEREAS, the applicant has submitted a complete request with the application materials; and,

WHEREAS, public addressing systems and live entertainment will be utilized during the event;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event permit request for Summer Spectacular Car Show;

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This Resolution is hereby approved by the Isanti City Council this 18th day of May 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

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 — City sends out w/ street dance notice.

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: 5/4/2021

APPLICANT INFORMATION

Sponsoring Entity (if applicable): _____

Contact Person: Amy Davis

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Fax: ___-___-____ Cell: ___-___-____

E-mail: [redacted]

Secondary Contact Person: Lee Kreyer

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: ___-___-____ Cell: [redacted] E-mail: [redacted]

EVENT INFORMATION

Event Name: Rum River Rods 11th Annual Summer Spectacular Car Show

Date(s) of Event: Saturday August 7th

Hours of Event: 8a-4pm

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 w/ craft & direct sales vendors, 50/50 raffle, muffler ra, onte...

City of Isanti
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Proposed Location of the Event (be specific, site map also required):
Main Street - from railroad tracks West to 3rd Avenue AND 1 block North & South of main Street from railroad tracks to 3rd Avenue

Estimated Number of People in Attendance (includes staff, participants, and spectators):
300-500

Parking Impact – Describe in detail:
-NA-

Tents, equipment, amusement rides, etc.
Type: Tents
Size: 10 x 10
Location: Main Street & 1st Avenue

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:
Main Street from railroad tracks West to 4th Avenue & 1 block North & South (2nd Ave, 1st Avenue)

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.
Same ones for 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).
- NA -

Clean-up Plans Describe in detail:
Club will walk the area & clean up any trash.

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Live entertainment – Describe in detail:

-NA-

Will any other **public addressing system or sound amplification** be used? If so, describe:

Speakers w/ PA 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?

There is a $10 fee to show your car. Money goes to Club to pay for expenses + the ... 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 Davis

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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: Approved via Email (Attached)

Police Chief
X Approved _____ Denied _____ N/A Signature: Approved via Email (Attached)

Public Services Director
X Approved _____ Denied _____ N/A Signature: _____

Parks, Recreation and Culture Manager
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
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A Community For Generations.

Isanti

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Special Event Equipment Request Form

Event Name: 11th Annual Rum River Roos Summer Spectacular Car Show

Date(s) of Event: Saturday August 7th

Contact Person: Amy Davis [redacted]

Equipment Drop Off/Pick Up Location: Main & 1st Avenue

Equipment Drop Off Date/Time: Saturday Aug 17th @ 8am

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: 7 Additional to the normal street dance ones. Stage: _____

Road Closed Signs: 4 (11 total) No Parking Signs: _____

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

SPECIAL EVENT PERMIT APPLICATION
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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:
Rum River Rods Car Show w/ craft show.

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) (N)

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)

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 DAVIS - Rum River Roos Car Club.

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Amy Davis

Title Secretary

Signature Amy Davis

Date 5/10/2021

Short St
Main St W
Broadway St W
1st Ave N
1st Ave SW
Registration Tent
Main St W
Broadway St SW
Norelius St NW
2nd Ave N
2nd Ave SW
Main St W
3rd Ave SW
W
4th Ave SW
h Ave NW
- Car show parking
- crafter / Vendors

11th ANNUAL SUMMER SPECTACULAR





CAR SHOW

SATURDAY

AUGUST 7, 2021

10am – 3pm

DOWNTOWN ISANTI, MN

$10

PRE-REGISTER $6

CRAFT, DIE CAST CAR & 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

Facebook: Rum River Rods

CONTACT LEE 651-895-4381 OR NICK 651-983-4887

WEEKLY SHOWS:
2ND AND 4TH WEDNESDAYS
JUNE-AUGUST
@ VFW- ISANTI
410 RAILROAD AVENUE SE

JOIN US!

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

VENDOR LIST

Special Event Name: Rum River Rods Summer Spectacular Car Show

Special Event Date(s): Saturday August 7th

Coordinator Name: Amy Davis

Coordinator Phone Number: [redacted] Email: [redacted]

Provide the following information for all vendors participating in the above Special Event. * Will provide closer to event.

Business Name	Contact Nam e	Items fo rSale

Room Reservation Request Form

Faith Lutheran Church

109 2nd Ave N, Isanti, MN 55040

763-444-9201

Today's Date: 5/5/2021 Date Requesting: 8/7/21 Approved by: _____

Requested by: Amy Davis Member: ____ Yes X No

Address: [redacted] Telephone: [redacted]

Area/Rooms Requesting:

Empty Parcel across the street X Use of church parking lot X

(A $50 Deposit will be required to cover the cost of clean up if necessary)

Type of Event: Rum River Roos Car Show

Number of people expected: 200+

Other equipment needed: -NA-

____ TV/Video ____ Piano ____ Overhead Projector Other: _____

Time you need facility (include set-up & clean-up): 8 (AM)/PM to 4 AM/(PM)

I have read, understand, and accept the responsibilities outlined on the Rental Policy for the use of Faith Lutheran Church.

Amy Davis 5/5/2021 ___ Damage deposit received

Signature of Requesting Party ___ Damage deposit received

___ Damage deposit received

Rae Ann Mosiman 5/5/21 ___ Damage deposit received

Signature of Church Official

MARKEL INSURANCE COMPANY

COMMERCIAL LINES POLICY DECLARATIONS

POLICY NUMBER: CVG1813-04 **PREVIOUS POLICY NUMBER:** CVG1813-03

COMPANY NAME	**PRODUCER NAME** 56197
Markel Insurance Company	Hagerty Insurance Agency LLC 141 River's Edge Dr., Suite 200 Traverse City, MI 49684

NAMED INSURED: Rum River Rods

MAILING ADDRESS: [redacted]

POLICY PERIOD: FROM 03/09/2021 **TO** 03/09/2022
AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

BUSINESS DESCRIPTION Collector Car Clubs

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.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

		PREMIUM
COMMERCIAL GENERAL LIABILITY COVERAGE PART		$350.00
TERRORISM - CERTIFIED ACTS (GENERAL LIABILITY)		EXCLUDED
	TOTAL:	$350.00

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

POLICY NUMBER: CVG1813-04

FORMS APPLICABLE TO ALL COVERAGE PARTS (SHOW NUMBERS):
See Schedule of Forms and Endorsements.

Countersigned	By:
12/03/20	John K Clark
(Date)	(Authorized Representative)

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

SCHEDULE OF FORMS AND ENDORSEMENTS

POLICY NUMBER:	EFFECTIVE DATE:
CVG1813-04	03/09/2021

NUMBER	TITLE
	COMMON
MJIL 1000 (06-10)	Signature Page
MD 001 (07-02)	Commercial Lines Policy Declarations
IL 00 03 (09-08)	Calculation Of Premium
IL 00 17 (11-98)	Common Policy Conditions
IL 00 21 (09-08)	Nuclear Energy Liability Exclusion Endorsement (Broad Form)
IL 02 45 (09-08)	Minnesota Changes - Cancellation And Nonrenewal
MIL 1214 (09-17)	Trade Or Economic Sanctions
	GENERAL LIABILITY
MDGL 1500 (03-14)	Commercial General Liability Policy Declarations
CG 00 01 (04-13)	Commercial General Liability Coverage Form
CG 01 22 (12-07)	Minnesota Changes - Contractual Liability Exclusion And Supplementary Payments
CG 20 02 (11-85)	Additional Insured - Club Members
CG 20 11 (04-13)	Additional Insured - Managers Or Lessors Of Premises
CG 20 12 (04-13)	Additional Insured - State Or Governmental Agency Or Subdivision Or Political Subdivision - Permits Or Authorizations
CG 20 26 (04-13)	Additional Insured - Designated Person or Organization
CG 20 28 (04-13)	Additional Insured - Lessor Of Leased Equipment
CG 21 06 (05-14)	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - With Limited Bodily Injury Exception
CG 21 16 (04-13)	Exclusion - Designated Professional Services
CG 21 35 (10-01)	Exclusion - Coverage C - Medical Payments
CG 21 47 (12-07)	Employment-Related Practices Exclusion
CG 21 55 (09-99)	Total Pollution Exclusion With A Hostile Fire Exception
CG 21 73 (01-15)	Exclusion of Certified Acts of Terrorism
CG 21 96 (03-05)	Silica Or Silica-Related Dust Exclusion
CG 26 05 (02-07)	Minnesota Changes
CG 26 81 (12-04)	Minnesota Changes - Duties Condition
MGL 1266 (08-14)	Amended Duties And Representations Conditions
MGL 1319 (01-16)	Exclusion - Unmanned Aircraft
MGL 1346 (10-19)	Exclusion - Abuse, Molestation, Or Exploitation
MGL-TERR-2 (01-15)	Confirmation of Exclusion of Certified Acts of Terrorism Coverage - Terrorism Risk Insurance Act
MIL 1301 (03-14)	Exclusion - Fungi or Bacteria
MIL 1303 (05-15)	Exclusion - Asbestos
MIL 1304 (05-15)	Exclusion - Lead Liability

Markel Insurance Company

COMMERCIAL GENERAL LIABILITY POLICY DECLARATIONS

POLICY NUMBER: CVG1813-04 RENEWAL OF NUMBER: CVG1813-03

Named Insured And Mailing Address (No., Street, Town or City, County, State, Zip Code)

[redacted]

Policy Period: From 03/09/2021 To 03/09/2022, 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 River's Edge Dr., Suite 200
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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COMMERCIAL GENERAL LIABILITY
EXTENSION OF DECLARATIONS

	ALL PREMISES YOU OWN, RENT OR OCCUPY
LOC NO.	ADDRESS OF ALL PREMISES YOU OWN, RENT OR OCCUPY
001-001	[redacted]

COMMERCIAL GENERAL LIABILITY
EXTENSION OF DECLARATIONS

	CLASSIFICATION AND PREMIUM						
LOC NO.	CLASSIFICATION	CODE NO.	PREMIUM BASE	RATE		ADVANCE PREMIUM	
				Prem/ Ops	Prod/Comp Ops	Prem/ Ops	Prod/Comp Ops
001-001	Clubs-Civic, Service or Social-no Buildings or Premises owned or Leased Except for Office Purposes - Not-For-Profit Products-completed operations are subject to the General Aggregate Limit TERRITORY: 502	41670	20 Each	Incl.	Incl.	Incl.	Incl.

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Wednesday, May 5, 2021 4:03 PM
To: Isanti Parks
Subject: RE: SEP - Rum River Rods Car Show

Isanti Fire approves the August 7 car show SEP as presented. Thanks!

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, May 5, 2021 12:39 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - Rum River Rods Car Show

Hi Guys,
Attached is an SEP for approval for the Rum River Rods Car Show on 8/7. Looks like the same street closures and needs as in previous years.

Please send me approval or concerns by next **Tuesday, May 11**.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Travis Muyres
Sent: Tuesday, May 11, 2021 12:08PM
To: Isanti Parks
Subject: Re: SEP - Rum River Rods Car Show

approved

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, May 11, 2021 10:49 AM
To: Travis Muyres <tmuyres@cityofisanti.us>
Subject: RE: SEP - Rum River Rods Car Show

Hi Travis,
Reminder to send me approval or concerns today so I can get this into next week's CC meeting.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Isanti Parks
Sent: Wednesday, May 5, 2021 12:39 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - Rum River Rods Car Show

Hi Guys,
Attached is an SEP for approval for the Rum River Rods Car Show on 8/7. Looks like the same street closures and needs as in previous years.

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: May 18, 2021
Subject: Resolution 2021-XXX 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 5, 2021 from 10:00 am to 3:00 pm. Organizers are expecting 75 people for the event. Show cars will be parked on the premises; spectators will park along both sides of East Dual Blvd. 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.

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 and on their property; this use is allowed under City Code without a permit.

A copy of the application and department approval has been attached for City Council review.

Staff Request

City staff is requesting approval of the BMC British Auto Car Show Special Event Permit application and attachments.

Attachments

- Resolution 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR BMC BRITISH AUTO CAR SHOW

WHEREAS, BMC British Auto will be hosting a car show on Saturday, June 5th, 2021 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 75; and,

WHEREAS, show cars will be parked on BMC premises with spectator parking 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,

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 5, 2021;

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 hereby approved by the Isanti City Council this 18th day of May 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

Applications must be submitted at least 30 days prior to the event to be considered.

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [ ] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [x] Signs will be posted for event: Grand Signs - No permit needed
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- No [ ] 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.
- Not Sure [ ] Vendors will be present: ?
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- No [ ] Event will occur on City Property:
  - [ ] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 5/11/21

APPLICANT INFORMATION

Sponsoring Entity (if applicable): BMC Autos

Contact Person: John Engstrom / Brian McCullough

Address: [redacted]

City: [redacted] State: MN Zip: [redacted]

Phone: [redacted] Fax: ___-___-___ Cell: ___-___-___

E-mail: [redacted]

Secondary Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _-_ - Cell: ___-___-___ E-mail: _____

EVENT INFORMATION

Event Name: Car Show

Date(s) of Event: Saturday June 5th

Hours of Event: 10AM TO 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 Show

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):
4444 East Dual Blvd

Estimated Number of People in Attendance (includes staff, participants, and spectators):
75

Parking Impact Describe in detail:
parking for show cars on BMC property only

Tents, equipment, amusement rides, etc.
Type: None
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.
No portable - 2 Restrooms in 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).
BMC employees

Clean-up Plans Describe in detail:
BMC employees - it is entirely on BMC 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:

None

Will any other **public addressing system or sound amplification** be used? If so, describe:

None

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

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

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:
Not on City property

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
Static CAr show No moving vehicles

(Special Events Holder Initials Here) BL

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) BL

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 Brian McCullough

Title Owner

Signature _____

Date 5/11/21

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__✓__ Approved _____ Denied _____ N/A Signature: Approved via email (attached)

Police Chief
__✓__ Approved _____ Denied _____ N/A Signature: Approved via email (attached)

Public Services Director
__✓__ Approved _____Denied _____N/A Signature: _____

Parks, Recreation and Culture Manager
__✓__ Approved _____Denied _____N/A Signature: _____

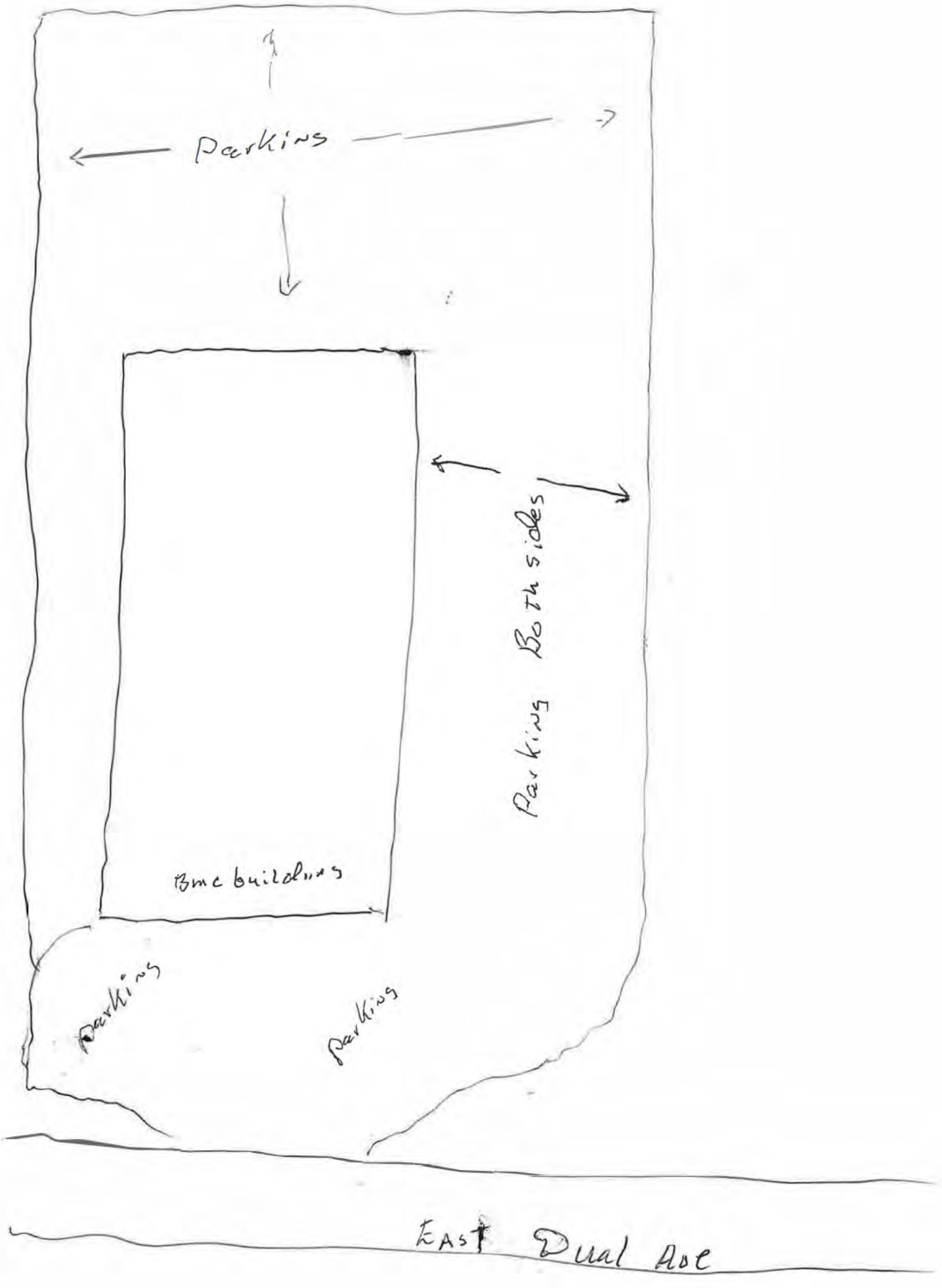
Community Development Director
__✓__ Approved _____ Denied _____ N/A Signature: _____

City Administrator
__✓__ Approved _____ Denied ___ N/A Signature: _____

City Council
_____ Approved ___ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560


Parking
Parking Both sides
Bmc buildings
Parking
Parking
East Dual Ave

0131

UNITED FIRE & CASUALTY COMPANY
PO Box 73909, Cedar Rapids, IA 52407

POLICY NUMBER: 60516216

ACCOUNT NUMBER:3000343308 (7) GARAGE-PRO AASP - MN (SB)
DIRECT BILL - 150

COMMERCIAL AUTO COVERAGE PART

ISSUE DATE 03-31-2021 JZZ REPLACEMENT OF 0135 60516216 DECLARATIONS RENEWAL EXTENSION

ITEM ONE

NAMED INSURED AND ADDRESS
BMC BRITISH AUTOMOBILE
MC CULLOUGH BRIAN DBA
444 E DUAL BLVD
ISANTI MN 55040-7128

AGENCY & CODE 200253
CBIZ AIA INSURANCE AGENCY
222 S 9TH ST STE 1000
MINNEAPOLIS MN 55402

POLICY PERIOD: 12:01 A.M. Standard time **FROM:** 05-05-2021 **TO:** 05-05-2022
And for successive policy periods as stated below.

We will provide the insurance described in this policy in return for the premium and compliance with all applicable policy provisions .If we elect to continue this insurance, we will renew this policy if you pay the required renewal premium for each successive policy period, subject to our premiums, rules and forms then in effect. You must pay us prior to the end of the current policy period or else this policy will terminate after any statutorily required notices are mailed to you. An insufficient funds check is not considered payment.

BUSINESS DESCRIPTION: AUTO REPAIR SHOP

FORM OF BUSINESS: X Individual Joint Venture __ Partnership Corporation __ Other _____

ITEM TWO SCHEDULE OF COVERAGE AND COVERED AUTOS

This policy provides only those coverage where a charge is shown in the PREMIUM column below. Each of these coverages will apply only to those "autos" shown as COVERED AUTOS below.

COVERAGES	COVERED AUTO SYMBOLS	LIMIT OF INSURANCE	PREMIUM
LIABILITY	28,29	EACH ACCIDENT $ 300,000 "AUTO ONLY" $ 300,000 OTHER THAN "AUTO ONLY" AGGREGATE $ 900,000 OTHER THAN "AUTO ONLY"	593
MEDICAL PAYMENTS	29	SEE SUPPLEMENTAL DECLARATIONS	9
GARAGEKEEPERS	30	SEE SUPPLEMENTAL DECLARATIONS	843
MISC. SCHEDULED COVERAGES		SEE SUPPLEMENTAL DECLARATIONS	53

Premium Charge Forms	Advance Premium	Premium Charge Forms	Advance Premium
	SEE UW7002		
Other Forms	SEE UW7002		

AMEND REASON:

PREMIUM FOR THIS COVERAGE PART $ 1,498
Endorsement Adjustment Premium $

This Declarations Page supersedes and replaces any preceding declarations page bearing the same policy number for this policy period.

X _____
(COUNTERSIGNED BY AUTHORIZED REPRESENTATIVE)

CA 70 41 03 93

INSURED COPY

10021910

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, May 11, 2021 4:17 PM
To: Isanti Parks
Subject: RE: APPROVAL NEEDED ASAP SEP BMC Car Show

Isanti Fire approves the SEP for the BMC car show on 6/05/2021 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, May 11, 2021 4:09 PM
To: Fire Department Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: APPROVAL NEEDED ASAP SEP BMC Car Show
Importance: High

Hi Guys,
Sorry for the rush on this one as it just came in today. Nothing needed on our end, just permission for a car show on BMC property. **Please let me know ASAP** if you approve as we need to get it into the agenda tomorrow.

Let me know if you have any questions.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762 5754

Isanti Parks

From: Travis Muyres
Sent: Wednesday, May 12, 2021 6:52 AM
To: Isanti Parks
Subject: Re: APPROVAL NEEDED ASAP SEP BMC Car Show

approved

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763 444 4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, May 11, 2021 4:09 PM
To: Fire Department Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: APPROVAL NEEDED ASAP - SEP - BMC Car Show

Hi Guys,
Sorry for the rush on this one as it just came in today. Nothing needed on our end, just permission for a car show on BMC property. **Please let me know ASAP** if you approve as we need to get it into the agenda tomorrow.

Let me know if you have any questions.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762 5754

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA

HELD: May 18, 2021

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Isanti, Minnesota was duly called and held at the City Hall on May 18, 2021 at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A GROUND LEASE AGREEMENT, LEASE AGREEMENT AND CONTINUING DISCLOSURE UNDERTAKING AND ALLOCATING SMALL ISSUER REBATE EXCEPTION AUTHORITY

WHEREAS, the City of Isanti, Minnesota (the "City"), is authorized, pursuant to Minnesota Statutes, Section 465.71, to enter into lease purchase agreements;

WHEREAS, the Economic Development Authority of the City of Isanti, Minnesota, a body corporate and politic (the "Authority") has agreed to enter into a Lease Agreement dated as of June 1, 2021 (the "Lease") with the City pursuant to which the Authority will provide for the acquisition and betterment of a municipal liquor store (the "Project") to be used by the City;

WHEREAS, in order to carry out the transaction, (1) the City will Ground Lease the land, upon which the Project is to be constructed, to the Authority pursuant to a Ground Lease Agreement executed by the City, dated as of June 1, 2021 (the "Ground Lease"), and (2) the Authority will lease the Land and the Project back to the City pursuant to the Lease;

WHEREAS, the Authority will issue its $3,280,000 Public Project Lease Revenue Bonds, Series 2021A (City of Isanti, Minnesota, Lease With Option to Purchase Project) (the "Bonds") to provide funds to finance the Project pursuant to an Indenture of Trust dated as of June 1, 2021 (the "Indenture") between the Authority and U.S. Bank National Association, as Trustee, setting forth the form and details of the Bonds and their issuance and pledging the rental payments derived from the Lease to the payment of the Bonds;

WHEREAS, the City is an obligated person under the provisions of Rule 15c2-12 (the "Rule") promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934, as amended, and is therefore subject to continuing disclosure requirements under the Rule and accordingly, the City will enter into a Continuing Disclosure Undertaking (the "Continuing Disclosure Undertaking") relating to the Bonds;

WHEREAS, unless an exception is available, bonds which are tax-exempt are subject to the federal arbitrage requirement of rebating earnings in excess of the bond yield on certain investments; ordinarily bonds are subject to rebate if issued by a governmental unit that lacks general taxing powers, such as Authority; and if the Authority issues bonds on behalf of a governmental unit with general taxing powers, such as the City, it will be treated as having general taxing powers if the bonds do not exceed the lesser of $5,000,000 or such amount of the $5,000,000 small issuer limitation as a governmental unit with general taxing powers may allocate to the Authority; and the City is a governmental unit with general taxing powers

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

1. Authorization of Bonds; Documents Presented. The Authority proposes to issue its Bonds payable from rental payments to be made by the City under the Lease. The Bonds shall bear interest at the rates as are prescribed by the Indenture. Forms of the following documents (collectively, the "Bond Documents") relating to the Bonds and the Project have been submitted to the City Council and are now on file in the office of the Administrator:

(a) the Ground Lease;

(b) the Lease; and

(c) the Continuing Disclosure Undertaking.

2. Approval and Execution of Bond Documents. The Mayor and the Administrator are hereby authorized and directed to execute, and deliver, on behalf of the City the Bond Documents in substantially the forms on file with the Administrator. All of the provisions of the Bond Documents when executed and delivered as authorized herein shall be deemed to be a part of this resolution as fully and to the same extent as if incorporated herein and shall be in full force and effect from the date of execution and delivery thereof.

3. Approval of Indenture. The City hereby approves the Indenture and the Bonds described therein (collectively, the "Related Documents") in substantially the forms submitted to the City.

4. Authorized City Representative. The City Administrator is hereby designated and authorized to act on behalf of the City as the City Representative, as defined in the Indenture.

5. Furnishing of Certificates and Proceedings. The Mayor and Administrator and other officers of the City are authorized and directed to prepare and furnish to the purchaser of the Bonds and Bond Counsel, certified copies of all proceedings and records of the City relating to the Bonds, and such other affidavits and certificates as may be required to show the facts relating to the legality of the Bonds as such facts appear from the books and records in the officers' custody and control or as otherwise known to them; and all such certified copies, certificates and affidavits, including any heretofore furnished, shall constitute representations of the City as to the truth of all statements contained therein.

6. Continuing Disclosure. The City is the sole obligated person with respect to the Bonds. The City hereby agrees, in accordance with the provisions of Rule 15c2-12 (the "Rule"), promulgated by the Securities and Exchange Commission (the "Commission") pursuant to the Securities Exchange Act of 1934, as amended, and a Continuing Disclosure Undertaking (the "Undertaking") hereinafter described to:

(a) Provide or cause to be provided to the Municipal Securities Rulemaking Board (the "MSRB") by filing at www.emma.msrb.org in accordance with the Rule, certain annual financial information and operating data in accordance with the Undertaking. The City reserves the right to modify from time to time the terms of the Undertaking as provided therein.

(b) Provide or cause to be provided to the MSRB notice of the occurrence of certain events with respect to the Bonds in not more than ten (10) business days after the occurrence of the event, in accordance with the Undertaking.

(c) Provide or cause to be provided to the MSRB notice of a failure by the City to provide the annual financial information with respect to the City described in the Undertaking, in not more than ten (10) business days following such occurrence.

(d) The City agrees that its covenants pursuant to the Rule set forth in this paragraph and in the Undertaking is intended to be for the benefit of the Holders of the Bonds and shall be enforceable on behalf of such Holders; provided that the right to enforce the provisions of these covenants shall be limited to a right to obtain specific enforcement of the City's obligations under the covenants.

The Mayor and Administrator of the City, or any other officer of the City authorized to act in their place (the "Officers") are hereby authorized and directed to execute on behalf of the City the Undertaking in substantially the form presented to the City Council subject to such modifications thereof or additions thereto as are (i) consistent with the requirements under the Rule, (ii) required by the Purchaser of the Bonds, and (iii) acceptable to the Officers.

7. Finding. The City hereby finds, determines and declares that (1) the Authority is issuing its Bonds on behalf of the City within the meaning of Section 148(f)(4)(C)(iv) of the federal Internal Revenue Code of 1986, as amended (the "Code"), (2) the Authority is therefore treated as a subordinate entity of the City for purposes of such Section, and (3) the aggregate face amount of the Bonds does not exceed the lesser of $5,000,000 or the amount which, when added to the aggregate amount of other issues issued by the Authority in 2021, is allocated to the Authority in paragraph 8 of this resolution.

8. Allocation. The City hereby allocates to the Authority a $3,280,000 portion of the City's $5,000,000 limitation under Section 148(f)(4)(C)(i)(IV) of the Code on the aggregate face amount of tax-exempt bonds (other than private activity bonds) issued by the City during the calendar year 2021. Such allocation is made solely with respect to the Bonds, is irrevocable and is made before the issuance of the Bonds. Said $3,280,000 allocated to the Authority bears a reasonable relationship to the benefits received by the City from the Bonds issued by the Authority, because the Bonds finance the Project to be located in, leased to, and used by the City.

The Authority shall accept this allocation by issuing its Bonds and making a statement in its Nonarbitrage Certificate relating to the Bonds.

9. Aggregation. The City and Authority will be aggregated and treated as one issuer for purposes of said $5,000,000 limitation, and together will not issue in 2021 more than $5,000,000 aggregate face amount of all tax-exempt bonds (other than private activity bonds).

10. Modifications to Documents. The approval hereby given to the various Bond Documents and Related Documents referred to above includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the City Attorney and the City officials authorized herein to execute said documents. Said City officials are hereby authorized to approve said changes on behalf of the City. The execution of any instrument by the appropriate officer or officers of the City herein authorized shall be conclusive evidence of the approval of such documents in accordance with the terms hereof. In the absence of the Mayor or Administrator, any of the documents authorized by this resolution to be executed on behalf of the City may be executed by the Acting Mayor or the Acting Administrator, respectively.

11. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

12. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

Adopted by the City Council of the City of Isanti, Isanti County, Minnesota, on May 18, 2021.

_____
Mayor

Attest:_____
City Administrator

STATE OF MINNESOTA)
COUNTY OF ISANTI) SS
CITY OF ISANTI)

I, the undersigned, being the duly qualified and acting Administrator of the City of Isanti, Minnesota, hereby certify that I have carefully compared and attached the foregoing extract of minutes of a regular meeting of the City Council held in May 18, 2021, with the original thereof on file and of record in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the execution of a Ground Lease Agreement, a Lease Agreement, a Continuing Disclosure Undertaking and allocating small issuer rebate exception authority.

WITNESS my hand on May 18, 2021.

_____
City Administrator

This Ground Lease was recorded with the Isanti County Recorder's Office on _____, 2021, as document number _____.

GROUND LEASE AGREEMENT

Between

CITY OF ISANTI, MINNESOTA
As Lessor

and

ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ISANTI, MINNESOTA
As Lessee

Dated as of June 1, 2021

This Instrument Drafted By:
Taft Stettinius & Hollister LLP (MLI)
2200 IDS Center
80 South 8th Street
Minneapolis, Minnesota 55402

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THIS GROUND LEASE AGREEMENT, made and entered into as of June 1, 2021 (the "Ground Lease"), by and between the CITY OF ISANTI, MINNESOTA, a municipal corporation and political subdivision duly organized and existing under the laws of the State of Minnesota, as Lessor (the "Lessor") and the ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ISANTI, MINNESOTA, a public body corporate and politic and duly organized and existing under the laws of the State of Minnesota, as Lessee (the "Lessee").

W I T N E S S E T H:

In consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

ARTICLE I

DEMISE OF LAND AND WARRANTIES

Section 1.01 Demise. Subject to and upon the terms, conditions, covenants and undertakings hereinafter set forth, Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, Lessor's interest in the real property legally described on Exhibit A attached here, located in Isanti County, Minnesota (hereinafter called the "Land").

Section 1.02 Warranties. Lessor covenants and warrants to Lessee:

(1) That Lessor has authority to enter into, execute and deliver this Ground Lease, and has duly authorized the execution and delivery of this Ground Lease;

(2) That Lessor has determined that the Land can best be made suitable and convenient for public purposes through Lessor's entering into this Ground Lease and the Lease (as hereinafter defined), and the completion of the transactions contemplated thereby;

(3) That the Land is not subject to any dedication, easement, right of way, reservation in patent, covenant, condition, restriction, lien or encumbrance which would prohibit or materially interfere with the construction of certain buildings (hereinafter called the "Improvements") on the Land, as contemplated by the Lease Agreement by and between Lessor and Lessee, of even date herewith (hereinafter called the "Lease");

(4) That all taxes, assessments or impositions of any kind with respect to the Land, except current taxes, have been paid in full;

(5) That the Land is properly zoned for the purpose of the Improvements; and

(6) That Lessor has authority to enter into, execute and deliver the Lease, and has duly authorized its execution and delivery.

Section 1.03 Lessee's Warranties. Lessee covenants and warrants to Lessor that Lessee has authority to enter into, execute and deliver this Ground Lease and the Lease, and has duly authorized the execution and delivery of this Ground Lease and the Lease.

ARTICLE II

TERM AND RENT

Section 2.01 Term. The term of this Ground Lease shall commence as of the day and year first above written, and shall end on December 15, 2046, subject to earlier termination as provided in the Lease.

Section 2.02 Rent. The rent shall be One Dollar ($1.00) payable in advance on the date hereof.

Section 2.03 Lease. In further consideration of the authorization, execution and delivery of this Ground Lease by each of the parties, the parties have entered into the Lease and have agreed to carry out and perform their obligations thereunder.

ARTICLE III

USE OF PREMISES; ADDITIONAL COVENANTS

Section 3.01 Use. Lessee shall not use or permit the use of the Land for any unlawful purpose.

Section 3.02 Quiet Enjoyment. Lessor covenants that upon Lessee's paying the rent reserved herein, and performing all conditions and covenants set forth in this Ground Lease and the Lease, Lessee shall and may peaceably have, hold and enjoy the Land for the term of this Ground Lease. Lessee covenants that upon expiration of this Ground Lease, either on the date specified in Section 2.01 or earlier pursuant to the terms of the Lease, it shall give Lessor peaceable possession of the Land, together with the Improvements constructed thereon pursuant to the Lease.

Section 3.03 Assignment and Subletting. Lessee shall have the right to assign or mortgage its interest in this Ground Lease and Land, and to sublet the Land in accordance with the Lease.

Section 3.04 Additional Covenants. In the event that any person or entity, however organized (other than Lessee or any assignee of Lessee), shall be determined to hold any interest that in any manner affects Lessor's good and merchantable title to the Land, Lessor shall use its best efforts to acquire the interest in the Land so held, such acquisition to be made at Lessor's sole cost and expense. Lessor hereby agrees to save and keep harmless Lessee, or any assignee of Lessee, from and against any and all liabilities, obligations, losses, damages, penalties, claims, actions, costs and expenses (including reasonable attorneys' fees) of whatever kind and nature, imposed on, incurred by or asserted against Lessee, or any assignee of Lessee, that in any way relate to or arise out of the assertion of any interest affecting Lessor's good and merchantable title

to the Land by any person or entity, however organized (other than Lessee or any assignee of Lessee).

Section 3.05 Environmental Matters. Lessor will hold Lessee harmless from and indemnify and defend Lessee against any claims brought by any party involving any environmental condition of the Land. The term "claim" shall include remediation costs, damage costs, fines, penalties, forfeitures, administrative costs, consent agreements and orders, attorneys' fees, consultant fees and laboratory fees.

Section 3.06 Release of Land. Lessee shall have the right to release Land from this Ground Lease as provided in Section 8.7 of the Lease.

ARTICLE IV

LESSEE'S DEFAULT; REMEDIES

Section 4.01 Lessee's Default. The following shall be an "event of default" or a "default" hereunder: if Lessee shall fail to (i) pay the rent provided herein, or (ii) observe or perform any of the obligations of Lessee otherwise provided herein.

Section 4.02 Lessor's Remedies. Upon the occurrence of an event of default by Lessee hereunder, which shall remain uncured for thirty days after receipt by Lessee of written notice of such event of default, Lessor may thereafter or any time subsequently during the existence of such breach or default; (i) enter into and upon the Land and repossess the same, expelling and removing therefrom all persons and property, and (ii) terminate this Ground Lease.

ARTICLE V

BINDING EFFECT; SUCCESSORS AND ASSIGNS

Section 5.01 Binding Effect. This Ground Lease shall be binding upon, and inure to the benefit of, the parties hereto, and their successors and assigns.

Section 5.02 Applicable Law. This Ground Lease shall be interpreted and enforced in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties hereto have executed this Ground Lease Agreement as of the date first above written.

CITY OF ISANTI, MINNESOTA, Lessor

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me on _____, 2021, by Jeff Johnson and Josi Wood, the Mayor and City Administrator, respectively, of the City of Isanti, a municipal corporation and political subdivision of the State of Minnesota, on behalf of said City.

_____
Notary Public

Signature and notary page to Ground Lease Agreement.

ECONOMIC DEVELOPMENT
AUTHORITY OF THE CITY OF
ISANTI, MINNESOTA
Lessee

By _____
Its President

By _____
Its Secretary

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me on _____, 2021, by _____ and _____, the President and the Secretary, respectively, of the Economic Development Authority of the City of Isanti, Minnesota, a public body corporate and politic of the State of Minnesota, on behalf of said Authority.

_____
Notary Public

Signature and notary page to Ground Lease Agreement.

EXHIBIT A

Legal Description of Land

All that part of the Northwest Quarter of the Southeast Quarter of Section 29, Township 35, Range 23, described as follows: Beginning at the Southwest corner of the Northwest Quarter of the Southeast Quarter; thence North along the West line of said Northwest Quarter of Southeast Quarter a distance of 375 feet; thence South 89 degrees 57 minutes 50 seconds East 580.8 feet; thence South 1 degree 16 minutes 15 seconds East 375 feet and to the South line of said Northwest Quarter of Southeast Quarter; thence West along said South line 580.8 feet, more or less, and to the Southwest corner of said Northwest Quarter of said Southeast Quarter, being the point of beginning and there to terminate.

Together with a nonexclusive easement for ingress, egress and utility purposes over and across the South 295 feet of the Northeast Quarter of the Southwest Quarter of Section 29, Township 35, Range 23 (as measured at right angles to the South line of said Northeast Quarter of Southeast Quarter), lying easterly of the easterly right-of-way line of State Trunk Highway No. 65 and westerly of a line drawn parallel with and distant 66 feet easterly of said easterly right-of-way line of State Trunk Highway No. 65 (as measured at right angles to said easterly right-of-way line).

And also including a nonexclusive easement for ingress, egress and utility purposes over and across the South 66 feet of that part of the Northeast Quarter of the Southwest Quarter of Section 29, Township 35, Range 23, lying easterly of the East right-of-way line of State Trunk Highway No. 65, as measured at right angles to the South line of said Northeast Quarter of Southwest Quarter, Isanti County, Minnesota.

LEASE AGREEMENT

BETWEEN

ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ISANTI, MINNESOTA

as Landlord

and

CITY OF ISANTI, MINNESOTA
as Tenant

Dated as of June 1, 2021

Taft Stettinius & Hollister LLP (MLI)
2200 IDS Center
80 South 8th Street
Minneapolis, Minnesota 55402

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THIS LEASE AGREEMENT (the "Lease") is dated as of June 1, 2021, and is between the Economic Development Authority of the City of Isanti , Minnesota, a public body corporate and politic, as Landlord (the "Landlord"), whose address is City Hall, 110 1st Avenue NW, Isanti, Minnesota 55040-7372, and the City of Isanti, a municipal corporation and political subdivision of the State of Minnesota, as Tenant (the "Tenant"), whose address is City Hall, 110 1st Avenue NW, Isanti, Minnesota 55040-7372:

WITNESSETH:

WHEREAS, the Tenant is authorized by law to lease real and personal property as are needed to carry out its governmental functions; and

WHEREAS, Tenant has determined that it is necessary for it to lease from Landlord under this Lease certain real and personal property (the "Project") for purposes of financing the Project; and

WHEREAS, the Landlord is willing to finance the acquisition and betterment of the Project and to lease, or (in the case of the Land) sublease, the Project to Tenant, and the Tenant is willing to rent the same from Landlord, all pursuant to this Lease.

NOW, THEREFORE, in the joint and mutual exercise of their powers, and in consideration of the mutual covenants herein contained, the parties hereto recite and agree as follows:

ARTICLE I

DEFINITIONS AND EXHIBITS

Section 1.1. Definitions. Each term defined in the Indenture which is used but not otherwise defined herein shall have the same meaning in this Lease as is prescribed for that term in the Indenture. Unless the context otherwise clearly requires, the terms defined in this Section shall, for all purposes of this Lease, have the meanings herein specified.

Act: Collectively, the Landlord Powers Act and the Tenant Powers Act, as amended from time to time.

Additional Rental Payments: The same as defined in Section 5.3 hereof.

Bond Closing: The date the Bonds are issued and delivered to the original purchaser.

Bond Counsel: The firm of Taft Stettinius & Hollister LLP, in Minneapolis, Minnesota, or any other attorney or firm of attorneys nationally recognized as experienced in matters relating to the tax-exempt financing of projects within the City and acceptable to the Landlord and the Tenant.

Bond Fund: The Bond Fund created pursuant to Section 5.02 of the Indenture.

Bond Resolution: The resolution adopted by the Landlord's Board of Commissioners, its governing body, on May 18, 2021, authorizing issuance and sale of the Series 2021A Bonds, as the same may be amended, modified or supplemented by any amendments or modifications thereof.

Bonds: The Series 2021A Bonds and Additional Bonds.

Business Day: Any day other than a Saturday, Sunday, legal holiday or a day on which banking institutions in the city in which the principal corporate office of the Trustee is located are authorized by law or executive order to be closed.

City: The City of Isanti, Minnesota.

Code: The Internal Revenue Code of 1986, as amended and the regulations promulgated thereunder.

Completion Date: The date described in Section 3.5, evidencing completion of the Project.

Construction Fund: The Construction Fund created pursuant to Section 4.02 of the Indenture for the purpose of accounting for proceeds of the Bonds used to pay Project Costs.

Contractor: Any contractor from which Landlord has ordered or will order or with which Tenant has contracted or will contract for the acquisition, construction and installation of any portion of the Project.

County: Isanti County, Minnesota.

Date of Original Issuance: June 16, 2021.

Environmental Law: The Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §9601 et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. §6901 et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. App. §1804 et seq., the Federal Water Pollution Control Act, 33 U.S.C. §1251 et seq., the Clean Water Act, 33 U.S.C. §1321 et seq. the Clean Air Act, 42 U.S.C. §7401 et seq., the Minnesota Environmental Response and Liability Act, Minnesota Statutes, Chapter 115B, the Minnesota Petroleum Tank Release Cleanup Act, Minnesota Statutes, Chapter 115C, and any other federal, state, county, municipal, local or other statute, law, ordinance or regulation which may relate to or deal with human health or the environment, all as may be from time to time amended.

Fiscal Year: The fiscal year of the Tenant, commencing January 1 of a given year and extending through December 31 of the same year.

Governmental Unit: A "governmental unit" within the meaning of Section 141 of the Code.

Ground Lease: The Ground Lease Agreement, dated as of June 1, 2021, between Tenant, as lessor and Landlord, as lessee, whereby Tenant leases the Land to Landlord.

Hazardous Substances: Asbestos, ureaformaldehyde, polychlorinated biphenyls ("PCBs"), nuclear fuel or material, chemical waste, radioactive material, explosives, known carcinogens, petroleum products and by-products and other dangerous, toxic or hazardous pollutants, contaminants, chemicals, materials or substances listed or identified in, or regulated by, any Environmental Law.

Holder(s): The registered owner(s) of Bonds on the bond register maintained by the Trustee pursuant to the Indenture.

Independent Counsel: An attorney duly admitted to the practice of law before the highest court of the State who is not a full-time employee of Landlord or Tenant.

Independent Engineer: An engineer or engineering firm or an architect or architectural firm qualified to practice the profession of engineering or architecture under the laws of the State and who is not a full-time employee of Tenant or Landlord.

Indenture: The Indenture of Trust, dated as of June 1, 2021, between the Landlord and U.S. Bank National Association, St. Paul, Minnesota, as initial Trustee thereunder, pursuant to which the Series 2021A Bonds are issued.

Interest Payment Date: For the Series 2021A Bonds, each December 15 and June 15, commencing June 15, 2022.

Land: The real property subleased to the Tenant under the Ground Lease and described in Exhibit A hereto.

Landlord: Economic Development Authority of the City of Isanti, Minnesota, a public body corporate and politic of the State, its successors and assigns.

Landlord Powers Act: Minnesota Statutes, Sections 469.090 through 469.1082 and all powers granted to the Landlord therein.

Landlord Representative: The Landlord Representative as defined in the Indenture.

Lease: This Lease Agreement and all amendments thereto.

Net Proceeds: Any property insurance proceeds or condemnation award paid with respect to the Project, net of the expenses incurred in the collection thereof.

Non-appropriation: The failure of the governing body of Tenant to appropriate money for any Fiscal Year of Tenant sufficient for the continued performance and discharge by the Tenant of its obligations under this Lease (including Tenant's obligations to make Rental Payments hereunder); provided, that such Non-appropriation shall only be deemed to exist and be effective hereunder if declared in and evidenced by the passage of a resolution of the City Council of the Tenant specifically stating Tenant will no longer appropriate any moneys to pay the Rental Payments due under this Lease for a designated upcoming Fiscal Year and all subsequent Fiscal Years.

Payment Date: Any date on which a Rental Payment is required to be paid as provided in Section 5.1 and as shown on the attached Exhibit B.

Permitted Encumbrances: As of any particular time: (i) liens for taxes and assessments not then delinquent, or which Tenant may, pursuant to provisions of Section 7.3, permit to remain unpaid, (ii) this Lease, the Ground Lease, the Indenture and amendments hereto or thereto, (iii) Landlord's interest in the Project, (iv) any mechanic's, laborer's, materialmen's, supplier's or vendor's lien or right not filed or perfected in the manner prescribed by law, and any such lien which Tenant may, pursuant to Article VIII, permit to remain unpaid, (v) utility, access, and other easements and rights-of-way, restrictions, and exceptions affecting the Land existing as of the date hereof, (vi) such minor defects, irregularities, encumbrances, easements, rights-of-way, and clouds on title as normally exist with respect to property similar in character to the Land and as do not in the aggregate materially impair the property affected thereby for the purposes for which it was acquired, and (vii) building, zoning, and subdivision laws.

Plans and Specifications: The plans and specifications for the Project as in existence on the date of issuance of the Bonds and approved by the Tenant, together with any additions thereto or modifications thereof approved by all such parties.

Principal Payment Date: For the Series 2021A Bonds, each December 15, commencing December 15, 2022.

Project: The Project Improvements, the Project Equipment and the Land which are being leased or, as to the Land, subleased to the Tenant pursuant to this Lease and which are more fully described in the attached Exhibit A.

Project Costs or Cost of the Project or Cost: All costs of purchase, construction and installation of the Project including the following:

(a) fees and expenses of surveyors and engineers for estimates, surveys, soil borings, environmental reports, and soil tests and other preliminary investigations and items necessary for the commencement of construction, preparation of plans, drawings and specifications and supervision of construction, as well as for the performance of all other duties of surveyors and engineers in relation to the acquisition, construction, furnishing or equipping of the Project or the making of this Lease;

(b) all costs and expenses of every nature incurred in constructing and furnishing the Project Improvements and purchasing and installing the Project Equipment, including the actual cost of labor, materials, machinery, furnishings and equipment as may be payable to contractors, builders and materialmen in connection with the construction, furnishing and equipping the Project;

(c) the cost of any insurance and performance and payment bonds maintained during the construction of the Project;

(d) expenses of administration, supervision and inspection properly chargeable to the Project; underwriting expenses, legal fees and expenses, fees and expenses of accountants and other consultants, publication and printing expenses and other fees and expenses which are necessary or incidental and to the making of this Lease and the issuance of the Bonds or to the acquisition, purchase, construction, installation, furnishing and equipping of the Project;

(e) all other items of expenses not elsewhere specified in this definition as may be necessary or incident to: (i) the making of the Ground Lease and this Lease; (ii) the construction, installation, equipping and furnishing of the Project; and (iii) the financing thereof;

(f) reimbursement to Tenant or Landlord or those acting for it for any of the above-enumerated costs and expenses incurred and paid by them before or after the execution of this Lease (subject to the compliance, if applicable, with the "reimbursement regulations," being Treasury Regulations, Section 1.150-2); and

(g) any other costs of the Project described in Section 3.3.

Project Equipment: All items of machinery, equipment, or other personal property installed or acquired or to be acquired for installation in the Project Improvements or elsewhere on the Land in accordance with the Plans and Specifications and paid for in whole or in part from the proceeds of the Bonds, and all replacements thereof and substitutions therefor made pursuant to Sections 6.6 or 8.5.

Project Improvements: The buildings, structures, improvements and fixtures located on or to be purchased, constructed, renovated, bettered, enlarged and otherwise improved on the Land in accordance with the Plans and Specifications, and all additions, alterations, modifications and improvements thereof made pursuant to Sections 6.6 or 8.5, to be used by the Tenant as an public works facility.

Purchase Option Price: The price at which the Tenant may purchase the Project as set forth in Article X.

Rental Payment: The payment due from Tenant to Landlord on each Payment Date during the Term of this Lease, as provided, for the Series 2021A Bonds, in Section 5.1 and shown on the attached Exhibit B (assuming no prepayment or acceleration of the Series 2021A Bonds), and exclusive of payments due under paragraph (e) of Section 5.1, and without giving effect to credits available under said section.

Reserve Fund: The Reserve Fund created pursuant to section 5.03 of the Indenture.

Reserve Requirement. The Reserve Requirement as defined in the Indenture.

Series 2021A Bonds: The $3,280,000 Public Project Lease Revenue Bonds, Series 2021A (City of Isanti, Minnesota, Lease With Option to Purchase Project), dated the Date of Original Issuance.

State: The State of Minnesota.

State and Federal Law or Laws: The Constitution and any law of the State and any rule or regulation of any agency or political subdivision of the State; and any law of the United States, and any rule or regulation of any federal agency.

Tenant: The City of Isanti, a municipal corporation and political subdivision of the State of Minnesota.

Tenant Powers Act: Minnesota Statutes, Section 465.71 and 469.041, as from time to time amended.

Tenant Representative: The City Representative as defined in the Indenture.

Term or Lease Term: The period commencing as of June 1, 2021, and ending on December 15, 2036, subject to earlier termination in accordance with the provisions of this Lease.

Trustee: The Trustee under the Indenture.

Section 1.2. Exhibits.

The following Exhibits are attached to and by reference made a part of this Lease:

Exhibit A: A description of the Land, Project Improvements and Project Equipment being leased by Tenant pursuant to this Lease.

Exhibit B: A schedule indicating the date and scheduled amount of each Rental Payment (respecting the Series 2021A Bonds) coming due during the Lease Term (assuming no optional prepayment or acceleration).

Exhibit C: Form of Draw Request.

ARTICLE II

REPRESENTATIONS, COVENANTS AND WARRANTIES

Section 2.1. Representations, Covenants and Warranties of Tenant. Tenant represents, covenants and warrants as follows:

(a) Tenant is a municipal corporation and political subdivision duly organized and existing under the Constitution and laws of the State.

(b) Tenant is authorized under the Constitution and laws of the State to execute and deliver this Lease and to perform all of its obligations provided hereunder and contemplated hereby.

(c) The officers of Tenant executing this Lease have been duly authorized to execute and deliver this Lease under the terms and provisions of a resolution of Tenant's governing body, or by other appropriate official action.

(d) In authorizing and executing this Lease, Tenant has complied with all open meeting, public bidding and other State and Federal Laws applicable to this Lease and the Tenant.

(e) Tenant will not pledge, mortgage or assign this Lease, or its duties and obligations hereunder to any other person, firm or corporation except as provided under the terms of this Lease.

(f) The Project will be used during the Term of this Lease only to carry out the governmental purposes of Tenant.

(g) During the Term of this Lease, Tenant will not take any action (or suffer any action to be taken or circumstance to exist which is within the power of Tenant to prevent) the effect of which would be (1) to cause the interest on the Bonds to become subject to federal income taxation, including, but not limited to, permitting any entity that is not a Governmental Unit to use, directly or indirectly, any portion of the Project in a trade or business so as to impair the tax-exempt status of the Bonds, all within the meaning of Section 141 of the Code, or (2) to cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code.

(h) The Project will comply with all applicable land use, environmental control, building, subdivision, and zoning ordinances and regulations, if any, and will be constructed wholly within the boundaries of the Land.

(i) The execution and delivery hereof, the compliance with the terms and conditions hereof, and the consummation of the transactions contemplated hereby, do not and will not conflict with or result in a breach of the terms, conditions, and provisions of any restriction or any agreement or instrument to which the Tenant is now a party or by which the Tenant is bound, or constitute a default under any of the foregoing.

(j) There is no litigation, action, suit or proceeding pending (or to the best of Tenant's knowledge, threatened) before any court, administrative agency, arbitrator or governmental body that challenges (1) the authority of Tenant or its officers or its employees to enter into this Lease, the Bond Purchase Agreement, or the Ground Lease, (2) the proper authorization, approval and/or execution of this Lease and other documents contemplated hereby, (3) the ability of Tenant otherwise to perform its obligations under this Lease, the Bond Purchase Agreement or the Ground Lease and the transactions contemplated hereby, or (4) the issuance of the Series 2021A Bonds by the Landlord.

(k) The Tenant has reviewed the Indenture respecting the Series 2021A Bonds and hereby consents to the terms of the Indenture and agrees to be bound by and to discharge any obligations specifically imposed upon the Tenant pursuant to the terms of the Indenture.

(l) The Tenant covenants, notwithstanding any termination of this Lease (whether arising pursuant to an Event of Default, a Non-appropriation or otherwise), that it will use its best efforts to assist the Landlord and/or the Trustee in re-leasing and/or selling the Project.

(m) The Tenant certifies that this Lease is a "triple net" lease that requires the Tenant to pay all expenses, taxes, fees, insurance premiums, rebate payments, reserve deposits and costs associated with the Project and this Lease without the right of offset.

Section 2.2. Representations, Covenants and Warranties of Landlord. Landlord represents, covenants and warrants as follows:

(a) Landlord is a public body corporate and politic and a political subdivision, duly organized and existing under the laws of the State and has power to enter into this Lease and by proper action has duly authorized the execution of this Lease.

(b) The Project constitutes an authorized economic development project under the Act.

(c) The governing body of Landlord has determined that the Project will promote the public interest and welfare of the State of Minnesota and the City and the people thereof through the provision of public facilities required for the purpose of providing various services to the City residents within the City.

(d) The acquisition and construction of the Project, the issuance and sale of the Series 2021A Bonds, the execution and delivery of this Lease and the performance of all covenants and agreements of the Landlord contained in this Lease have been duly authorized by the Bond Resolution.

(e) Landlord has not made, done, executed or suffered and warrants that it will not make, do, execute or suffer any act or thing whereby its Landlord's interest in the Project shall or may be impaired or changed or encumbered, except as provided in the Indenture.

(f) To finance the Cost of the Project, Landlord proposes to issue the Series 2021A Bonds.

(g) There is no litigation pending or to the best of Landlord's knowledge threatened against Landlord relating to the Indenture, the Bond Purchase Agreement, the Ground Lease, the acquisition, equipping, installation, construction or financing of the Project or to the Series 2021A Bonds or to this Lease or questioning the organization, powers or authority of Landlord to perform its obligations hereunder.

(h) The execution and delivery of this Lease, the fulfillment of or compliance with the terms and conditions hereof, and the consummation of the transactions contemplated hereby do not conflict with or result in a breach of the terms, conditions or provisions of any restriction or any agreement or instrument to which Landlord is now a party or by which Landlord is bound or constitute a default under any of the foregoing, or result in the creation or imposition of any lien, charge or encumbrance whatsoever upon any of the property or assets of Landlord, or upon the Project, except Permitted Encumbrances.

ARTICLE III

ACQUISITION AND CONSTRUCTION OF PROJECT

Section 3.1. Agreement to Construct the Project. Subject to the provisions of Section 3.6, the Landlord shall (1) construct, equip, better, install and otherwise complete the Project, or causing the same to occur, and, subject to the terms and conditions of this Lease, which terms and conditions the Landlord determines to be necessary, desirable and proper, or (2) provide for and make all decisions with respect to such construction, equipping, installation and completion of the Project. The Landlord hereby agrees to act and do all things, to perform all acts and agreements hereinabove described in this section and to bring any actions or proceedings against any person as the Landlord shall deem proper; and the Landlord further agrees that it will, in accordance with the requirements set forth in this article, cause the construction, equipping, installation and completion of the Project to occur. The parties hereto agree that, as between the Landlord and the Tenant, the Landlord shall have the sole right of possession and use of the Project for the purpose of causing the construction, installation, completion, operation and maintenance of the Project.

Subject to the provisions in Section 12.2, and all authority hereby conferred, are granted and conferred irrevocably in connection with the construction, equipping, installation, operation and maintenance of the Project which shall not be terminated prior thereto by act of the Landlord or of the Tenant. The Tenant agrees that title to Tenant's interest in any equipment, fixtures or other personal property financed by the Bonds which are to be affixed to the Project to be acquired after issuance of Bonds shall pass to the Landlord at the time such equipment, fixtures or other personal property is delivered to the Project. All warranties and guarantees of all contractors, subcontractors, suppliers, architects and engineers for the furnishing of labor, materials or equipment or supervision or design in connection with the Project Costs and any rights or causes of action arising from or against any of the foregoing are assigned to the Landlord.

The Landlord agrees to cause the Project and all other facilities and equipment necessary in connection therewith to be substantially acquired, constructed and installed on or before _____.

Section 3.2. Agreement to Issue Bonds; Application of Bond Proceeds. In order to provide funds for payment of Project Costs, the Landlord will issue and deliver to the initial purchaser thereof the Series 2021A Bonds and the Landlord will deposit the proceeds of the Series 2021A Bonds in the Bond Fund, the Reserve Fund, and the Construction Fund as provided in the Indenture.

Section 3.3. Disbursements from the Construction Fund. The Landlord has, in the Indenture, authorized and directed the Trustee to use the moneys in the Construction Fund to pay, or to reimburse the Landlord, for payments made, for the following costs and for the following purposes:

(1) All Project Costs, including the costs of acquiring, constructing, and equipping the Project, including costs of labor and materials and other charges from architects, engineers,

contractors, builders and material suppliers in connection with the design, planning, acquisition, installation and construction of the Project, and including the reasonable expenses of any employees of the Landlord performing any such functions (provided said employee costs are properly chargeable as a capital cost of the Project);

(2) Interest accruing upon the Series 2021A Bonds prior to the Completion Date and not covered by proceeds of the Series 2021A Bonds and earnings thereon deposited in the Bond Fund, and any interest which has accrued for any interim financing obtained by the Landlord incident to the acquisition, installation and construction of the Project before the Series 2021A Bonds are delivered to the initial purchaser thereof;

(3) The cost of any indemnity and surety bonds obtained in connection with the Project, the fees and expenses of the Trustee during construction, taxes and other municipal governmental charges levied or assessed during construction upon the Project or any property acquired therefor, and the premiums for insurance, if any, in connection with the Project during construction;

(4) The cost of acquisition and installation of equipment for completion or operation of the Project;

(5) Fees and expenses of engineers and architects for surveys and estimates and other preliminary investigations, preparation of plans and specifications, and supervising acquisition, installation and construction, as well as for the performance of all other duties of engineers and architects, as are specifically required in relation to the acquisition, installation and construction of the Project or the issuance of Bonds therefor;

(6) Expenses of administration, supervision and inspection properly chargeable to the Project, any administrative fees of the Landlord, legal expenses and fees, fiscal consultant expenses and fees, financing charges, cost of audits and of preparing, offering and issuing the Bonds, and initial and transaction fees and any expenses of the Trustee, incident to the acquisition, installation, construction and financing of the Project; and also

(7) Any other obligation or expense heretofore or hereafter incurred by the Landlord or the Tenant in connection with the acquisition, installation, equipping and construction of the Project.

All moneys in the Construction Fund (including moneys earned pursuant to the provisions of Section 3.8) remaining after the Completion Date and payment in full of the items provided for in the preceding subsections (1) to (7), inclusive, of this section, then due and payable, shall be deposited in the Bond Fund, as provided in the Indenture, and credited against amounts of Rental Payments due or to become due; provided that amounts approved by the Landlord Representative, as to Project Costs, shall be retained by the Trustee in the Construction Fund for payment of Project Costs not then due and payable but reasonably foreseen.

Each of the payments referred to in this section shall be made only upon the written order of the Landlord Representative as to the Project Costs; provided, that interest accruing on the Bonds during construction may be paid without an order of the Landlord Representative.

Before any of the payments referred to in the preceding subsections of this section (other than (2)) may be made, the Landlord Representative, as to the Project Costs, shall certify to the Trustee with respect to each such payment by submitting the form of Draw Request attached hereto as Exhibit C: (a) that none of the items for which the payment is proposed to be made has theretofore been paid from the Construction Fund and (b) that each item for which the payment is proposed to be made is or was necessary in connection with the Project and is or was a Project Cost. In the case of any contract providing for the retention of a portion of the contract price, there shall be paid from the Construction Fund only the net amount remaining after deduction of any such portion.

Section 3.4. Obligation of the Parties to Cooperate in Furnishing Documents to Trustee. The Landlord agrees to cooperate in furnishing to the Trustee the documents referred to in Section 3.3 that are required to effect payments out of the Construction Fund and to cause such orders to be directed by the Landlord Representative, and to the Trustee as may be necessary to effect payments out of the Construction Fund in accordance with Section 3.3. Such obligation is subject to any provision of this Lease or the Indenture requiring additional documentation with respect to payments and shall not extend beyond the moneys in the Construction Fund available for payment under the terms of the Indenture.

Section 3.5. Establishment of Completion Date. The Completion Date shall be evidenced to the Trustee by a certificate signed by the Landlord Representative stating that construction of the Project has been completed in accordance with the Plans and Specifications and all labor, services, materials and supplies used in such construction, acquisition and installation have been paid for.

Section 3.6. Landlord Required to Pay Project Costs in Event Construction Fund Insufficient. In the event that, after the Series 2021A Bonds have been issued, the moneys in the Construction Fund available for payment of the Project Costs should not be sufficient to pay all costs required to complete the Project in accordance with the Plans and Specifications, the Landlord agrees, for the benefit of the Tenant and the Holders of the Series 2021A Bonds, to complete the Project and the Landlord shall pay the Costs thereof directly or by causing to be deposited in the Construction Fund such amounts as are necessary and sufficient for payment of the balance of the Project Costs, and to this end Landlord shall promptly perform its obligations. The Tenant does not make any representation or warranty, either express or implied, that the moneys which will be paid into the Construction Fund and which will be available for payment of the Project Costs will be sufficient to pay all such Costs. The Landlord agrees that if after exhaustion of the moneys of the Construction Fund the Landlord should pay any portion of the Project Costs pursuant to the provisions of this Section, Landlord shall not be entitled to any reimbursement therefor from the Tenant, the Trustee, or the Holders of any of the Series 2021A Bonds or be entitled to any diminution in or postponement of the amounts payable under Section 5.1 or 5.3.

Section 3.7. Remedies to be Pursued Against Contractors and Subcontractors and Their Sureties. In the event of default of any Contractor or subcontractor under any contract made by it in connection with the Project or in the event of breach of warranty with respect to any materials, workmanship, or performance guaranty, the Landlord will promptly proceed, either separately or in conjunction with others, to exhaust the remedies of the Tenant or the Landlord

against the Contractor or subcontractor so in default and against each such surety for the performance of such contract. The Landlord agrees to advise the Tenant of the steps it intends to take in connection with any such default. If the Landlord shall so notify the Tenant, the Landlord may, at its own expense and in its own name or in the name of the Tenant, prosecute or defend any action or proceedings or take any other action involving any such Contractor, subcontractor or surety which the Landlord deems reasonably necessary, and in such event the Tenant hereby agrees to cooperate fully with the Landlord and to take all action necessary to effect the substitution of the Landlord for the Tenant in any such action or proceeding. Any amounts recovered by way of damages, refunds, adjustments or otherwise in connection with the foregoing, after deduction of expenses incurred in such recovery, prior to the Completion Date shall be paid into the Construction Fund or, if recovered after the Completion Date and full disposition of the Construction Fund in accordance with Section 3.3, shall be paid into the Bond Fund.

Section 3.8. Investment of Construction Fund and Reserve Fund Moneys Permitted. Any moneys held as a part of the Construction Fund and Reserve Fund shall at the written request of the Landlord Representative as to the Construction Fund be invested or reinvested by the Trustee in Qualified Investments. The type, amount and maturity of such investments shall be as specified by the Landlord Representative as to the Construction Fund. The Trustee may make any and all investments permitted under this section through or from its own bond department or any of its affiliates. The Landlord covenants that the portion of the Construction Fund representing bond proceeds shall be directed to be invested and deposited only for a temporary period pending the need for expenditure to pay Project Costs, and it further covenants that said portion representing bond proceeds shall not be directed to be invested or used in such manner that any of the Series 2021A Bonds would be "arbitrage bonds" for purposes of Section 148 of the Internal Revenue Code and regulations thereunder. The Landlord and Tenant acknowledge that if the Landlord shall fail to provide written investment directions such amounts shall be held by the Trustee uninvested and the Trustee is relying on any such written investment direction as to the suitability and legality of such directed investment and its compliance with the requirements of Section 5.05 of the Indenture.

The Landlord and Tenant acknowledge that regulations of the Comptroller of the Currency grant the Landlord and Tenant the right to receive brokerage confirmations of the security transactions as they occur. The Landlord and Tenant specifically waive such notification to the extent permitted by law and will receive periodic cash transaction statements which will detail all investment transactions.

Section 3.9. Liens and Encumbrances. The Landlord shall pay, before delinquency, all costs for work done or caused to be done by the Landlord which could result in any lien or encumbrance on the Project or any part thereof, shall keep the title to the Project and every part thereof free and clear of any lien or encumbrance in respect of such work, and shall, to the extent permitted by law, indemnify and hold harmless the Tenant against any claim, loss, costs, demand and legal or other expense, whether in respect of any lien or otherwise, arising out of the supply of materials, services or labor for such work. The Landlord shall immediately notify the Tenant of any lien, claim or lien or other action which affects the title to the Project or any part thereof, and shall cause the same to be removed within five days (or such additional time as the Tenant may permit in writing), failing which the Tenant may take such action as the Tenant deems

necessary to remove the same and the entire costs thereof shall be immediately due and payable by the Landlord to the Tenant; provided, however, that the Landlord may in good faith contest any mechanic's lien by appropriate proceedings if (i) the contest does not involve the imminent threat of forfeiture, sale or disturbance of the Project or any part thereof and (ii) the Landlord provides such security as the Tenant or the Trustee, or both may reasonably request. The Tenant shall not, without Landlord's prior written consent, which consent may be withheld in the Landlord's absolute discretion, encumber its interest in the Project or any part thereof.

ARTICLE IV

TERM OF LEASE

Section 4.1. Lease Term. Landlord hereby leases the Project to Tenant, and Tenant hereby leases, or in the case of the Land, subleases the Project from Landlord upon the terms and conditions set forth in this Lease. This Lease shall be in effect for a Lease Term commencing upon the date of this Lease and ending on the date the last Rental Payment is due and payable as shown in Exhibit B unless terminated by Tenant at the end of any Fiscal Year of Tenant occurring prior thereto in accordance with Section 4.3, or unless terminated as provided in Section 4.6.

Section 4.2. Possession and Enjoyment. Landlord hereby covenants to provide Tenant during the Term of this Lease with the quiet use and enjoyment of the Project and Tenant shall during the Term of this Lease peaceably and quietly have and hold and enjoy the Project, without suit, trouble or hindrance from Landlord, except as expressly set forth herein. Landlord will, at the request of Tenant and at Tenant's cost, join in any legal action in which Tenant asserts its right to such possession and enjoyment to the extent Landlord lawfully may do so.

Section 4.3. Termination by Tenant. In the sole event of Non-appropriation, Tenant shall have the right to terminate this Lease, in whole but not in part, at the end of any Fiscal Year of Tenant, in the manner and subject to the terms specified in this section and in Sections 4.5 and 4.6. Tenant may effect such termination by giving Landlord and the Trustee a written notice of termination and by paying to Landlord any Rental Payments and any other amounts due pursuant to Section 4.5 which are due and have not been paid and any other amount due pursuant to Section 4.5 at or before the end of its then current Fiscal Year. Tenant shall give written notice to the Trustee and the Landlord of any such termination not less than ninety days prior to the end of such Fiscal Year. If the Landlord and the Trustee are not delivered a written notice of an event of Non-appropriation with a certified copy of a resolution of the City Council of the Tenant stating that Tenant will no longer appropriate any moneys to pay the Rental Payments due under this Lease, not less than ninety days prior to the end of a fiscal year then an event of Non-appropriation is deemed not to have occurred. In the event of termination of this Lease as provided in this section, Tenant shall convey to Landlord and release its interest under this Lease in the Project in accordance with Section 12.3 immediately after termination of this Lease.

Section 4.4. Intent to Continue Lease Term; Appropriations and Property Taxes. Tenant presently intends to continue this Lease for its entire Term and to pay all Rental Payments. The Tenant covenants that the chief financial official and/or other appropriate official of the Tenant will include in the officer's annual budget for each Fiscal Year and thereby request an appropriation by Tenant's City Council of an amount sufficient to meet Tenant's obligations under this Lease. To provide sufficient funds to pay the Rental Payments due hereunder, subject to the provisions in Section 4.3, Tenant shall include in each annual budget an appropriation sufficient, and shall levy such taxes as may be necessary, when combined with any other appropriated and available funds, to make the Rental Payments.

Section 4.5. Effect of Termination. Upon any termination of this Lease as described in Section 4.3, Tenant shall not be responsible for the payment of any additional Rental Payments

coming due with respect to succeeding Fiscal Years. If Tenant does not deliver possession of the Project to Landlord in accordance with Section 12.3 and convey to Landlord or release its interest under this Lease in the Project immediately upon the termination of this Lease, the termination shall nevertheless be effective, but Tenant shall be responsible for the payment of damages in an amount equal to the amount of the Rental Payments coming due which are attributable to the number of days after termination of this Lease during which Tenant fails to take such actions and for any other loss suffered by Landlord as a result of Tenant's failure to take such actions as required. Termination of this Lease for any reason shall not terminate Tenant's obligations under Sections 2.1, 6.5 or 6.6 or relieve Tenant from any liability for the nonperformance of any covenant in those sections or for any inaccuracy in the representations contained in Section 2.1.

Section 4.6. Termination of Lease Term. The Term of this Lease will terminate upon any termination hereof by Tenant described in Section 4.3, upon a default by Tenant and Landlord's election to terminate this Lease pursuant to Article XII, or upon the Tenant's exercise of its option to purchase the Project pursuant to Article X and Tenant's payment of the Purchase Option Price. Upon Tenant's purchase of the Project, this Lease and the Ground Lease shall terminate and the Tenant thereupon shall become entitled to the Project **AS IS, WITHOUT WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR FITNESS FOR THE USE CONTEMPLATED BY TENANT**, except that the Project shall not be subject to any lien or encumbrance created by or arising through Landlord, other than Permitted Encumbrances. To evidence the foregoing, the Landlord shall, at the request and expense of Tenant, execute such documents as the Tenant reasonably determines are required to convey and release to the Tenant, any and all of Landlord's remaining right, title and/or interest in and to the Project.

ARTICLE V

RENTAL PAYMENTS

Section 5.1. Rental Payments. Subject to Tenant's exercise of its option to purchase the Project or prepay in part Rental Payments pursuant to Article X, and payment of the Purchase Option Price, Tenant shall:

(a) On or before the date identified on Exhibit B pay the Rental Payments as set forth on Exhibit B.

(b) The Tenant shall have a credit against each Rental Payment to the extent of any investment earnings which are available and which are in excess of amounts otherwise required to pay principal of or interest on the Series 2021A Bonds or to cure any deficiency in the Reserve Fund.

(c) In the event the Tenant shall have paid Rental Payments with respect to a Rental Payment Date, but the funds on deposit in the Bond Fund are nevertheless insufficient to pay such principal, premium (if any) and interest on the Bonds then due or to become due on such Interest Payment Date, the Tenant will forthwith pay as Rental Payments the amount of the deficiency

(d) If, for any reason, the balance in the Reserve Fund is less than the Reserve Requirement, the Tenant shall, upon request of the Trustee made under Section 5.03(d) of the Indenture, immediately pay to the Trustee, for deposit in the Reserve Fund, an amount sufficient to restore the Reserve Fund to the Reserve Requirement. If sums are transferred from the Reserve Fund to the Bond Fund under Section 5.03(c) of the Indenture, the Tenant shall make a semiannual Rental Payment as described in Section 5.03(d) of the Indenture.

(e) The Tenant shall also have a credit against its Rental Payment obligations under this section to the extent of funds transferred from the Reserve Fund to the Bond Fund to make the last payments due on Outstanding Bonds, as described in Section 5.03(f) of the Indenture.

Section 5.2. Place of Payment of Rental Payments. The Rental Payments provided for in Section 5.1 shall be paid directly to the Trustee at its corporate trust office for the account of Tenant for deposit in the Bond Fund or Reserve Fund, as provided in the Indenture.

Section 5.3. Additional Rental Payments. The Tenant shall pay Additional Rental Payments as follows:

(a) To the Trustee, for itself or remittance to the paying agents, promptly after being billed, until the principal of and interest on the Bonds shall have been fully paid or provision for the payment thereof shall have been made in accordance with the provisions of the Indenture, (i) an amount equal to the annual fee of the Trustee as trustee, for the ordinary services of the Trustee rendered and its ordinary expenses incurred under the Indenture during the preceding billing period, (ii) the fees and charges of paying agents, authenticating agents, and registrars on the Bonds for acting as paying agent, authenticating agent, and registrar as provided in the Indenture, as and when the same become due, and (iii) the fees and charges of the Trustee for

necessary extraordinary services rendered by it and extraordinary expenses incurred by it under the Indenture, as and when the same become due, other than the fees and charges which were required by reason of the gross negligence or willful default of the Trustee under the Indenture; provided, that the Tenant may, without creating a default hereunder, contest in good faith the necessity for any such extraordinary services and extraordinary expenses and the reasonableness of any such fees, charges or expenses; and

(b) To the Trustee or Landlord, as the case may be, upon demand, any amounts advanced by the Trustee for the account of the Tenant or the Landlord under the Indenture or advanced by the Landlord under this Lease; and

(c) To the Treasurer of Isanti County, or other appropriate authority or official for the account of the Tenant and before the same become delinquent or any penalty attaches, all taxes, special assessments, or other governmental charges imposed on or with respect to the Project or any part thereof, subject to Section 7.3; and

(d) To the Landlord, all reasonable expenses incurred by the Landlord in connection with the transactions contemplated hereby which are not otherwise required to be paid by the Tenant under the terms of this Lease; and

(e) All other costs and expenses specifically required to be paid by the Tenant or Landlord under the terms of this Lease or the Indenture.

(f) To the Landlord, upon its request or the request of the Trustee, any amount of arbitrage profit required to be rebated to the United States under Section 6.07 of the Indenture.

Section 5.4. Rental Payments to be Unconditional. Except as provided in Section 4.3, the obligation of Tenant to make Rental Payments required hereunder, and to perform and observe all other covenants and agreements of Tenant contained herein, shall be absolute and unconditional in all events and the obligation to make such Rental Payments shall remain notwithstanding any dispute between Tenant and Landlord or any other person unless the Landlord shall violate the Tenant's right to quiet enjoyment of the Project to such a degree that Tenant no longer enjoys its right of possession to the Project. Tenant shall make all Rental Payments and other payments required hereunder when due and shall not withhold any Rental Payment or other payment pending final resolution of such dispute and Tenant shall not assert any right of setoff or counterclaim against its obligation to make such Rental Payments or other payments required under this Lease. Tenant shall have the right pursuant to Section 7.3 to in good faith contest taxes, special assessments, utility or other charges in accordance with the provisions of Section 7.3. However, nothing herein shall be construed to release Landlord from the performance of its obligations hereunder; and if Landlord should fail to perform any such obligation, Tenant may institute such legal action against Landlord as Tenant may deem necessary to compel the performance of such obligation or to recover damages therefor.

Section 5.5. Current Expense. The obligations of Tenant under this Lease, including its obligation to pay the Rental Payments due with respect to the Project, in any Fiscal Year for which this Lease is in effect, shall constitute a current expense of Tenant for such Fiscal Year. The Tenant's obligations hereunder shall be from year to year only and shall not constitute an

indebtedness, liability or mandatory payment obligation of Tenant in any ensuing Fiscal Year beyond the then current Fiscal Year. No provision herein shall be construed or interpreted as creating a general obligation or other indebtedness of the Tenant within the meaning of any constitutional or statutory debt limitation. Except for the lien herein created in the Project and the proceeds thereof, nothing herein shall be construed to pledge or to create a lien on any taxes or on any other class or source of money of the Tenant, nor shall any provision herein restrict the future issuance of any bonds of the Tenant or obligations payable from any class or source of Tenant moneys.

ARTICLE VI

INSURANCE AND INDEMNIFICATION

Section 6.1. Liability Insurance. The Tenant shall, at its own expense, cause comprehensive liability and property damage insurance to be carried and maintained with respect to the activities to be undertaken by and on behalf of the Tenant in connection with the use of the Project substantially the same as insurance carried by the Tenant with respect to other governmental activities.

Section 6.2. Property Insurance. The Tenant shall cause casualty and property damage insurance to be carried and maintained with respect to the Project in an amount at least equal to the replacement value of the Project with a deductible not to exceed the deductible carried by the Tenant with respect to other similar governmental buildings (except that during construction of the Project, builders risk insurance, full value of completed structure - all risk coverage, may be substituted for property insurance required for that portion of the Project). Such coverage must apply exclusively to the Project and must be available to repair/rebuild the Project under all circumstances after the occurrence of an insured peril. Full payment of insurance proceeds up to the required policy dollar limit in connection with damage to the Project shall, under no circumstances, be contingent on the degree of damage sustained at other facilities owned or leased by the Tenant. The policy must explicitly waive any co-insurance penalty.

Section 6.3. Worker's Compensation Insurance. If required by State law, Tenant shall carry Worker's Compensation Insurance covering all employees on, in, near or about the Project, and upon request, shall furnish to Landlord certificates evidencing such coverage throughout the Term of this Lease.

Section 6.4. Requirements For All Insurance. All insurance policies (or riders or endorsements to existing policies) required by this Article shall be taken out and maintained with responsible insurance companies organized under the laws of one of the states of the United States and qualified to do business in the State and rated A by Best or in the two highest categories of Standard and Poor's and Moody's and shall contain a provision that the insurer shall not cancel or revise coverage thereunder without giving written notice to the insured parties at least thirty days before the cancellation or revision becomes effective. All insurance policies or riders required by Sections 6.1 and 6.2 shall name Tenant, Landlord and Trustee as insured parties and, with respect to the property insurance, shall also name the Landlord and Trustee as loss payees. During the period of completion of the Project, the requirement that Landlord and Trustee be named as an insured party under the liability insurance may be satisfied by having Landlord and Trustee named as additional insureds under the liability insurance policy carried by the general Contractor. Tenant shall annually deposit with the Trustee a certificate of the Tenant stating that the insurance it carries for the Project is in full force and effect and complies with Article VI of this Lease. Before the expiration of any such policy (or rider), Tenant shall furnish to Landlord evidence that the policy has been renewed or replaced by another policy conforming to the provisions of this Article. The Trustee has no duty or obligations to determine the sufficiency of such insurance requirements.

Section 6.5. Indemnification; Hazardous Substance.

(1) Tenant assumes all risks and liabilities, whether or not covered by insurance, for loss or damage to the Project or any portion thereof and for injury to or death of any person or damage to any property, in any manner arising out of or incident to any possession, use, operation or condition of the Project or any portion thereof, whether such injury or death be with respect to agents or employees of Tenant or of third parties, and whether such property damage be to Tenant's property or the property of others. To the maximum extent permitted by law, Tenant hereby assumes responsibility for and agrees to indemnify, protect, save and keep harmless Landlord and the Trustee from and against any and all liabilities, obligations, losses, damages, penalties, claims, actions, costs and expenses (including reasonable attorney's fees) of whatsoever kind and nature, imposed on, incurred by or asserted against Landlord or the Trustee that in any way relate to or arise out of the possession, use, operation or condition of the Project or the financing related thereto, unless caused by Landlord, the Trustee or their agents.

(2) To the maximum extent permitted by law, the Tenant hereby agrees to defend, indemnify and hold harmless Landlord, the Trustee and their officers, employees, agents, successors and assigns (hereinafter collectively referred to as the "Indemnitees") from and against, and shall reimburse each such Indemnitees for, any and all loss, claim, liability, damage, judgment, penalty, injunctive relief, injury to person, property or natural resources, cost, expense, action or cause of action arising in connection with or as the result of any past, present or future existence, use, handling, storage, transportation, manufacture, release or disposal of any Hazardous Substance in, on or under the Land, whether foreseeable or unforeseeable, regardless of the source, the time of occurrence or the time of discovery (hereafter collectively referred to as "Loss"). The foregoing indemnification against Loss includes, without limitation, indemnification against all costs in law or in equity of removal, response, investigation, or remediation of any kind, and disposal of such Hazardous Substances, all costs of determining whether the Land is in compliance with, and of causing the Land to be in compliance with, all applicable Environmental Laws, all costs associated with claims for damages to persons, property, or natural resources, and the Indemnitees' reasonable attorneys' and consultants' fees, court costs and expenses incurred in connection with any thereof.

(3) The obligations of Tenant to indemnify the Indemnitees shall survive satisfaction and payment in full of the Bonds, and termination of this Lease or the Landlord or Trustee reacquiring possession of the Land under the Ground Lease. The rights of the Indemnitees hereunder shall be in addition to any other rights and remedies which the Indemnitees may have against the Land and the Tenant under this Lease or any other document or at law or in equity.

(4) Notwithstanding anything in this Lease to the contrary, if Landlord should, after subleasing the Land to the Tenant as provided herein, subsequently terminate this Lease and reacquire possession of the Land under the Ground Lease (the date on which this event occurs being the "Termination Date"), the indemnifications described in this section shall not apply to any Loss incurred by Landlord or the Trustee as a direct result of affirmative actions of the Landlord or the Trustee after Landlord or the Trustee has terminated this Lease and acquired possession of the Land under the Ground Lease if such affirmative actions of the Landlord or the Trustee are the sole and direct cause of the introduction and initial release of a Hazardous Substance in, on or under the Land; provided, however, that the Tenant shall bear the burden of

proof that the introduction and initial release of such Hazardous Substance (i) occurred subsequent to the Termination Date, (ii) did not occur as a result of any action of the Tenant, and (iii) did not occur as a result of a continuing migration or release of any Hazardous Substance introduced prior to the Termination Date in, on, under or near the Project.

(5) Except as expressly provided for in this section, the indemnifications provided herein shall remain in full force and effect, including, without limitation, with respect to Hazardous Substances which are discovered or released in, on or under the Land after the Termination Date, and with respect to the continuing migration or release of any Hazardous Substance previously introduced in, on, under or near the Land. The foregoing limitations shall not affect or impair any rights, remedies or claims the Landlord or the Trustee may have outside the scope of this indemnity, at law or in equity, with respect to the Tenant or others.

Section 6.6. Damage to or Destruction or Condemnation of Project. If after the execution of this Lease all or any part of the Project is lost, stolen, condemned, destroyed or damaged, or taken by condemnation, Tenant shall as soon as practicable after such event restore and/or replace (as in the case may be required), or cause to be restored and/or replaced, the same at Tenant's sole cost and expense such restoration or replacement to be of equal or greater value to the Project or the applicable portion thereof immediately prior to the time of the loss occurrence or condemnation, whereupon such restoration or replacement shall be substituted in this Lease by appropriate endorsement, if necessary. By way of example but not limitation, restoration shall include any demolition, clearance or other clean-up or safety measures reasonably required in connection with any casualty, destruction or other loss of any portion of the Project. The Net Proceeds payable with respect to the loss may be applied towards the costs of such replacement or restoration.

ARTICLE VII

OTHER OBLIGATIONS OF TENANT

Section 7.1. Use; Permits. Tenant shall exercise due care in the construction, use, operation and maintenance of the Project, and shall not install, use, operate or maintain the Project improperly, carelessly, in violation of any State and Federal Law or for a purpose or in a manner contrary to that contemplated by this Lease. Tenant shall obtain (or cause to be obtained) all permits and licenses necessary for the construction, operation, possession and use of the Project. Tenant shall comply with all State and Federal Laws applicable to the construction, use, possession and operation of the Project, and if compliance with any such State and Federal Law requires changes or additions to be made to the Project, such changes or additions shall be made by Tenant at its expense.

Section 7.2. Maintenance of Project by Tenant. Tenant shall, at its own expense, maintain, preserve and keep the Project in good repair, working order and condition and shall from time to time make all repairs and replacements necessary to keep the Project in such condition. Neither Landlord nor Trustee shall have any responsibility for any of these repairs or replacements.

Section 7.3. Taxes, Other Governmental Charges and Utility Charges. Except as expressly limited by this section, Tenant shall pay (or cause to be paid) all taxes and other charges of any kind which are at any time lawfully assessed or levied against or with respect to the Project, or which become due during the Term of this Lease, whether assessed against Tenant or Landlord. Tenant shall also pay (or cause to be paid) when due all gas, water, steam, electricity, heat, power, telephone, and other charges incurred in the operation, maintenance, use, occupancy and upkeep of the Project, and all special assessments and charges lawfully made by any governmental body for public improvements that may be secured by a lien on the Project; provided that with respect to special assessments or other governmental charges that may lawfully be paid in installments Tenant shall only be required to pay (or cause to be paid) such installments, during the Term of this Lease as and when the same become due.

Tenant may, at its own expense and in its own name, in good faith contest any such taxes, assessments, utility and other charges and shall notify the Landlord of such good faith contest and, in the event of any such contest, may permit the taxes, assessments, utility or other charges so contested to remain unpaid during the period of such contest and any appeal therefrom but only if (1) nonpayment of any such items will not materially endanger the interest of Landlord in the Project, nor subject to loss or forfeiture the Project or any part thereof, and (2) Tenant files with the Trustee an opinion of Independent Counsel stating in effect that neither event will occur. If both conditions are not satisfied Tenant shall promptly pay such taxes, assessments, utility or other charges or provide Landlord with full security against any loss which may result from nonpayment, in form satisfactory to Landlord.

Section 7.4. Advances. If Tenant shall fail to perform any of its obligations under this Article, Landlord may, but shall not be obligated to, take such action as may be necessary to cure such failure, including the advancement of money, and Tenant shall be obligated to repay all such advances on demand with interest from the date of the advance to the date of repayment.

The interest rate on the advance (1) the rate of interest at which the Landlord borrowed the money advanced or, (2) if the Landlord did not borrow the money, the rate of four percent (4%) per annum.

Section 7.5. Landlord Access to Project. Tenant agrees that Landlord shall have the right at all reasonable times upon reasonable notice to examine and inspect the Project. Tenant further agrees that Landlord shall have such rights of access to the Project as may be reasonably necessary to cause the proper maintenance of any portion of the Project in the event of failure by Tenant to perform its obligations hereunder.

Section 7.6. Transfer of Functions. The Tenant covenants that it will, at all times during the Term of this Lease, use the Project to the fullest extent possible in the governmental functions of the Tenant. The Tenant further covenants that, to the extent it may lawfully do so under the laws of the State of Minnesota, and to the extent it would not obviate the Tenant's right to terminate this Lease at the end of any Fiscal Year, it will not transfer any governmental functions from the Project to any other location during the Term of this Lease and will not otherwise eliminate or diminish the use of the Project by the Tenant in its governmental functions unless the Tenant promptly replaces such governmental functions with other functions or programs of the Tenant which will be substituted at the Project for the transferred functions for the remaining Term of this Lease.

ARTICLE VIII

TITLE

Section 8.1. Title. During the Term of this Lease title to the Project and any and all repairs, replacements, substitutions and modifications to it under Sections 6.6 or 8.5 shall be in the Landlord. Upon any termination of this Lease described in Section 4.3 or upon a default by Tenant and Landlord's election to terminate this Lease pursuant to Article XII, Tenant shall have no further interest in the Project under this Lease. In such event Tenant shall execute and deliver to Landlord such documents as Landlord may request to evidence the termination of this Lease; and upon request by Landlord, Tenant shall deliver possession of the Project to Landlord, in accordance with Section 12.3.

Section 8.2. Security Interest. The Tenant hereby grants to the Landlord a security interest in all portions of the Project that are deemed personal property or fixtures pursuant to applicable law, the proceeds thereof and all repairs, replacements, substitutions and modifications thereto or thereof made pursuant to Section 8.5 and a security interest in the proceeds of all insurance policies, in order to secure Tenant's payment of all Rental Payments due during the Term of this Lease and the performance of all other obligations herein to be performed by the Tenant. The Tenant will cause to be executed, filed and recorded all instruments, including financing statements and continuation statements, and will perform such acts as are required to establish and maintain a valid and perfected security interest in such portions of the Project.

Section 8.3. Liens. During the Term of this Lease, Tenant shall not, directly or indirectly, create, incur, assume or suffer to exist any mortgage, pledge, lien, charge, encumbrance or claim on or with respect to the Project, other than the respective rights of Landlord and Tenant as herein provided and Permitted Encumbrances. Except as expressly provided in Section 7.3 and this Article, Tenant shall promptly, at its own expense, take such action as may be necessary to duly discharge or remove any such mortgage, pledge, lien, charge, encumbrance or claim if the same shall arise at any time; provided that if any such lien for labor or materials is established against the Project and Tenant shall first notify Landlord of Tenant's intention to do so, Tenant may in good faith contest any such lien, and in such event may permit the lien so contested to remain undischarged and unsatisfied during the period of such contest and any appeal therefrom but only if (1) nonpayment of any such item will not materially endanger the interest of Landlord in the Project and will not subject to loss or forfeiture the Project or any part thereof, and (2) the Tenant files with the Landlord an opinion of Independent Counsel stating in effect that neither event will occur. Tenant shall reimburse Landlord for any expense incurred by Landlord in order to discharge or remove any such mortgage, pledge, lien, charge, encumbrance or claim.

Section 8.4. Installation of Tenant's Equipment. Tenant may at any time and from time to time, in its sole discretion and at its own expense, install items of fixtures, equipment and other personal property in or upon the Project. All such items shall remain the sole property of Tenant, in which Landlord shall have no interest, and may be modified or removed by Tenant at any time provided that Tenant shall repair and restore on a timely basis any and all damage to the Project resulting from the installation, modification or removal of any such items. Nothing in

this Lease shall prevent Tenant from purchasing items to be installed pursuant to this section under a conditional sale or lease-purchase contract, or subject to a vendor's lien or security agreement, as security for the unpaid portion of the purchase price thereof, or from entering into any other loan agreement secured by a lien or security interest in such property provided that no such lien or security interest shall attach to any part of the Project. Landlord and the Trustee shall, at the request and expense of Tenant, execute such releases and other documents as Tenant reasonably determines is necessary to facilitate such purchase or loan and as are consistent with the rights of the parties under this Lease; and as a condition to executing such documents, Landlord and the Trustee may require and in good faith conclusively rely upon a written statement of Tenant that the documents comply with the provisions of this section.

Section 8.5. Modification of Project. Subject to Tenant's rights under Section 8.4, Tenant shall, at its own expense, have the right to make repairs to the Project, and to make repairs, replacements, substitutions and modifications to all or any of the parts thereof. All such work and any part or component used or installed to make a repair or as a replacement, substitution or modification, shall thereafter comprise part of the Project and be subject to the provisions of this Lease. Such work shall not in any way damage the Project or cause it to be used for purposes other than those authorized under the provisions of State and Federal Law or those contemplated by this Lease; and the Project, upon completion of any such work shall be of value which is not less than the value of the Project prior to the commencement of such work. Any property for which a replacement or substitution is made pursuant to this section may be disposed of by Tenant in such manner and on such terms as are determined by Tenant. Landlord shall also at Tenant's expense execute such other releases from the provisions of this Lease for any replacement equipment as Tenant may reasonably request. For purposes of executing any such amendment or document, Landlord and Trustee may require and in good faith conclusively rely upon a written statement of Tenant that such amendment or document complies with the provisions of this section.

Section 8.6. Easements and Utility Access. Tenant may, at Tenant's expense, at any time and from time to time request Landlord to convey an easement affecting the Land to a corporate utility or public body, or any other person, upon written certification by an Independent Engineer that in its opinion the easement is necessary or desirable to provide road or other access or utility service for the Project or other property and will not impair the usefulness of the Project for the purposes contemplated in this Lease and will not destroy the means of ingress therefrom and egress therefrom. No such easement shall result in any abatement of rents or other sums payable by Tenant under this Lease. Landlord will execute the easement and will join in the execution of a supplement to this Lease and the Ground Lease, providing for the subordination of this Lease and the Ground Lease to any such easement; but the subordination shall not become effective until the following items are filed with, and/or where applicable, executed by, the Landlord:

(1) a copy of the easement (or if Section 8.7 is applicable, release) executed or to be executed by Landlord;

(2) a plat or survey of the Land prepared and certified by a registered Minnesota land surveyor, showing the land to be subjected to the easement as described in the easement (or if Section 8.7 is applicable, the land to be released) and the location in relation thereto of all

buildings, structures and permanently installed equipment on the land, and all other easements, roads, tracks and utility installations;

(3) evidence of the authority of the officers executing the lease supplement and easement (or, if Section 8.7 is applicable, the release) on behalf of Landlord and Tenant, including a certified copy of an authorizing resolution of the governing body of Landlord and of Tenant; and

(4) the certificate of the Independent Engineer.

Any money received by Tenant for the easement shall be remitted to the Landlord and credited to the Bond Fund. For purposes of executing the instruments described in this section, Landlord and Trustee may require and in good faith conclusively rely upon a written statement of Tenant that the provisions of this section have been fully satisfied.

Section 8.7. Release of Unimproved Land. Tenant may, at Tenant's expense, at any time and from time to time request Landlord to release from the provisions of this Lease and the Ground Lease any part of the Land on which no building, structure or permanently installed equipment is situated, upon written certification by an Independent Engineer stating that in their opinion the Land proposed to be released is not needed for the operation of the Project for the purposes stated in this Lease, and that the release will not impair the usefulness of the Project for these purposes and will not destroy the means of ingress thereto and egress therefrom. Landlord will join in the execution of a supplement to this Lease providing for the release thereof, subject to the following conditions:

(1) the release shall not become effective until the filing with the Landlord of the following items:

(A) the items described in paragraphs (1) to (4), inclusive, of Section 8.6; and

(B) an opinion of Independent Counsel stating that the above documents satisfy the requirements of this Section and that the release is in appropriate form for execution by the respective parties; and

(2) the Tenant shall not be entitled to any abatement, reduction, or diminution of any rents payable under this Lease.

Section 8.8. Covenant For the Benefit of the Bondholders. Tenant recognizes the authority of the Landlord to pledge all moneys receivable under this Lease, including any proceeds from the sale of all or a part of the Project, as security for the payment of the principal of and interest and redemption premiums, if any, on the Bonds. Each of the terms and provisions of this Lease is a covenant for the use and benefit of the Holders of the Bonds, so long as any thereof shall remain outstanding; and the Trustee shall be deemed, on behalf of the Bondholders, a third party beneficiary of said terms and conditions; but upon payment in full of the Bonds and of all fees and charges of the Trustee, all references in this Lease to the Bonds shall be ineffective, and no Holder of any of the Bonds shall thereafter have any rights hereunder, save and except those that shall have theretofore vested.

ARTICLE IX

PROJECT WARRANTIES

Section 9.1. Selection of Project. The Project and the Contractors have been and are to be selected by Landlord, and Tenant shall have no responsibility in connection therewith, or with respect to the suitability of the Project for the use intended by Landlord or any delay or failure by the Contractors to construct the Project for use by Tenant.

Section 9.2. Construction and Maintenance of Project. Landlord is obligated to construct, inspect or maintain the Project or any portion thereof under any circumstances, such actions shall not be the obligation of Tenant.

Section 9.3. Contractors' Warranties. For and during the Term of this Lease, all of its interest in all Contractors' warranties and guarantees, express or implied, issued on or applicable to the Project, are assigned to the Landlord and the customary services furnished in connection with such warranties and guarantees are to be obtained at Landlord's expense.

Section 9.4. Disclaimer of Warranties. THE PROJECT IS LEASED TO TENANT HEREUNDER AS IS, AND LANDLORD MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR FITNESS FOR THE USE CONTEMPLATED BY TENANT OF THE PROJECT, OR ANY OTHER REPRESENTATION OR WARRANTY WITH RESPECT TO THE PROJECT.

ARTICLE X

PREPAYMENT

Section 10.1. When Available. Tenant shall have the option to purchase Landlord's interest in the Project on December 15, 2029, and any date thereafter, for a Purchase Option Price equal to the principal amount of the Bonds outstanding and accrued interest to the next day on which they may be called for redemption, plus past due Rental Payments, and only in the manner provided in this Article.

Section 10.2. Exercise of Purchase Option. Tenant shall give notice to Landlord and Trustee of its intention to exercise its purchase option not less than forty-five days prior to the date on which the option is to be exercised and shall deposit with the Trustee on the date of exercise an amount equal to all Rental Payments and any other amounts then due or past due and the applicable Purchase Option Price. The purchase shall be on the date on which the option is to be exercised at the office of Landlord.

Section 10.3. Release of Landlord's Interest. Upon exercise by Tenant of its option to purchase Landlord's interest in the Project and payment of the Purchase Option Price, this Lease and the Ground Lease shall terminate and Tenant thereupon shall become entitled to the Project AS IS, WITHOUT WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR FITNESS FOR THE USE CONTEMPLATED BY TENANT, except that the Project shall not be subject to any lien or encumbrance created by or arising through Landlord other than Permitted Encumbrances. To evidence the foregoing, Landlord and Trustee, as agent for and on behalf of the Bondholders, shall, at the request and expense of Tenant, execute such documents as Tenant reasonably determines are required to convey and release to Tenant, any and all of their remaining right, title and/or interest in and to the Project.

Section 10.4. Defeasance. Tenant shall have the option to provide for the payment of the Rental Payments (and, if applicable, the Purchase Option Price) by the deposit with the Trustee in escrow on behalf of the holders of the Bonds of cash or securities for which the full faith and credit of the United States are pledged for the payment of principal and interest or which are guaranteed as to payment of principal and interest by the United States, in an amount sufficient (together with interest earnings thereon) to provide for payment of said Rental Payments (and, if applicable, the Purchase Option Price) prior to their respective Payment Dates as provided in Section 5.1 through their final maturity date, or such earlier date upon which an option to purchase would have been exercisable by Tenant; provided that such earlier date is designated by Tenant as the date on which the applicable Purchase Option Price shall be paid; and provided further that Tenant files with Landlord and Trustee an opinion of Bond Counsel stating in effect that such defeasance will not impair the tax exempt status of the Bonds. Upon exercise by Tenant of this option, this Lease and the Ground Lease shall terminate and, at the request and expense of Tenant, Landlord and Trustee shall convey and release their interest in the Project as provided in Section 10.3. For purposes of executing such release both the Landlord and Trustee may in good faith conclusively rely upon a report of an independent certified public accountant stating in effect that the sums held in escrow satisfy the payment requirement set forth in this section.

Section 10.5. Partial Prepayment or Defeasance. Tenant shall have the option to prepay on December 15, 2029, or any date thereafter a portion of any Rental Payment selected by the Tenant and scheduled to become due under this Lease. The Tenant shall also have the option to provide for the payment or prepayment, in increments, of a portion of Rental Payments scheduled to become due under this Lease by depositing in escrow with the Trustee sufficient funds for that purpose, in the manner and subject to the conditions set forth in Section 10.4 as if (a) those Rental Payments to be paid or prepaid were the only Rental Payments then scheduled to become due under this Lease and (b) any of the Rental Payments to be prepaid were the Purchase Option Price.

Section 10.6. Exercise of Partial Prepayment or Defeasance Option. Tenant shall give notice to Landlord and Trustee of its intention to exercise its option to partially prepay Rental Payments or defease its Rental Payment obligations, in whole or part, as provided in Sections 10.4 and 10.5. Tenant shall give such notice not less than forty-five days prior to the date on which a portion of any Rental Payments are to be prepaid, in whole or part, or the Purchase Option Price is to be paid, and shall deposit with Trustee on the date of exercise the sum required to effect such prepayment or defeasance.

Section 10.7. Credit for Partial Prepayment or Defeasance. If Tenant partially prepays or defeases any Rental Payments under Section 10.5 and thereafter elects to acquire the Project as provided in this article, the Tenant shall be entitled to credit against the applicable Purchase Option Price an amount equal to a portion of the Rental Payments scheduled to come due after the date as of which the applicable Purchase Option Price is calculated and taken into account at the time such partial prepayment or defeasance occurred.

ARTICLE XI

ASSIGNMENT, SUBLEASING, MORTGAGING AND SELLING

Section 11.1. Assignment by Landlord. Except for Landlord's assignment of this Lease to the Trustee pursuant to the Indenture, Landlord shall not assign this Lease, in whole or in part, and no such purported assignment thereof shall be effective. The Landlord's sole obligation is to provide to the Tenant quiet enjoyment of the Project. Subject to the provisions of the Indenture, any and all of Landlord's rights, title and/or interest in and to this Lease, the Rental Payments and other amounts due hereunder and the Project may only be assigned and reassigned in whole to the Trustee without the consent of the Tenant.

Section 11.2. Assignment and Subleasing by Tenant. Neither this Lease nor Tenant's interest in the Project may be assigned or subleased by Tenant without the written consent of Landlord, and the Trustee and any such assignment or sublease shall not relieve Tenant from its obligations hereunder, including without limitation the obligation to make the Rental Payments hereunder; provided that Landlord's consent to any other sublease shall not be required if (1) the sublease provides that the sublessee will not take any action in derogation of Tenant's obligations hereunder, (2) a copy of the sublease is filed with Landlord and the Trustee, (3) the term of the sublease coincides with the term of this Lease, and (4) either (A) the sublease is to a Governmental Unit or (B) an opinion of Bond Counsel is first filed with the Landlord and the Trustee stating in effect that the sublease will not impair the tax-exempt status of the Bonds.

Section 11.3. Restriction on Mortgage or Sale of Project by Tenant. Tenant will not sell, transfer or convey its interest in the Project or any portion thereof during the Term of this Lease without the written consent of Landlord.

ARTICLE XII

EVENTS OF DEFAULT AND REMEDIES

Section 12.1. Events of Default Defined. The following shall be "events of default" under this Lease and the terms "events of default" and "default" shall mean, whenever they are used in this Lease, with respect to the Project, any one or more of the following events:

(i) Failure by Tenant to pay any Rental Payment or other payment required to be paid under this Lease at the time specified herein and, except in the case of a failure to pay when due any Rental Payment, the continuation of said failure for a period of seven days.

(i) Failure by Tenant to observe and perform any covenant, condition or agreement on its part to be observed or performed, other than as referred to in clause (i) of this section, for a period of thirty days after written notice specifying such failure and requesting that it be remedied has been given to Tenant by Landlord, unless Landlord shall agree in writing to an extension of such time prior to its expiration; provided, however, if the failure stated in the notice cannot be corrected within the applicable period, Landlord will not unreasonably withhold its consent to an extension of such time if corrective action is instituted by Tenant within the applicable period and diligently pursued until the default is corrected.

(i) The filing by Tenant of a voluntary petition in bankruptcy; or failure by Tenant promptly to lift any execution, garnishment or attachment of such consequence as would impair the ability of Tenant to carry on its governmental or proprietary function; or adjudication of Tenant as a bankrupt; or assignment by Tenant for the benefit of creditors, or the entry by Tenant into an agreement of composition with creditors; or the approval by a court of competent jurisdiction of a petition applicable to Tenant in any proceedings instituted under the provisions of federal bankruptcy laws, or any similar acts which may hereafter be enacted.

(i) The vacation or abandonment by the Tenant of the Project for a period of ninety consecutive days.

The provisions of this section and Section 12.2 are subject to the following limitation: if by reason of force majeure Tenant is unable in whole or in part to carry out its obligations under this Lease with respect to the Project, other than its obligation to pay Rental Payments with respect thereto, which shall be paid when due notwithstanding the provisions of this paragraph, Tenant shall not be deemed in default during the continuance of such inability. The term "force majeure" as used herein shall mean, without limitation, the following: acts of nature; strikes, lockouts or other labor disturbances; acts of public enemies; orders or restraints of any kind of the government of the United States of America or the State or their respective departments, agencies or officials, or any civil or military authority; insurrections; riots, landslides; earthquakes; fires; storms; droughts; floods; explosions; breakage or accident to machinery, transmission pipes or canals; or any other cause or event not reasonably within the control of Tenant and not resulting from its negligence. Tenant agrees, however, to remedy with all

reasonable dispatch the cause or causes preventing Tenant from carrying out its obligations under this Lease; provided that the settlement of strikes, lockouts and other labor disturbances shall be entirely within the discretion of Tenant and Tenant shall not be required to make settlement of strikes, lockouts and other labor disturbances by acceding to the demands of the opposing party or parties when such course is, in the reasonable judgment of Tenant, unfavorable to Tenant.

Section 12.2. Remedies on Default. Whenever any event of default referred to in Section 12.1 shall have happened and be continuing with respect to the Project, the Landlord, shall have the right, at its option and without any further demand or notice, to take one or any combination of the following remedial steps:

(i) Landlord, with or without terminating this Lease, may declare all Rental Payments due or to become due during the Term of the Lease to be immediately due and payable by Tenant, whereupon such Rental Payments shall be immediately due and payable. If Landlord has not terminated the Lease and has not declared all Rental Payments immediately due and payable and if Tenant has cured the event of default and has paid the late charge provided in Section 12.6, if applicable, the Tenant shall be restored to its former position before the event of default occurred.

(i) Landlord, with or without terminating this Lease, may repossess the Project or any portion thereof by giving Tenant written notice to vacate the Project, whereupon Tenant shall do so in the manner provided in Section 12.3; or in the event Tenant fails to do so within ten days after receipt of such notice, Landlord may enter upon the Project and take possession of the Project and charge Tenant for costs incurred in repossessing such portion of the Project, including reasonable attorneys' fees. Tenant hereby expressly waives any damages occasioned by such repossession.

(i) If the Landlord terminates this Lease and takes possession of the Project or any portion thereof, Landlord shall have the right to lease or sell the Landlord's interests in the Project or any portion thereof, subject to Tenant's fee simple title interest therein, in a commercially reasonable manner at public or private sale in accordance with applicable State laws, and the Tenant agrees to use its best efforts to assist the Landlord in so doing. Landlord shall apply the proceeds of such sale to pay the following items in the following order; (a) all costs incurred in securing possession of the Project and prepayment of the Bonds; (b) all expenses incurred in completing the sale; and (c) the balance of any accrued Rental Payments owed by Tenant.

(i) Landlord may take any other remedy available at law or in equity to require Tenant to perform any of its obligations hereunder.

In no event, however, shall the Tenant be liable under this Article XII for Rental Payments (or the equivalent thereof) in excess of the moneys appropriated by it on a yearly basis (other than for any additional Rental Payments due if the Tenant occupies the Project after termination of this Lease pursuant to Section 4.3).

Section 12.3. Return of Project. Upon the termination of this Lease prior to the payment of all Rental Payments in accordance with Exhibit B, Tenant, shall vacate the Project in the condition, repair, appearance and working order required in Section 7.2, reasonable wear and tear, damage by the elements and insured damage excepted in the following manner as may be specified by Landlord; (i) by executing such documents as Landlord reasonably deems necessary to transfer all of Tenant's right, title and interest under this Lease in and to the Project to Landlord and (ii) by paying all reasonable costs and expenses whether incurred by the Landlord or Trustee (including attorneys fees) with respect to such transfer of the Property; provided that nothing herein shall limit the rights of the City as fee owner of the Land subject to the rights of the Landlord under the Ground Lease. If Tenant refuses to return the Project in the manner designated, Landlord may repossess the Project and charge to Tenant the costs of such repossession or pursue any remedy described in Section 12.2.

Section 12.4. No Remedy Exclusive. No remedy conferred upon or reserved to Landlord by this Article is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Lease. 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 by Landlord or the Trustee.

Section 12.5. Agreement to Pay Attorneys' Fees and Expenses. In the event either party to this Lease should default under any of the provisions hereof and the non-defaulting party or Trustee should employ attorneys and/or incur other expenses for the collection of moneys or for the enforcement of performance or observance of any obligation or agreement on the part of the defaulting party herein contained, the defaulting party agrees that it will on demand therefor pay to the non-defaulting party or Trustee, as the case may be, the reasonable fees and expenses of such attorneys and/or such other reasonable expenses so incurred by the non-defaulting party or Trustee.

Section 12.6. Late Charge. Whenever any event of default referred to in Section 12.1, clause (i), hereof shall have happened and be continuing with respect to the Project, Landlord shall have the right, at its option and without any further demand or notice, to require a late payment charge equal to four percent of the delinquent amount or such lesser amount as may be permitted by Minnesota law if four percent exceeds the applicable limit under Minnesota law, and Tenant shall be obligated to pay the same immediately upon receipt of Landlord's written invoice therefor; provided, however, that this section shall not be applicable if or to the extent that the application thereof would affect the validity of this Lease.

Section 12.7. Effect of 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 breach hereunder.

ARTICLE XIII

ADMINISTRATIVE PROVISIONS

Section 13.1. Notices. All notices, certificates, legal opinions or other communications hereunder shall be sufficiently given and shall be deemed given if personally delivered or if telecopied or delivered by overnight express mail, with a copy to be sent by first class U.S. mail, postage prepaid, to the addresses specified in Section 13.07 of the Indenture; provided that Landlord and Tenant, by notice given hereunder, may designate different addresses to which subsequent notices, certificates, legal opinions or other communications will be sent.

Section 13.2. Financial Information. Tenant shall annually provide Landlord with current financial statements and budgets, and such other financial information relating to the ability of Tenant to continue this Lease as may be requested by Landlord.

Section 13.3. Binding Effect. This Lease shall inure to the benefit of and shall be binding upon Landlord and Tenant and their respective successors and assigns.

Section 13.4. Severability. In the event any provision of this Lease shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 13.5. Amendments, Changes and Modifications. This Lease may be amended or any of its terms modified only by written document duly authorized, executed and delivered by Landlord and Tenant.

Section 13.6. Captions. The captions or headings in this Lease are for convenience only and in no way define, limit or describe the scope or intent of any provision, Article, Section or Clause of this Lease.

Section 13.7. Further Assurances and Corrective Instruments. Landlord and Tenant agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for correcting any inadequate or incorrect description of the Project hereby leased or intended so to be, or for otherwise carrying out the expressed intention of this Lease.

Section 13.8. Execution In Counterparts. This Lease may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 13.9. Applicable Law. This Lease shall be governed by and construed in accordance with the laws of the State.

IN WITNESS WHEREOF, Landlord and Tenant have respectively caused this Lease to be duly executed in their names and on their behalf by their duly authorized representatives.

ECONOMIC DEVELOPMENT AUTHORITY OF
THE CITY OF ISANTI, MINNESOTA
Landlord

By_____
Its President

By_____
Its Secretary

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me on _____, 2021, by _____and _____, the President and the Secretary, respectively, of the Economic Development Authority of the City of Isanti, Minnesota, a public body corporate and politic of the State of Minnesota, on behalf of said Authority.

_____
Notary Public

Signature and Notary page to Lease Agreement.

CITY OF ISANTI, MINNESOTA, Tenant

By _____
Its Mayor

By _____
Its Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me on _____, 2021, by Jeff Johnson and Josi Wood, the Mayor and Administrator, respectively, of the City of Isanti, a municipal corporation and political subdivision of the State of Minnesota, on behalf of said City.

_____
Notary Public

Signature and Notary page to Lease Agreement.

EXHIBIT A

DESCRIPTION OF LAND, PROJECT
IMPROVEMENTS AND PROJECT EQUIPMENT

Part I
Land

All that part of the Northwest Quarter of the Southeast Quarter of Section 29, Township 35, Range 23, described as follows: Beginning at the Southwest corner of the Northwest Quarter of the Southeast Quarter; thence North along the West line of said Northwest Quarter of Southeast Quarter a distance of 375 feet; thence South 89 degrees 57 minutes 50 seconds East 580.8 feet; thence South 1 degree 16 minutes 15 seconds East 375 feet and to the South line of said Northwest Quarter of Southeast Quarter; thence West along said South line 580.8 feet, more or less, and to the Southwest corner of said Northwest Quarter of said Southeast Quarter, being the point of beginning and there to terminate.

Together with a nonexclusive easement for ingress, egress and utility purposes over and across the South 295 feet of the Northeast Quarter of the Southwest Quarter of Section 29, Township 35, Range 23 (as measured at right angles to the South line of said Northeast Quarter of Southeast Quarter), lying easterly of the easterly right-of-way line of State Trunk Highway No. 65 and westerly of a line drawn parallel with and distant 66 feet easterly of said easterly right-of-way line of State Trunk Highway No. 65 (as measured at right angles to said easterly right-of-way line).

And also including a nonexclusive easement for ingress, egress and utility purposes over and across the South 66 feet of that part of the Northeast Quarter of the Southwest Quarter of Section 29, Township 35, Range 23, lying easterly of the East right-of-way line of State Trunk Highway No. 65, as measured at right angles to the South line of said Northeast Quarter of Southwest Quarter, Isanti County, Minnesota.

Part II
Project Improvements

All buildings, structures, improvements and fixtures located on or to be purchased, constructed, renovated, bettered, enlarged, and otherwise improved on the Land (more specifically defined in Section 1.1 of this Lease).

Part III
Project Equipment

All items of machinery, equipment and other personal property installed or to be acquired for installation in the Project (more specifically defined in Section 1.1 of this Lease).

EXHIBIT B

SCHEDULE OF RENTAL PAYMENTS

Economic Development Authority of the City of Isanti, Minnesota
$3,280,000 Public Project Lease Revenue Bonds, Series 2021A

Due Date	Principal	Interest	Rental Payments
Total	**$3,280,000.00**	**$**	**$**

EXHIBIT C

DRAW REQUEST CERTIFICATE

I, _____ of the Economic Development Authority of the City of Isanti, Minnesota (the "Authority) hereby requisition from the Construction Fund created by a Indenture of Trust (the "Indenture"), dated as of June 1, 2021, between the Authority and U.S. Bank National Association, as Trustee, relating to the issuance by the Authority of $3,280,000 Public Project Lease Revenue Bonds, Series 2021A (City of Isanti, Minnesota, Lease With Option to Purchase Project) and in accordance with Section 3.3 of the Lease Agreement dated June 1, 2021 between the Authority and the City of Isanti, Minnesota (the "Lease"), the sums indicated in Exhibit A to be paid to the parties listed therein in payment and/or reimbursement for payment for the work described therein. A copy of each bill setting forth each item of Project Cost to be paid or reimbursed (and in the case of reimbursement evidence of payment of such item of Cost) as herein provided is attached hereto and incorporated herein by reference.

I HEREBY CERTIFY THAT:

(a) each item of Project Cost for which payment or reimbursement is herein requested was necessary in connection with the Project and has not formed the basis for any previous payment from the Construction Fund;

(b) with respect to all Project Cost items incurred under any construction contract providing for the retention of a portion of the contract price, the total amount certified for payment or reimbursement of such Project Costs does not exceed the net contract price after deducting any portion to be withheld.

_____
Landlord Representative

EXHIBIT A

Schedule of Amounts Due and Payable From Construction Fund Directly to Named Payees:

Name and Address of Payee	Payment Requested	Work Done by Payee

Schedule of Amounts Due and Payable To Authority From Construction Fund as Reimbursement for Payment by Authority:

Name and Address of Payee Paid By City	Reimbursement Requested	Work Done By Payee of City

INDENTURE OF TRUST

BETWEEN

ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ISANTI, MINNESOTA,
as Issuer

U.S. BANK NATIONAL ASSOCIATION,
as Trustee

Dated as of June 1, 2021

This Instrument Drafted By:
Taft Stettinius & Hollister LLP (MLI)
2200 IDS Center
80 South 8th Street
Minneapolis, Minnesota 55402

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T R U S T I N D E N T U R E

THIS TRUST INDENTURE, dated as of June 1, 2021, is by and between the Economic Development Authority of the City of Isanti , Minnesota, a public body corporate and politic of the State of Minnesota (herein sometimes called the "Issuer"), and U.S. Bank National Association, a national banking association having its main corporate office and principal place of business in St. Paul, Minnesota (herein sometimes called the "Trustee"):

WITNESSETH:

WHEREAS, the Issuer is authorized under the laws of Minnesota, including Minnesota Statutes, Sections 469.090 through 469.1082, and the powers conferred on the Issuer therein (collectively, the "Issuer Powers Act") to issue revenue bonds in aid of certain projects; and

WHEREAS, the City of Isanti, Minnesota (the "City") is authorized under Minnesota Statutes, Section 465.71 and 469.041 as amended (the "City Powers Act"), to acquire the interest in real and personal property pursuant to a Lease Agreement, dated as of June 1, 2021 (the "Lease"), and

WHEREAS, the Issuer has agreed to issue its $3,280,000 Public Project Lease Revenue Bonds, Series 2021A (City of Isanti, Minnesota, Lease with Option to Purchase Project), dated as of the Date of Original Issuance as hereinafter defined (the "Series 2021A Bonds"), the proceeds of which will be used to finance the cost of construction of a municipal liquor store (the "Project") in the City under the Issuer Powers Act; and

WHEREAS, the Issuer has deemed it advisable to enter into this Indenture and has duly authorized the issuance of the Series 2021A Bonds as provided herein; and

WHEREAS, the proceeds of the Series 2021A Bonds, together with any other required funds, will be used for the specific authorized purpose of providing funds to pay Project Costs; and

WHEREAS, the Lease requires that, from and after the date hereof, the City make Rental Payments thereunder in amounts and at times sufficient to pay the principal of, premium, if any, and interest on the Series 2021A Bonds, when due; and

WHEREAS, the execution and delivery of this Indenture and the Lease and the issuance of the Series 2021A Bonds have been authorized by the Board of Commissioners, the governing body, of the Issuer pursuant to a resolution adopted by the Board of Commissioners on May 18, 2021 (the "Bond Resolution"); and

WHEREAS, the Project is essential to the operations of the Issuer and the City; and

WHEREAS, the form of the Series 2021A Bonds, is in substantially the form attached hereto as Exhibit B; and

WHEREAS, the Trustee hereby accepts the trust created by this Indenture and in evidence thereof has joined in the execution hereof;

NOW, THEREFORE, THIS INDENTURE WITNESSETH:

GRANTING CLAUSES

That the Issuer in order to secure the payment of the principal of and interest on the Bonds issued under this Indenture according to their tenor and effect and the performance and observance of each and all of the covenants and conditions herein and therein contained, and for and in consideration of the premises and of the purchase and acceptance of the Bonds by the respective purchaser or purchasers and Holders thereof, and for other good and valuable considerations, the receipt whereof is hereby acknowledged, has executed and delivered this Indenture and has granted, bargained, sold, assigned, transferred, conveyed, warranted, pledged and set over, and by these presents does hereby grant, bargain, sell, assign, transfer, convey, warrant, pledge and set over, unto the Trustee (which the Trustee does hereby accept and assume) and to its successor or successors in the trust hereby created and to its or their assigns forever:

I.

All of the rights, title and interests and privileges of the Issuer in, to and under the (i) Lease except for the rights of the Issuer under Sections 5.3(c), 6.5, 12.5 and 12.6 of the Lease, and (ii) the Ground Lease.

II.

A first lien on and pledge of (i) the moneys and investments in the Bond Fund and Reserve Fund covenanted to be created and maintained under this Indenture and (ii) moneys and investments in the Construction Fund not used to pay Project Costs.

III.

The option and any and all other property of every name and nature from time to time hereafter by delivery or by writing of any kind conveyed, assigned or transferred, or in which a security interest is granted, by the Issuer or the City or by anyone on behalf of them or with their written consent, to the Trustee, which is hereby authorized to receive any and all such property at any and all times and to hold and apply the same to the terms hereof, and all insurance proceeds and condemnation awards or other moneys represented by "Trust Moneys" (as defined in Section 5.01).

TO HAVE AND TO HOLD all and singular the said property hereby conveyed and assigned, or agreed or intended so to be, to the Trustee, its successor or successors in trust and its and their assigns, FOREVER.

IN TRUST NEVERTHELESS, upon the terms and trust herein set forth, for the equal and proportionate benefit, security and protection of all Holders of the Bonds issued or to be issued under and secured by this Indenture, without preference, priority or distinction as to lien or otherwise of any of the Bonds over any of the others.

PROVIDED, HOWEVER, that if the Issuer, its successors or assigns, shall well and truly pay or cause to be paid the principal of the Bonds and the premium (if any) and interest due or to become due thereon, at the times and in the manner mentioned in the Bonds, according to the true intent and meaning thereof, or shall provide, as permitted hereby, for the payment thereof by depositing with the Trustee sums sufficient to pay the entire amount due or to become due thereon, and shall well and truly keep, perform and observe all the covenants and conditions pursuant to the terms of this Indenture to be kept, performed and observed by it and shall pay to the Trustee all sums of money due or to become due to it in accordance with the terms and provisions hereof; then upon such final payment this Indenture and the rights hereby granted, including the estate, right and interest of the Trust Estate (as herein defined) shall cease, determine and be void; otherwise, this Indenture to be and remain in full force and effect.

THIS INDENTURE FURTHER WITNESSETH, and it is expressly declared that, all Bonds issued and secured hereunder are to be issued, authenticated and delivered and all property hereby assigned or pledged is to be dealt with and disposed of under, upon and subject to the terms, conditions, stipulations, covenants, agreements, trusts, uses and purposes as hereinafter expressed, and the Issuer does hereby agree and covenant with the Trustee and with the respective Holders from time to time, of the Bonds, as follows:

ARTICLE I

DEFINITIONS AND INTERPRETATION

Section 1.01 Definitions. Unless the context otherwise requires, the terms defined in this article and in the recitals and succeeding articles of this Indenture shall, for all purposes of this Indenture and of any indenture supplemental hereto, have the meanings herein specified; and any term defined in the Lease which is used but not otherwise defined herein shall have the meaning in this Indenture as is prescribed for that term in the Lease.

Act: collectively the Issuer Powers Act and the City Powers Act, as amended from time to time.

Additional Bonds: any additional bonds issued pursuant to the terms and conditions of Section 2.11.

Additional Rental Payments: rent payable for the purposes provided for in Section 5.3 of the Lease.

Beneficial Owner: means the person for which a DTC Participant holds an interest in the Bonds as shown on the books and records of the DTC Participant.

Board: the Board of Commissioners, the governing body, of the Issuer.

Bond Counsel: means Taft Stettinius & Hollister LLP or any other attorney or firm of attorneys nationally recognized as experienced in matters relating to the tax-exempt financing of projects within the City and acceptable to the City and the Issuer.

Bond Fund: the Bond Fund created under Section 5.02.

Bond Register: the register maintained by the Trustee pursuant to Section 2.04.

Bond Resolution: the resolution adopted by the Board on May 18, 2021, authorizing the issuance and sale of the Series 2021A Bonds, as the same may be amended, modified or supplemented.

Bonds: the Series 2021A Bonds and any Additional Bonds.

Cede & Co.: means, initially, Cede & Co., as nominee of DTC and any successor or subsequent such nominee designated by DTC respecting DTC's functions as book-entry depository for the Bonds.

Certificate: a certification in writing required or permitted by the provisions of the Lease or the Indenture, signed and delivered to the Trustee or other proper person or persons.

Certified Resolution: a copy of a resolution of the Board, certified by the Issuer's Secretary or other appropriate official to have been duly adopted by the Board and to be in full force and effect on the date of such certification.

City: the City of Isanti, Minnesota, a municipal corporation and political subdivision of the State of Minnesota.

City Powers Act: Minnesota Statutes, Sections 465.71 and 469.041, as from time to time amended.

City Representative: the City Administrator, or any other person at any time designated in writing by the City to act in such capacity as evidenced by a written certificate furnished to the Issuer and the Trustee containing the specimen signature of such person and signed for the City by the Mayor.

Co-Trustee: Any co-trustee as permitted pursuant to Section 8.18.

Collateral Document: collectively, the Lease, the Ground Lease and any other security instruments now or hereafter given to the Trustee by the Issuer or the City to secure the Bonds.

Completion Date: the date certified as provided in Section 3.5 of the Lease.

Construction Fund: the Construction Fund created under Section 4.02.

Construction Period: the period between the beginning of construction of the Project or the date on which the Series 2021A Bonds are first delivered to the purchaser thereof, whichever is earlier, and the Completion Date.

Date of Original Issuance: June 16, 2021.

Default: a default by the Issuer in the performance or observance of any of the covenants, agreements or conditions on its part contained in this Indenture, exclusive of any notice or period of grace required to constitute a default an "Event of Default" as described in Section 7.01.

DTC: means Depository Trust Company, New York, New York, a limited purpose trust company organized under the laws of the State of New York, or any successor book-entry securities depository for the Bonds appointed pursuant to Section 2.09.

DTC Participant: means those broker-dealers, banks and other financial institutions from time to time for which DTC holds Bonds or securities as depository.

Event of Default: an Event of Default described in Section 7.01 which has not been cured.

Financial Newspaper: The *Isanti-Chicago County Star* or any other newspaper or journal of general circulation in the English language in Isanti, Minnesota.

Fiscal Year: the fiscal year of the City, currently being the 12-month period commencing on January 1 in each year and ending on December 31, of the same year.

Funds: the Bond Fund, the Reserve Fund, and the Construction Fund.

Government Obligations: direct obligations of the United States of America or obligations the full and timely payment of the principal of and any interest on which is unconditionally guaranteed by the United States of America.

Ground Lease: the Ground Lease Agreement, dated as of June 1, 2021 between the City as lessor, and the Issuer as lessee, whereby the City leases the Land to the Issuer.

Holder, Bondholder or Owner: the person or persons in whose name any Bond shall be registered.

Indenture: this Indenture of Trust, and any amendments or supplements hereto.

Independent: any person who is not an officer or a full-time employee of the Issuer or the City.

Independent Counsel: an Independent attorney duly admitted to practice law before the highest court of any state.

Independent Engineer: an Independent engineer or engineering firm or an Independent architect or architectural firm qualified to practice the profession of engineering or architecture under the laws of the State of Minnesota.

Interest Payment Date: for the Series 2021A Bonds, each December 15 and June 15 commencing June 15, 2022.

Internal Revenue Code: the Internal Revenue Code of 1986, as amended from time to time.

Issuer: the Economic Development Authority of the City of Isanti , Minnesota.

Issuer Powers Act: Minnesota Statutes, Sections 469.090 to 469.1082 and all powers referenced therein as from time to time amended.

Issuer Representative: the President or the Secretary of the Issuer and any other person or persons at the time designated to act on behalf of the Issuer by written certificate furnished to the Trustee, containing the specimen signature of such person and signed on behalf of the Issuer by its President or Secretary.

Land: the real property leased to the Issuer under the Ground Lease and described in Exhibit A hereto.

Lease: the Lease Agreement, dated as of June 1, 2021, by and between the Issuer, as Landlord, and the City, as Tenant.

Opinion of Counsel: a written opinion of counsel (who need not be Independent Counsel unless so specified) appointed by the Issuer or City.

Outstanding: used as of any particular time with reference to Bonds, means (subject to the provisions of Section 9.03 pertaining to Bonds held by the Issuer or the City) all Bonds theretofore authenticated and delivered by the Trustee under the Indenture except: (i) Bonds theretofore cancelled by the Trustee or surrendered to the Trustee for cancellation; (ii) Bonds for the payment or redemption of which funds or direct obligations of or obligations fully guaranteed by the United States of America in the necessary amount shall have theretofore been deposited with the Trustee (whether upon or prior to the maturity or the redemption date of such Bonds), provided that if such Bonds are to be redeemed prior to the maturity thereof, notice of such redemption shall have been given pursuant to Article III, or provision satisfactory to the Trustee shall have been made for the giving of such notice, all as provided in Article X; and (iii) Bonds in lieu of or in substitution for which other Bonds shall have been authenticated and delivered by the Trustee pursuant to the terms of Section 2.07 pertaining to replacement of Bonds.

Project Costs: the costs defined in the Lease.

Purchaser: Northland Securities, Inc., Minneapolis, Minnesota.

Qualified Investments: obligations in which the Issuer is authorized by law to invest, subject to the further limitation that they also constitute one of the following:

A. governmental bonds, notes, bills, mortgages (excluding high-risk mortgage-backed securities), and other securities, which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress;

B. any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;

C. any security which is a revenue obligation of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;

D. a general obligation of the Minnesota housing finance agency which is a moral obligation of the state of Minnesota and is rated "A" or better by a national bond rating agency;

E. commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by at least two nationally recognized rating agencies and matures in 270 days or less;

F. time deposits that are fully insured by the Federal Deposit Insurance Corporation or bankers acceptances of United States banks;

G. agreements or contracts for guaranteed investment contracts if issued or guaranteed by United States commercial banks, domestic branches of foreign banks, United States insurance companies, or their Canadian subsidiaries, the credit quality of short- and long-term unsecured debt of the issuer's or guarantor's of which must be rated in one of the two highest categories by a nationally recognized rating agency; and should

the issuer's or guarantor's credit quality be downgraded below "A", the government entity must have withdrawal rights;

H. agreements or contracts for shares of a Minnesota joint powers investment trust whose investments are restricted to securities described in Minnesota Statutes, Sections 118A.04 and 118A.05;

I. agreements or contracts for units of a short-term investment fund established and administered pursuant to Regulation 9 of the Office of the Comptroller of the Currency, in which investments are restricted to securities described in Minnesota Statutes, Sections 118A.04 and 118A.05;

J. agreements or contracts for shares of an investment company which is registered under the Federal Investment Company Act of 1940 and which holds itself out as a money market fund meeting the conditions of Rule 2a-7 of the Securities and Exchange Commission and is rated in one of the two highest rating categories for money market funds by at least one nationally recognized statistical rating organization; or

K. agreements or contracts for shares of an investment company which is registered under the Federal Investment Company Act of 1940, and whose shares are registered under the Federal Securities Act of 1933, as long as the investment company's fund receives the highest credit rating and is rated in one of the two highest risk rating categories by at least one nationally recognized statistical rating organization and is invested in financial instruments with a final maturity no longer than 13 months.

Ratings of Qualified Investments referred to herein shall be determined at the time of purchase of such Qualified Investments and the Trustee shall have not duty or obligation to monitor the ratings of Qualified Investments after the initial purchase of such Qualified Investments including at the time of reinvestment of earnings thereof.

Rebate Expert: Bond Counsel or any other person experienced in matters relating to compliance with the rebate requirements under Section 148(f) of the Code, selected by the Issuer.

Rebate Fund: any "Rebate Fund" created by the Trustee under Section 6.07.

Regular Record Date: the meaning given that term in Section 2.05.

Rental Payments: rental payments payable by the City under Article V of the Lease.

Representation Letter: means such letter of representations to DTC or other documentation required by DTC as a condition to its acting as book-entry depository for the Bonds together with any replacement thereof or amendment or supplement thereto (and including any structured procedures or policies referenced therein or applicable thereto) respecting the procedures and other matters relating to DTC's role as book-entry depository for the Bonds.

Reserve Fund: the Reserve Fund created under Section 5.03.

Reserve Requirement: the amount(s) required pursuant to Section 5.03 as the Reserve Requirement to secure payment of the Series 2021A Bonds.

Responsible Officer: means, when used with respect to the Trustee, any officer within the corporate trust department of the Trustee, including any vice president, assistant vice president, assistant secretary, assistant treasurer, trust officer or any other officer of the Trustee who customarily performs functions similar to those performed by the persons who at the time shall be such officers, respectively, or to whom any corporate trust matter is referred because of such person's knowledge of and familiarity with the particular subject and who shall have direct responsibility for the administration of this Indenture.

Series 2021A Bonds: the $3,280,000 Public Project Lease Revenue Bonds, Series 2021A (City of Isanti, Minnesota, Lease with Option to Purchase Project), dated the Date of Original Issuance, of the Issuer authorized by this Indenture and the Bond Resolution and described in Section 2.01.

Special Record Date: has the meaning set forth in Section 2.05.

Trustee: U.S. Bank National Association, St. Paul, Minnesota, or the successor thereto at the time serving as such trustee under this Indenture.

Trust Funds: the funds established under this Indenture, other than the Rebate Fund.

Trust Estate: the property and funds described in the granting clauses of this Indenture, including the Trust Funds.

Section 1.02 Additional Provisions as to Interpretation. All references herein to "articles", "sections" and other subdivisions are to the corresponding articles, sections or subdivisions of this Indenture; and the words "herein", "hereof", "hereunder" and other words of similar import refer to this Indenture as a whole and not to any particular Article, Section or subdivision hereof. The terms defined in this article shall include the plural as well as the singular.

Whenever in this Indenture it is provided or permitted that there be deposited with or held in trust by the Trustee money or funds in the necessary amount to pay or redeem any Bonds, the amount so to be deposited or held shall be the principal amount of such Bonds and all unpaid interest thereon to maturity, except that in the case of Bonds which are to be redeemed prior to maturity and in respect of which there shall have been furnished to the Trustee proof satisfactory to it that notice of such redemption on a specified redemption date has been duly given or provision satisfactory to the Trustee shall be made for such notice, the amount so to be deposited or held shall be the principal amount of such Bonds and interest thereon to the redemption date, together with the redemption premium, if any.

Any terms defined in the Lease but not defined herein shall have the same meaning herein unless the context hereof clearly requires otherwise.

This Indenture is governed by and shall be construed in accordance with the laws of the State of Minnesota.

IT IS THE SPECIFIC PURPOSE AND INTENT OF THIS INDENTURE, AND ANY OTHERS ANCILLARY HERETO, THAT THE ISSUER SHALL UNDERGO NO EXPENSE OF WHATEVER NATURE, KIND OR VARIETY. THE TRUSTEE AND THE ISSUER (AND THE CITY) DO SPECIFICALLY AGREE THAT THE CITY SHALL PAY ANY AND ALL EXPENSES AND FEES OF THE TRUSTEE RELATING DIRECTLY OR INDIRECTLY TO THE PROJECT IN ANY FASHION WHATEVER. IN THE EVENT ANY CONFLICT OF LANGUAGE SHALL BE NOW OR SUBSEQUENTLY DETERMINED, THIS PROVISION SHALL IN ALL RESPECTS GOVERN THE FISCAL RESPONSIBILITIES OF BOTH THE ISSUER AND THE CITY.

ARTICLE II

FORM, EXECUTION AND REGISTRATION OF BONDS

Section 2.01 Form, Maturities and Denomination of Series 2021A Bonds. The Series 2021A Bonds shall be designated "Economic Development Authority of the City of Isanti, Minnesota, $3,280,000 Public Project Lease Revenue Bonds, Series 2021A (City of Isanti, Minnesota, Lease With Option to Purchase Project)". The form of the Series 2021A Bonds shall be substantially in the form set forth in Exhibit B. The Series 2021A Bonds shall be in printed form in the denomination of $5,000, or any integral multiple thereof, initially numbered R-1 and upwards or in such other manner as the Trustee may determine, and shall be dated the Date of Original Issuance. The Series 2021A Bonds issued in exchange for or transfer of other Series 2021A Bonds shall bear interest from the date to which interest has been paid on the Series 2021A Bonds being surrendered for exchange on transfer. The Series 2021A Bonds shall bear interest payable semiannually on December 15 and June 15 of each year, commencing June 15, 2022 (each and "Interest Payment Date"). The principal or redemption price (if applicable) of the Series 2021A Bonds shall be payable to the Holder upon presentation and surrender at the office of the Trustee, except as otherwise provided in Section 2.09. The Series 2021A Bonds shall be payable in such coin or currency of the United States of America as may at the time be legal tender for the payment of public and private debts, and interest on Series 2021A Bonds shall be paid by check or draft mailed to the Holder at the Holder's address. The Regular Record Date for the payment of interest on the Series 2021A Bonds payable on any Interest Payment Date shall be the first day (whether or not a Business Day) of the calendar month of such Interest Payment Date. The Series 2021A Bonds shall be in the aggregate principal amount of $3,280,000, shall mature on December 15 in the years and amounts and shall bear interest at the rates per annum, according to years of maturity, as follows:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2022	$	%	2030	$	%
2023			2031		
2024			2032		
2025			2033		
2026			2034		
2027			2035		
2028			2036		
2029					

Section 2.02 Execution of Bonds. The Bonds shall be executed in the name of the Issuer by the manual or facsimile signatures of the President and Secretary of the Issuer, and each Bond shall be authenticated by the manually executed signature of a Responsible Officer of the Trustee, which is hereby designated and appointed as authenticating agent, paying agent, registrar, and transfer agent for the Bonds. The official seal of the Issuer shall be omitted from the Bonds, as permitted by law. In the event that any of the officers who shall have signed any of the Bonds shall cease to be officers of the Issuer before the Bonds shall have been authenticated or delivered by the Trustee, issued by the Issuer, or transferred or exchanged, such Bonds may nevertheless be authenticated, delivered, and issued, and upon such authentication, shall be binding upon the

Issuer as though those officers who signed and sealed (if not omitted) the same had continued to be such officers of the Issuer; and, also, any Bond may be (but shall not be required to be) signed on behalf of the Issuer by such person who, at the actual date of execution of such Bond, shall be the proper officer of the Issuer, notwithstanding that on the date of such Bond such person shall not have been such an officer of the Issuer. Upon the execution and delivery of this Indenture, the Issuer shall execute and deliver the Series 2021A Bonds to the Trustee for authentication.

Section 2.03 Authentication of Bonds. No Bond shall be valid or obligatory for any purpose or shall be entitled to any right or benefit hereunder unless a Responsible Officer of the Trustee shall manually endorse and execute on such Bond a certificate of authentication substantially in the form of the Trustee's certificate set forth in Exhibit B hereto. Such Trustee's certificate upon any Bond executed on behalf of the Issuer shall be conclusive evidence that the Bond so authenticated has been duly issued under this Indenture and that the Holder thereof is entitled to the benefits of this Indenture.

No Bonds shall be authenticated by the Trustee except in accordance with this article.

The Trustee shall not be required to authenticate any Bond or Bonds unless provided with the documents referred to in Section 2.08.

Section 2.04 Registration, Transfers and Exchange. As long as any of the Bonds issued hereunder shall remain outstanding, the Trustee shall, on behalf of the Issuer, maintain and keep at the office of the Trustee, acting in its capacity as paying agent and registrar for Bonds, records for the payment of the principal of and interest on such Bonds, as in this Indenture provided, and for the registration and transfer of such Bonds, and shall also keep at said office of the Trustee books for such registration and transfer.

Upon surrender for transfer of any fully registered Bond at the office of the Trustee with a written instrument of transfer or authorization for exchange, in form and with guaranty of signature satisfactory to the Trustee, duly executed by the Holder or the Holder's duly authorized attorney, and upon payment of any tax, fee or other governmental charge required to be paid with respect to such transfer, the Issuer shall execute and the Trustee shall authenticate and deliver, in the name of the designated transferee or transferees, one or more fully registered Bonds of the same series, of any authorized denominations and of a like aggregate principal amount, interest rate and maturity; provided that until termination of the book-entry only system pursuant to Section 2.10, the Bonds may only be registered in the name of DTC or its nominee. The execution by the Issuer of any Bond of any denomination shall constitute full and due authorization of such denomination and the Trustee shall thereby be authorized to authenticate and deliver such Bond.

Except as the right of exchange may be limited as to Bonds of any series, fully registered Bonds, upon surrender thereof at the office of the Trustee, may, at the option of the Holder thereof, be exchanged for an equal aggregate principal amount of fully registered Bonds of the same series, maturity and interest rate of any authorized denominations.

In all cases in which the privilege of exchanging Bonds or transferring fully registered Bonds is exercised, the Issuer shall execute and the Trustee shall authenticate and deliver Bonds

in accordance with the provisions of this Indenture. For every such exchange or transfer of Bonds, whether temporary or definitive, the Issuer or the Trustee may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer. Notwithstanding any other provision of this Indenture, the cost of preparing each new Bond upon each exchange or transfer, and any other expenses of the Issuer or the Trustee incurred in connection therewith (except any applicable tax, fee or other governmental charge) shall be paid by the City pursuant to the Lease. The Issuer and the Trustee shall not be obligated to make any such exchange or transfer of Bonds during the fifteen days next preceding the date of the first publication or the mailing (if there is no publication) of notice of redemption in the case of a proposed redemption of Bonds. The Issuer and Trustee shall not be required to make any transfer or exchange of any Bonds called for redemption.

Transfers are subject to the requirements of the Depository as long as the Bonds are held in Book-Entry Form. Neither the Trustee nor any agent shall have any responsibility or liability for any actions taken or not taken by the Depository.

Section 2.05 Payment of Interest on Series 2021A Bonds; Interest Rights Preserved. Interest on the Bonds which is payable on any Interest Payment Date shall be paid to the person in whose name that Bond is registered at the close of business on the first day (whether or not a Business Day) of the month of said Interest Payment Date (the "Regular Record Date").

Any interest on a Bond which is payable, but which is not punctually paid or duly provided for, on any Interest Payment Date ("Defaulted Interest") shall forthwith cease to be payable to the Holder thereof as of the relevant Regular Record Date and shall instead be paid by the Issuer as provided below:

The Issuer may elect to make payment of any Defaulted Interest on Bonds to the persons in whose names such Bonds are registered at the close of business on a Special Record Date for the payment of such Defaulted Interest, which shall be fixed in the following manner. The Issuer shall notify the Trustee in writing of the amount of Defaulted Interest proposed to be paid on each Bond and the date of the proposed payment (which date shall be such as will enable the Trustee to comply with the next sentence hereof), and at the same time the Issuer shall deposit with the Trustee an amount of money equal to the aggregate amount proposed to be paid in respect of such Defaulted Interest or shall make arrangements satisfactory to the Trustee for such deposit prior to the date of the proposed payment, such money when deposited to be held in trust for the benefit of the persons entitled to such Defaulted Interest as in this Section provided and not otherwise to be deemed part of the Trust Estate. Thereupon the Trustee shall fix a Special Record Date for the payment of such Defaulted Interest, which shall be not more than fifteen or less than ten days prior to the date of the proposed payment and not less than ten days after the receipt by the Trustee of the notice of the proposed payment. The Trustee shall promptly notify the Issuer of such Special Record Date and, in the name of the Issuer, shall cause notice of the proposed payment of such Defaulted Interest and the Special Record Date therefor to be mailed, first class postage prepaid, to each Holder of a Bond affected thereby at the Holder's address, as it appears in the registration books, not less than ten days prior to such Special Record Date. Notice of the proposed payment of such Defaulted Interest and the Special Record Date therefor

having been mailed as aforesaid, such Defaulted Interest shall be paid to the persons in whose names the affected Bonds are registered on such Special Record Date.

Subject to the foregoing provisions of this section, each Bond delivered under this Indenture upon transfer of or in exchange for or in lieu of any other Bond shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bond and each such Bond shall bear interest from such date, and neither gain nor loss in interest shall result from such transfer, exchange or substitution.

Section 2.06 Ownership of Bonds. The Issuer and the Trustee and their respective successors may deem and treat the person in whose name any Bond shall be registered as the absolute owner thereof for all purposes, and neither the Issuer nor the Trustee shall be affected by any notice to the contrary. Payment of or on account of the principal of and interest on any such Bond shall be made only to or upon the order of the registered owner thereof (subject to the provisions hereof respecting the Regular Record Date and, if applicable, any Special Record Date), but such registration may be changed as above provided.

Section 2.07 Replacement of Mutilated, Destroyed, Stolen or Lost Bonds. In case any Outstanding Bond shall become mutilated, destroyed, stolen or lost, the Issuer shall execute and the Trustee shall authenticate and deliver in exchange therefor or replacement thereof a new Bond of like tenor, number and amount as the Bond so mutilated, destroyed, stolen or lost, upon surrender of such Bond, if mutilated, or in lieu of and substitution for the Bond destroyed, stolen or lost, upon filing with the Trustee evidence satisfactory to the Trustee that such Bond has been destroyed, stolen or lost and proof of ownership thereof, and upon furnishing the Trustee and the Issuer with indemnity satisfactory to it and paying such reasonable expenses as the Trustee and the Issuer may incur in connection therewith. In the event any such Bond shall have matured, instead of issuing a new Bond, the Issuer may pay the same without surrender thereof.

Section 2.08 Conditions for Authentication of Series 2021A Bonds. The Trustee shall not authenticate and deliver the Series 2021A Bonds unless there shall have been delivered to the Trustee the following:

(a) A certified copy of the Bond Resolution authorizing the issuance of the Series 2021A Bonds and the execution and delivery by the Issuer of this Indenture, the Lease and the Ground Lease.

(b) Executed counterparts of this Indenture, the Lease, the Continuing Disclosure Undertaking and the Ground Lease.

(c) A certified copy of the resolution of the City Council of the City authorizing the execution and delivery of the Lease and the Ground Lease, and approving the terms of this Indenture.

(d) The manually signed approving opinion of Taft Stettinius & Hollister LLP, Minneapolis, Minnesota, as Bond Counsel for the Issuer, concerning the validity and legality of the Series 2021A Bonds and exemption of interest thereon from federal income taxation under the Internal Revenue Code and exemption from State of Minnesota income taxation under Minnesota Statutes.

(e) Such further certifications, documents and Opinions of Counsel as the Issuer, the Purchaser, or Bond Counsel may require, the satisfaction of such requirements to be conclusively evidenced by the delivery of the opinion of Bond Counsel referred to in paragraph (d) above.

Section 2.09 Book-Entry Only System. DTC will act as securities depository for the Bonds. The Bonds shall be issued in the form of a separate single fully registered bond for each separate maturity of the Bonds. Upon initial issuance the ownership of the Bonds shall be registered in the Bond Register in the name of Cede & Co., as the nominee of DTC.

With respect to Bonds registered in the Bond Register in the name of Cede & Co., as nominee of DTC, neither the Issuer, the Borrower nor the Trustee shall have any responsibility or obligation to any DTC Participant or to any Beneficial Owner. Without limiting the immediately preceding sentence, neither the Issuer, nor the Trustee shall have any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co., or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant, any Beneficial Owner or any other person, other than DTC, of any notice with respect to the Bonds, including any notice of redemption, (iii) the payment to any DTC Participant, any Beneficial Owner or any other person, other than DTC, of any amount with respect to the principal of or premium, if any, or interest on the Bonds, or (iv) the failure of DTC to provide any information or notification on behalf of any DTC Participant or Beneficial Owner.

The Issuer and the Trustee may treat as and deem DTC to be the absolute owner of each Bond for the purpose of payment of the principal of and premium and interest on such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes whatsoever (except for the giving of certain Bondholder consents). The Trustee shall pay all principal of and premium, if any, and interest on the Bonds only to or upon the order of the Bondholders as shown on the Bond Register, and all such payments shall be valid and effective to fully satisfy and discharge the Issuer's obligations with respect to the principal of and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid.

Upon delivery by DTC to the Trustee of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., and subject to the transfer provisions in Section 2.04, references to "Cede & Co." in this section shall refer to such new nominee of DTC.

Notwithstanding the provisions of this Indenture to the contrary (including without limitation surrender of Bonds, registration thereof, and authorized denominations), as long as the Bonds are in book-entry form, full effect shall be given to the Representation Letter and the procedures and practices of DTC thereunder.

Section 2.10 Termination of Book-Entry Only System. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving written notice to the Issuer and discharging its responsibilities with respect thereto under applicable law. The Issuer may terminate the services of DTC with respect to the Bonds if it determines that DTC is no longer able to carry out its functions as security depository as contemplated herein.

Upon the termination of the services of DTC as provided in the preceding paragraph, the Issuer shall take all reasonable and diligent steps as may be necessary to find an alternate book-entry depository, but if (and only if) no such substitute securities depository willing to undertake the functions of DTC hereunder can be found which, in the opinion of the Issuer, is willing and able to undertake such functions upon reasonable or customary terms, then the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede & Co., as nominee of DTC, but may be registered in whatever name or names the Bondholders shall designate at that time, in accordance with Section 2.04. To the extent that the Beneficial Owners are designated as the transferee by the Bondholders, in accordance with Section 2.04 the Bonds will be delivered in appropriate form, content and authorized denomination to the Beneficial Owners.

Notwithstanding any other provision of this Indenture to the contrary, so long as any Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of and premium, if any, and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, to DTC as provided in the Representation Letter.

Section 2.11 Issuance of Additional Bonds. After the delivery of the Series 2021A Bonds, the Issuer and the Tenant may from time to time, upon the conditions stated in this section, agree upon and approve the issuance and delivery of Additional Bonds for completing, improving, expanding or modifying the Project, including the refunding of any Bonds, payable equally and ratably from the revenues of the Project pledged and appropriated hereunder with the Bonds, but bearing such date or dates and interest rate or rates and with such maturities and redemption dates and premiums as may be agreed upon. Every series of such Additional Bonds shall be authorized by an amendment to the Lease and a supplement to this Indenture, establishing the terms thereof, providing for any additional facilities to be financed by the Additional Bonds as part of the Project, and providing for Additional Rental Payments sufficient to pay the interest when due for such Additional Bonds, and to pay and redeem all such Additional Bonds at or before maturity as provided in such supplement to this Indenture. Each series of Additional Bonds shall be executed, authenticated and delivered as provided in this Article Two upon filing with the Issuer original executed counterparts of the supplement to the Indenture and the amendment to the Lease, together with such additional certificates, opinions and other documents described in Section 2.08 as Bond Counsel determines to be applicable. No such Additional Bonds, however, shall be issued unless the following conditions are met:

(a) The Lease shall be in effect, and no "event of default", as such term is defined in the Lease, shall exist thereunder; and

(b) The Issuer shall have been furnished an opinion of Bond Counsel to the effect that the issuance of the Additional Bonds will not impair the tax exempt status of the interest on the Bonds; and

(c) There shall have been furnished to the Issuer a supplement to the Lease providing for additional Rental Payments sufficient to pay the principal of and interest on the Additional Bonds when due; and

(d) There shall have been furnished to the Issuer a certificate of a Tenant Representative to the effect that the proceeds of the Additional Bonds, together with any additional funds supplied or to be supplied by the Tenant will be sufficient to complete the cost of the improvement, expansion or modification of the Project or the cost of the refunding, as the case may be; and

(e) Funds are deposited in the Reserve Fund to bring the sums on deposit in the Reserve Fund to the Reserve Requirement.

ARTICLE III

REDEMPTION OF BONDS

Section 3.01 Redemption of Series 2021A Bonds.

(a) Optional Redemption. The Series 2021A Bonds maturing on December 15, 2030, and thereafter, are subject to prior redemption at the option of the Issuer, upon direction of the City, on December 15, 2029, and on any date thereafter, at a redemption price equal to par plus accrued interest to date of redemption. Redemption may be in whole or in part, and if in part, the Issuer shall determine the amount of Bonds of each maturity to be prepaid; and if only part of the Bonds having a common maturity date are called for prepayment, the Bonds of that maturity shall be chosen by lot by the Trustee.

(b) Mandatory Redemption. Bonds maturing on December 15, 20 and 20___, (the "Term Bonds") shall be redeemed by lot on December 15 in the following years and principal amounts, at their principal amount, without any premium, plus accrued interest thereon to such redemption date (after any credits are made as provided below):

Mandatory Redemption Schedule

December 15, 20____ Term Bond (inclusive)

Year	Principal Amount
	$
(maturity)	

Mandatory Redemption Schedule

December 15, 20____ Term Bond (inclusive)

Year	Principal Amount
	$
(maturity)	

or, if less than such amount is then outstanding, an amount equal to the aggregate principal amount of the Bonds then outstanding.

The Issuer may, at its option to be exercised on or before the thirtieth day next preceding any date specified in the Mandatory Redemption Schedule above, deliver to the Bond Registrar written notice, which shall (i) specify a principal amount of such Term Bonds previously redeemed (otherwise than pursuant to the above Mandatory Redemption Schedule) or purchased

and cancelled by the Bond Registrar and not theretofore applied as a credit against any redemption of Bonds pursuant to the above Mandatory Redemption Schedule, and (ii) instruct the Bond Registrar to apply the principal amount of such Term Bonds so delivered or previously redeemed or purchased and cancelled for credit against the principal installments to be prepaid pursuant to the Mandatory Redemption Schedule and selected by the Issuer. Each such Term Bond so delivered or previously redeemed or purchased and cancelled shall be credited by the Bond Registrar against the principal installments to be prepaid pursuant to the Mandatory Redemption Schedule and selected by the Issuer.

(c) Calamity Redemption. All Bonds, in whole but not in part, are subject to redemption and prior payment at the option of the Issuer, at the principal amount thereof plus accrued interest on any date in the event of damage to or destruction of the Project or any part thereof to the extent provided in Section 6.6 of the Lease.

(d) Notice of Redemption. Notice of any such redemption shall be mailed as provided in Sections 3.02 and 3.03. On or prior to the date fixed for redemption, funds shall be deposited with the Trustee sufficient to pay the Bonds called and accrued interest thereon. Upon the happening of the above conditions, any Bonds thus called shall not bear interest after the call date, and except for the purpose of payment by application of the funds so deposited, shall no longer be protected by the Indenture.

Section 3.02 Written Notice to Trustee. If the Bonds are to be redeemed pursuant to Section 3.01, and notice of an election to redeem Bonds shall have been given by the Issuer to the Trustee, at least forty-five to sixty days prior to the redemption date, the Trustee shall prepare a notice in the name of the Issuer describing the outstanding Bonds to be redeemed, the date of redemption, the redemption price and such additional information as the Trustee or the Issuer shall deem appropriate.

Section 3.03 Mailing of Notice. Notice of redemption shall be mailed by the Trustee, not less than thirty days and not more than sixty days before the redemption date, by first class mail to the Holders of all Bonds which are to be redeemed, at their last addresses appearing upon the Bond Register.

Section 3.04 Deposit for Redemption. On or prior to the date fixed for redemption, there shall be deposited with the Trustee in cash an aggregate amount which shall be sufficient to pay the redemption price on the Bonds to be redeemed, and interest thereon to the redemption date; and there shall be deposited, or arrangements shall be made with the Trustee to deposit, with the Trustee a sum sufficient to pay the proper expenses and charges of the Trustee in connection with such redemption. Upon deposit with the Trustee of the aggregate amount of such redemption price and interest pursuant to this section, such moneys shall be set aside by the Trustee and held by it for the account of the respective Holders of the Bonds being redeemed.

Section 3.05 Payment of Redeemed Bonds. After notice of redemption shall have been given as provided in Section 3.03, the Bonds specified in such notice shall become due and payable on the redemption date. Payment of the redemption price thereof shall be made to or upon order of the Holder, upon the surrender of the Bonds. Any installment of interest maturing on or prior to the redemption date shall be payable to the Holders of Bonds registered as such on

the relevant Regular Record Dates according to the terms of such Bonds and the provisions of Section 2.05, and the notice of redemption herein provided for may so state. If redemption moneys are available for the payment of all of the Bonds duly called for redemption on the redemption date, the Bonds so called shall cease to draw interest after the redemption date, and such Bonds shall not be deemed to be Outstanding hereunder for any purpose, except that the Holders thereof, on presentation, as herein provided, shall be entitled to receive payment of the redemption price thereof from the moneys set aside by the Trustee as aforesaid.

Section 3.06 Cancellation of Redeemed Bonds. All Bonds so redeemed, shall forthwith be cancelled and destroyed by the Trustee in accordance with the customary practices of the Trustee and applicable record retention requirements; and no further Bonds shall be executed or authenticated or issued hereunder in exchange or substitution therefor.

Section 3.07 Partial Redemption of Bonds. If less than all of the Bonds of a particular maturity at the time Outstanding are to be called for prior redemption, the amount of Bonds or portions thereof of such maturity to be redeemed shall be selected by the Issuer at the direction of the City, provided that within any particular maturity, the Bonds to be redeemed shall be selected by the Trustee by lot. The Trustee shall call for redemption in accordance with the foregoing provisions as many Bonds or portions thereof as will, as nearly as practicable, exhaust the moneys available therefor. Particular Bonds or portions thereof shall be redeemed only in integral multiples of principal amount of $5,000.

In the case of Bonds of denominations greater than $5,000, if less than all of such Bonds of a given stated maturity then Outstanding are to be called for redemption, then for all purposes in connection with redemption each $5,000 of principal amount of such Bonds shall be treated as though it were a separate Bond of the denomination of $5,000 bearing one of the numbers borne by such Bond. If it is determined that one or more, but not all of the $5,000 units of principal amount represented by any such Bond is to be called for redemption, then upon notice of intention to redeem such $5,000 unit or units, the Holder of such Bond shall surrender such Bond to the Trustee (1) for payment of the redemption price (including the redemption premium, if any, and interest to date fixed for redemption) of the $5,000 unit or units of principal amount called for redemption and (2) exchange for a new Bond or Bonds of the aggregate principal amount of the unredeemed balance of the principal amount of such Bond, which shall be executed, authenticated and delivered to the Holder thereof without charge therefor. If the Holder of any such Bond of a denomination greater than $5,000 shall fail to present such Bond to the Trustee for payment and exchange as aforesaid, such Bond shall nevertheless become due and payable on the date fixed for redemption to the extent of the $5,000 unit or units of principal amount called for redemption (and to that extent only). Interest shall cease to accrue on the portion of the principal amount of such Bond represented by such $5,000 unit or units of principal amount on and after the date fixed for redemption, provided that funds sufficient for the payment of the redemption price shall have been deposited with the Trustee and shall be available for the redemption of said $5,000 unit or units on the date fixed for redemption, and in such event, such Bond shall not be entitled to the benefit or security of this Indenture to the extent of the portion of its principal amount (and accrued interest thereon to the date fixed for redemption and applicable premium, if any) represented by such $5,000 unit or units of principal amount.

Section 3.08 Conditional Redemption of Bonds. Notwithstanding any provisions in this article to the contrary, the Issuer may condition redemption of Bonds on receipt of sufficient monies no later than the Business Day next preceding the redemption date. This condition shall be stated in the notice of redemption, and if for any reason the monies are not received by such Business Day, the redemption shall be automatically cancelled, interest shall continue to accrue and be entitled to the benefits of this Indenture on and after the date on which the Bonds were to be redeemed and the Trustee shall promptly mail notice of said cancellation by first class mail to the Holders of all Bonds which were to be redeemed, at their last address appearing upon the Bond Register, and return to the Holders any Bonds surrendered by them for redemption.

ARTICLE IV

BOND PROCEEDS; CONSTRUCTION FUND

Section 4.01 Deposit of Series 2021A Bond Proceeds. The Issuer shall deposit, or shall direct the Purchaser to deposit, the net proceeds of the sale of the Series 2021A Bonds:

(a) with the Trustee to the credit of the Bond Fund from the net proceeds of the sale of the Series 2021A Bonds, the sum of $_____; and

(b) with the Trustee to the credit of the Reserve Fund from the net proceeds of the sale of the Series 2021A Bonds, the sum of $_____; and

(c) with the Trustee to the credit of the Construction Fund the sum of $_____, being the balance of the net proceeds of the Series 2021A Bonds.

Section 4.02 Establishment of Construction Fund. The Issuer hereby establishes a trust account with the Trustee designated the Construction Fund and there shall be deposited with the Trustee to the credit of the Construction Fund those proceeds of the Series 2021A Bonds described in Section 4.01(c). As provided in Section 4.05, Construction Period income and profit from the investment of moneys in the Construction Fund shall be credited to the Construction Fund. The Issuer has no obligation hereunder or under the Act to deposit any moneys in the Construction Fund or apply moneys to Project Costs except proceeds of Bonds or funds made available therefor by the City.

The moneys in the Construction Fund shall be held in trust by the Trustee and applied to the payment of the Project Costs in accordance with and subject to the provisions of this article and the applicable provisions of the Lease, and pending such application shall be subject to a lien and charge in favor of the Holders of the Bonds issued and Outstanding under this Indenture and shall be held for the further security of such Holders until paid out as herein provided. In the event the moneys in the Bond Fund or Reserve Fund shall be insufficient on any Interest Payment Date to pay principal of, premium (if any) or interest on the Bonds due on such date, the Trustee shall use any moneys then on deposit to the credit of the Construction Fund, to the extent needed, to pay such principal, premium and interest.

Section 4.03 Project Costs Defined. For the purposes of this article, the Project Costs shall include, without intending thereby to limit or restrict any proper definition of such cost under any applicable laws or sound accounting practice, the Project Costs as defined in the Lease and as further described in Section 3.3 of the Lease.

Section 4.04 Payments from Construction Fund. Payments shall be made by the Trustee from the Construction Fund to the Issuer or its order, as the case may be, upon receipt of the statements set forth in Section 3.3 of the Lease and the Draw Request Certificate attached to the Lease as Exhibit C, which may be submitted by fax or email in a PDF format. All payments made from the Construction Fund shall be presumed by the Trustee to be made for the purposes certified in said statement, and the Trustee shall not be required to see to the application of any payments made from the Construction Fund. Such written requests shall be submitted no more often than twice a month.

None of the funds in the Construction Fund shall be used for any purposes other than the payment or reimbursement of Project Costs and, if authorized hereby and applicable, the payment of principal of, premium (if any) on and interest on the Bonds.

The Trustee shall not be bound to make an investigation into the facts or matters stated in any Draw Request Certificate of the Issuer. The Trustee shall not be responsible for determining whether the funds on hand in the Construction Fund are sufficient to complete the Project. The Trustee shall not be responsible to collect lien waivers.

Section 4.05 Deposit and Investment of Excess Moneys. The Trustee shall invest the moneys on deposit in the Construction Fund, at the written direction of the Issuer, in Qualified Investments. In the absence of written direction delivered to the Trustee from the Issuer, the Trustee shall hold such amounts uninvested without liability of interest. The Trustee shall, from time to time, if required to make payments pursuant to a Draw Request Certificate at the direction of the Issuer, cause any such investments to be sold or otherwise be converted into cash, whereupon the proceeds derived from such sale or conversion shall be deposited into the Construction Fund. Any interest or profit derived from investments shall be credited to the Construction Fund, for application thereunder. The Trustee shall have no liability whatsoever for any loss, fee, tax or other charge incurred in connection with any investment, reinvestment, sale or liquidation of an investment hereunder. Investments permitted under this section may be purchased from the Trustee or from any of its affiliates. The Issuer shall not direct any portion of the Construction Fund representing proceeds of the Bonds to be invested or used in such manner that any of the Bonds would be "arbitrage bonds" under Section 148 of the Internal Revenue Code and regulations thereunder; provided that the Trustee has no duty to monitor the yield on any directed investment or any obligation to limit the yield on any investment the Issuer directs the Trustee to make. Neither the Trustee nor the Issuer shall be liable for any loss resulting from any such investment, nor from failure to preserve rights against endorsers or other prior parties to instruments evidencing any such investment.

The Trustee shall be entitled to conclusively rely on the written investment direction of the Issuer as to the legality and the suitability of such directed investments. The Trustee shall have no responsibility whatsoever to determine whether any investments made pursuant to this Indenture are or continue to be Qualified Investments.

Section 4.06 Application of Balance in Construction Fund. When a Certificate of the Issuer Representative prepared pursuant to Section 3.5 of the Lease shall have been furnished to the Trustee, any balance in the Construction Fund (after reserving such amount as the Issuer Representative shall deem necessary for the payment of any remaining amounts due or to become due for Project Costs, and after returning to the Issuer any contingent funds which may have been deposited by the Issuer into the Construction Fund as additional funds to finance the total Project Costs and found to be unnecessary for such purpose) shall be deposited in the Bond Fund and shall be credited against the next Rental Payments due under the Lease.

ARTICLE V

DISPOSITION OF TRUST MONEYS

Section 5.01 "Trust Moneys" Defined. All moneys received by the Trustee,

(a) upon the release of property from the lien of this Indenture, or

(b) as compensation for, or proceeds of sale of, any part of the Trust Estate taken by eminent domain or purchased by, or sold pursuant to an order of, a governmental authority or otherwise disposed of, or

(c) as proceeds of insurance upon any part of the Trust Estate, or

(d) as elsewhere herein provided to be held and applied under this article, or required to be paid to the Trustee and whose disposition is not elsewhere herein otherwise specifically provided for, including, but not limited to the investment income of all Trust Funds and accounts held by the Trustee under this Indenture (other than the Rebate Fund), or

(e) as proceeds from the sale of the Series 2021A Bonds, or

(f) as Rental Payments, or as otherwise payable under the Lease,

(all such moneys being herein sometimes called "Trust Moneys") shall be held by the Trustee as a part of the Trust Estate, and, upon the exercise by the Trustee of any remedy specified in Article VIII, such Trust Moneys shall be applied in accordance with Section 7.04, except to the extent that the Trustee is holding in trust, moneys and/or Government Obligations for the payment of any Bonds which are no longer deemed to be Outstanding under the provisions of Article X, which moneys and/or Government Obligations shall be applied only as provided in Article X. Prior to the exercise of any such remedy, all or any part of the Trust Moneys shall be held, invested, withdrawn, paid or applied by the Trustee, from time to time, as provided in this article and in Article X.

Section 5.02 Bond Fund. The Issuer hereby establishes with the Trustee and shall maintain, so long as any of the Bonds are Outstanding, with the Trustee a separate trust account to be designated "Public Project Lease Revenue Bond Fund" (the "Bond Fund") into which the following deposits shall be made:

(a) All payments by the City as Rental Payments under Section 5.1 of the Lease.

(b) All other moneys received by the Trustee from the City when accompanied by directions of the City that such moneys are to be paid into the Bond Fund or used for purposes for which moneys in the Bond Fund may be used. If the City so directs, such monies shall be credited against Rental Payments due or to become due.

(c) All other moneys required to be deposited in the Bond Fund pursuant to any provision of this Indenture or the Lease.

The moneys and investments in the Bond Fund are irrevocably pledged to and shall be used by the Trustee, from time to time, to the extent required, for the payment of principal of, and interest on the Bonds, as and when such principal and interest shall become due and payable.

Section 5.03 Reserve Fund.

(a) The Issuer hereby establishes with the Trustee a separate trust account to be designated "Public Project Lease Revenue Bond Reserve Fund" (the "Reserve Fund"), into which $_____ of proceeds of the Series 2021A Bonds shall be deposited.

(b) The Reserve Fund shall be maintained at the "Reserve Requirement" which is defined as the lesser of (i) ten percent of the principal amount of the Bonds, (ii) one hundred twenty five percent of the average annual debt service requirements of the Bonds, or (iii) the maximum annual debt service on the Bonds. The Reserve Requirement shall be $_____ for the Series 2021A Bonds. The Trustee shall calculate the balance in the Reserve Fund on an annual basis as provided in section 5.06, and upon making such calculation the Trustee shall transfer to the Bond Fund any sums held in the Reserve Fund in excess of the Reserve Requirement.

(c) Subject to the provisions of section 7.04, amounts on hand in the Reserve Fund shall be transferred by the trustee to the Bond Fund if, on any Interest Payment Date, the amount then on hand in the Bond Fund is not sufficient to pay the principal, if any, and interest then due on the Bonds.

(d) If on any date the amount in the Reserve Fund is less than the Reserve Requirement, as a result of either (i) a revaluation in accordance with Section 5.06, or (ii) a transfer of sums to the Bond Fund under subsection (c) above; the Trustee shall notify the Issuer of the amount of such deficiency and request that the Issuer immediately deposit from legally available funds an amount equal to the amount of such deficiency.

(e) Earnings on sums in the Reserve Fund shall, upon receipt, be credited to the Bond Fund, if and to the extent that, after giving effect to the transfer, the Reserve Fund Requirement is maintained. Investments should be valued at fair market value and marked to market at least twice per year. Investments may not have maturities extending beyond ten years.

(f) At such time, if any, as the amounts on hand in the Reserve Fund equal or exceed the total amount of principal, interest and premium (if any) remaining to be paid on all Outstanding Bonds, the Trustee shall transfer such amounts from the Reserve Fund to the Bond Fund and use the same for such debt service purposes, as and when due.

(g) If any rebate of arbitrage is required under Section 6.07 and Issuer fails to satisfy that requirement, Trustee may disburse funds from the Reserve Fund for that purpose.

Section 5.04 Investment of Funds. Any moneys held as a part of the Construction Fund, Bond Fund or Reserve Fund shall be invested or reinvested by the Trustee upon the written request and direction of the Issuer Representative in any Qualified Investment, subject to the restrictions for investment of money held in the Reserve Fund set forth in Section 5.03 (e). In the

absence of written direction delivered to the Trustee from the Issuer, the Trustee shall hold such amounts uninvested. The type, amount and maturity of Qualified Investments shall conform to the instructions, if any, in the request of the Issuer Representative. Investments permitted under this section may be purchased from the Trustee or from any of its affiliates. Obligations so purchased shall be deemed at all times to be a part of the Construction Fund or Bond Fund, or Reserve Fund, as applicable, but may from time to time be sold or otherwise converted into cash for application thereunder, whereupon the proceeds derived from such sale or conversion shall be credited to the Construction Fund, or Bond Fund or Reserve Fund, as the case may be. Any interest accruing on and any profit realized from such investment shall be credited to the Bond Fund from which the investment has been made (except as otherwise provided in Section 5.03(f)). The Trustee shall redeem or sell, at the best price obtainable, any obligations so purchased, whenever it shall be necessary to do so in order to provide moneys to meet any payment from the Trust Fund. Neither the Trustee nor the Issuer shall be liable for any loss, fee, tax or other charge incurred in connection with any such investment, nor from failure to preserve rights against endorsers or other prior parties to instruments evidencing any such investment

Monies credited to any account or fund maintained hereunder, including the Construction Fund, which are uninvested pending disbursement or receipt of proper investment directions or as directed herein, may be deposited to and held in a non-interest bearing demand deposit account established with the Commercial Banking Department of the Trustee or with any bank affiliated with the Trustee, without the pledge of securities to or other collateralization of such deposit accounts.

The Trustee shall be entitled to conclusively rely on the written investment direction of the City as to the legality and the suitability of such directed investment and such written direction shall be deemed to be a certification that such directed investments constitute Qualified Investments. The Trustee shall have no responsibility whatsoever to determine whether any investments made pursuant to this Indenture are or continue to be Qualified Investments. The Issuer acknowledges that regulations of the Comptroller of the Currency grant the Issuer the right to receive brokerage confirmations of the security transactions as they occur. The Issuer specifically waives such notification to the extent permitted by law and will receive periodic cash transaction statements that will detail all investment transactions.

Section 5.05 Return on Investments.

(a) In directing investments pursuant to Section 3.8 of the Lease and this Indenture, the Issuer Representative will not instruct the Trustee to use the proceeds of the Bonds or other sums pledged to the payment of the Bonds, directly or indirectly, to acquire any securities or obligations the acquisition of which would cause any of the Bonds to be an "arbitrage bond" as defined in Section 148 of the Code, and for this purpose the Issuer, in order to restrict yield on investments, may direct investment in SLGS. The Trustee has no duty to monitor the yield on any directed investment or any obligation to limit the yield on any investment the Issuer directs the Trustee to make. The Trustee shall be fully protected in relying on the written direction of the Issuer with respect to whether the acquisition of any securities or obligations would have the effect prohibited by this section.

(b) The Issuer acknowledges that it will not direct the Trustee to invest moneys in any Trust Funds which would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Code. If at any time the moneys in all Trust Funds exceed, (i) amounts invested for an initial temporary period until the moneys are needed for the purpose for which the Bonds were issued, (ii) investments of a bona fide debt service fund, and (iii) investments of a reserve which meet the requirement of Section 148(d)(1) of the Code, then moneys in excess of such amounts shall be invested at the direction of the Issuer pursuant to Section 3.8 of the Lease in Qualified Investments consisting of (A) bonds issued by the United States Treasury, (B) other investments permitted under regulations, or (C) obligations which are (a) not issued by, or guaranteed by, or insured by, the United States or any agency or instrumentality thereof or (b) not federally insured deposits or accounts, all within the meaning of Section 149(b) of the Code. The Trustee shall be fully protected in relying on the written investment directions of the Issuer and shall only make investments as so directed.

Section 5.06 Computation of Balances in Trust Fund. In computing the assets of any Trust Fund established hereunder, investments and accrued but unpaid interest thereon shall be deemed a part thereof, and such investments, other than in the Reserve Fund, shall be valued at par value, or at the redemption price thereof, if then redeemable at the option of the holder. Investments held in the Reserve Fund shall be valued at market value which shall be calculated annually as of June 15, commencing June 15, 2022.

ARTICLE VI

PARTICULAR COVENANTS OF THE ISSUER

The Issuer covenants and agrees, so long as the Bonds shall be Outstanding and subject to the limitations on its obligations herein set forth, that:

Section 6.01 Payment of Bonds. The Issuer will faithfully perform at all times any and all covenants, undertakings, stipulations and provisions contained in this Indenture and the Bond Resolution and in each and every Bond executed, authenticated and delivered hereunder; will pay or cause to be paid, from payments of Rental Payments by the City and other amounts received in respect of the Project or available under this Indenture, the principal of, premium (if any) on and interest on every Bond issued hereunder on the dates, at the places and in the manner prescribed in the Bonds in any coin or currency which, on the respective dates of payment of such principal and interest, is legal tender for the payment of public and private debts; and other than as provided in Section 3.04, will cause such amounts received to be deposited with the Trustee fifteen days prior to the due date of each installment of principal and interest and prior to the maturity of any Bond in amounts sufficient to pay such installment, to the end that the Trustee may cause to be placed in any other bank the payment specified herein and in the Bonds, on time, money required for payment of principal and interest; provided, however, that the principal of and interest on any Bond is not and shall not be deemed to represent a debt or pledge the full faith or credit of the Issuer or the City or grant to the Holder of any Bond any right to have the Issuer or the City levy any taxes or appropriate any funds to the payment of principal of or interest on the Bonds, such payment to be made solely and only out of the moneys received pursuant to the Lease and this Indenture, including the funds and accounts established and maintained with the Trustee pursuant to the requirements of this Indenture and appropriated to the payment of the Bonds by the Indenture.

Section 6.02 Extensions of Payments of Bonds. The Issuer shall not directly or indirectly extend or assent to the extension of the maturity of any of the Bonds, or the time of payment of any claims for interest by the purchase or refunding of such Bonds or claims for interest or by any other arrangement; and in case the maturity of any of the Bonds, or the time for payment of any such claims for interest shall be extended, such Bonds or claims for interest shall not be entitled in case of any Default hereunder to the benefit of the Indenture or to any payment out of any assets of the Issuer or the funds (except funds held in trust by the Trustee for the payment of particular Bonds or claims for interest pursuant to this Indenture) held by the Trustee except subject to the prior payment of the principal of all Bonds issued and Outstanding hereunder, the maturity of which Bonds or principal installments has not been extended, and of such portion of the accrued interest on the Bonds as shall not be represented by such extended claims for interest. Nothing in this section shall, however, be deemed to limit the right of the Issuer to fund or refund at one time all of such Bonds and claims for interest.

Section 6.03 Authority of the Issuer. The Issuer is duly authorized under the Constitution and laws of the State of Minnesota to issue the Bonds, to finance the acquisition and betterment of the Project, to execute this Indenture and assign and pledge to the Trustee the Trust Estate, including the Project and the Rental Payments, and to make the covenants as herein provided.

Section 6.04 Concerning the Lease. The Issuer will cause and permit the Trustee to take such action as may be necessary or advisable to enforce the covenants, terms and conditions of the Lease if such action shall, in the Trustee's discretion and upon consultation with counsel as provided in Section 8.02 hereof, be deemed to be in the best interest of the Bondholders. The Issuer shall do or cause to be done all things on its part to be performed under the Lease so that the obligations of the City thereunder shall not be impaired or excused.

Section 6.05 To Observe All Covenants and Terms; Limitations on Issuer's Obligations. The Issuer will not issue or permit to be issued any Bonds hereunder in any manner other than in accordance with the provisions of this Indenture and the agreements in that behalf herein contained, and will not suffer or permit any Default to occur under the Indenture, but will faithfully observe and perform all the conditions, covenants and requirements hereof. Under the Act, and it is expressly agreed that, the Issuer has no obligation to levy taxes for, or make any advance or payment or incur any expense or liability from its general funds in performing, any of the conditions, covenants or requirements of the Bonds or this Indenture or from any funds other than revenues and income received pursuant to the Lease or moneys in the funds and accounts provided for herein.

Section 6.06 Liens. Other than conveyances allowed by the provisions of Sections 8.6 and 8.7 of the Lease, the Issuer agrees it will not mortgage, sell or otherwise encumber its interests in the Project during the term of the Lease, except as such liens may constitute Permitted Encumbrances (as defined in the Lease).

Section 6.07 Rebate. The Issuer shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Bonds, including without limitation (i) requirements relating to temporary periods for investments, (ii) limitations on amounts invested at a yield greater than the yield on the Bonds, and (iii) the rebate of excess investment earnings to the United States if the Bonds (together with other obligations reasonably expected to be issued and outstanding at one time in this calendar year) exceed the small issuer exception amount of $5,000,000. For purposes of qualifying the Bonds for the small issuer exception to the federal arbitrage rebate requirements, the Issuer hereby finds, determines and declares that (i) pursuant to Section 148(f)(4)(D)(iv) of the Code and a certain resolution adopted by the City of Isanti City Council allocating to the Issuer $3,280,000 of the City's $5,000,000 "small issuer" amount for calendar year 2021, the Bonds are treated as issued by a governmental unit with general taxing powers, (ii) the Bonds are not private activity bonds, (iii) ninety-five percent (95%) or more of the net proceeds of the Bonds are to be used for local governmental activities and essential public purposes and functions of the Issuer (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the Issuer), and (iv) the aggregate face amount of all tax-exempt obligations (other than private activity bonds) issued by the Issuer (and all entities subordinate to, or treated as one issuer with, the Issuer) during the 2021 calendar year is not reasonably expected to exceed $5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

ARTICLE VII

EVENTS OF DEFAULT; REMEDIES

Section 7.01 Events of Default. Each of the following events is hereby defined as, and is declared to be and to constitute, an "Event of Default" (whatever the reason for such Event of Default and whether it shall be voluntary or involuntary or be effected by operation of law or pursuant to any decree or order of any court or any order, rule or regulation of any administrative or governmental body):

(a) if payment of the principal of any of the Bonds, when the same shall become due and payable, whether at maturity or by proceedings for redemption (by redemption, declaration or otherwise), shall not be made; or

(b) if payment of any interest on the Bonds when the same shall become due and payable (in which case interest shall be payable to the extent permitted by law on any overdue installments of interest, in each case at the interest rate borne by the Bonds in respect of which such interest is overdue) shall not be made; or

(c) if the Issuer should default in the performance, or breach, any covenant or warranty of the Issuer contained in this Indenture (other than a covenant or warranty a default in whose performance or whose breach is elsewhere in this section specifically dealt with), and continuance of such default or breach (i) for a period of thirty days after there has been given, by registered or certified mail, to the Issuer by the Trustee, or to the Issuer and the Trustee by the Holder or Holders of at least twenty-five percent in aggregate principal amount of the Bonds then Outstanding, a written notice specifying such default or breach and requiring it to be remedied provided that if such default cannot be cured within such thirty (30) day period through the exercise of diligence but can be wholly cured, the failure of the Issuer to remedy such default within such thirty (30) day period shall not constitute an event of default hereunder if the Issuer shall immediately upon receipt of such notice commence with due diligence and dispatch the curing of such default and, having so commenced the curing of such default, shall thereafter prosecute and complete the same with due diligence and dispatch and provides the Trustee with a certification to that effect; or

(d) if an event of default shall occur under Section 12.1 of the Lease; or

(e) if any Non-appropriation should occur under the Lease.

Section 7.02 Enforcement of Covenants and Conditions. Upon the occurrence and continuation of an event of default (which has not been cured or waived), the Trustee shall exercise such of the rights and powers vested in it by this Indenture and use the same degree of care and skill in their exercise as a prudent person would exercise and use in the circumstances in the conduct of their own affairs. The Trustee shall not be liable for any action taken or omitted by it in the performance of its duties under this Indenture except for its own negligence or willful misconduct.

Upon the occurrence of an Event of Default, the Trustee may, and shall upon the written request of the Holders of a majority in aggregate principal amount of Outstanding Bonds, by

written notice to the Issuer, declare the principal of the Bonds to be immediately due and payable, whereupon that portion of the principal of the Bonds thereby coming due and the interest thereon accrued to the date of payment shall, without further action, become and be immediately due and payable, notwithstanding anything in this Indenture or in the Bonds to the contrary.

At any time after such a declaration of acceleration has been made, but before the Trustee has exercised any other remedy specified herein or in the Lease, the Holders of a majority in aggregate principal amount of the Bonds then Outstanding, by written notice to the Issuer and the Trustee, may rescind and annul such declaration and its consequences if:

(a) there has been paid to or deposited with the Trustee by or for the account of the Issuer, or provision satisfactory to the Trustee has been made for the payment of, a sum sufficient to pay

(1) all overdue installments of interest on all Bonds,

(2) the principal of (and premium, if any, on) any Bonds which have become due otherwise than by such declaration of acceleration and interest thereon at the rate borne by the Bonds,

(3) to the extent that payment of such interest is lawful, interest upon overdue installments of interest at the rate borne by the Bonds, and

(4) all sums paid or advanced by the Trustee hereunder and the reasonable compensation, expenses, disbursements and advances of the Trustee, its agents and counsel; and

(b) all Events of Default, other than the non-payment of the principal of Bonds which have become due solely by such acceleration, have been cured or waived as provided herein.

No such rescission shall affect any subsequent default or impair any right consequent thereon.

Upon the happening and continuance of an Event of Default, in addition to the acceleration of the Bonds, the Trustee may (subject to the provisions of Section 8.06 hereof), and shall upon the written request by registered or certified mail to the Trustee of the Holders of a majority in aggregate principal amount of outstanding Bonds:

(c) proceed to protect and enforce its rights by a suit or suits in equity or at law, either for the specific performance of any covenant or agreement contained herein or in the Lease or the Bonds, or in aid of the execution of any power herein or therein granted, or for the enforcement of any other appropriate legal or equitable remedy;

(d) with respect to the Project Equipment, exercise any remedies available to a secured party under the Uniform Commercial Code as then in effect in the State of Minnesota;

(e) exercise any remedies available to the Trustee under the Lease or any other Collateral Document.

In the event of a sale under this Lease, whether by virtue of judicial proceedings or advertisement or otherwise, the Trust Estate may, at the option of the Trustee, be sold as one parcel and as an entirety or in such parcels, manner and order as the Trustee in its sole discretion may elect.

Notwithstanding the foregoing, the Trustee need not proceed upon any such written request of the Bondholders, as aforesaid, unless such Bondholders shall have offered to the Trustee security and indemnity satisfactory to it against the costs, expenses and liabilities to be incurred therein or thereby.

Section 7.03 Trustee May File Proofs of Claims. In case of the pendency of any receivership, insolvency, liquidation, bankruptcy, reorganization, arrangement, adjustment, composition or other judicial proceeding relative to the Issuer or the City or the property of the Issuer or the City, the Trustee (irrespective of whether the principal of the Bonds shall then be due and payable as therein expressed or by declaration or otherwise and irrespective of whether the Trustee shall have made any demand on the Issuer and/or the City for the payment of overdue principal or interest) shall be entitled and empowered, by intervention in such proceeding or otherwise,

(a) to file and prove a claim for the whole amount of principal, premium, if any, and interest owing and unpaid in respect of the Bonds then Outstanding and to file such other papers or documents as may be necessary or advisable in order to have the claims of the Trustee (including any claim for the reasonable compensation, expenses, disbursements and advances of the Trustee, its agents and counsel) and of the Bondholders allowed in such judicial proceedings, and

(b) to collect and receive any moneys or other property payable or deliverable on any such claims and to distribute the same;

and any receiver, assignee, trustee, liquidator, sequestrator or other similar official in any such judicial proceeding is hereby authorized by each Bondholder to make such payments to the Trustee, and, in the event that the Trustee shall consent to the making of such payments directly to the Bondholders, to pay to the Trustee any amount due to it for the reasonable compensation, expenses, disbursements, and advances of the Trustee, its agents and counsel.

Section 7.04 Application of Moneys. All moneys received by the Trustee pursuant to any right given or action taken under the provisions of this Indenture or any Collateral Document, shall, after payment of the cost and expenses of the proceedings resulting in the collection of such moneys, including any proceedings undertaken by the Issuer, and of the fees, expenses, liabilities and advances incurred or made by the Trustee or Issuer, and after such funds shall have been applied as may be specifically required pursuant to this Indenture or any Collateral Document (e.g., to the restoration and replacement of any portion of the Project following casualty thereto or other loss thereof, as described in Section 6.6 of the Lease), and after payment of all taxes, assessments or liens prior to the lien of this Indenture (including reasonable fees and disbursements of the Trustee), except any taxes, assessments or liens subject to which any sale or other disposition of the Trust Estate or part thereof shall have been made, be deposited in the

Bond Fund, and all moneys in the Bond Fund maintained with the Trustee shall be applied as follows:

(a) Unless the principal of all the Bonds shall have become due and payable, all such moneys shall be applied:

First: To the payment to the Bondholders entitled thereto of all installments of interest then due on the Bonds, in the order of the maturity of the installments of such interest, and, if the amount available shall not be sufficient to pay in full any particular installment, then to the payment ratably, according to the amounts due on such installment, to the Bondholders entitled thereto, without any discrimination or privilege; and

Second: To the payment to the Bondholders entitled thereto of the unpaid principal of any of the Bonds which shall have become due (other than Bonds called for redemption for the payment of which moneys are held pursuant to the provisions of this Indenture), in the order of their due dates, and, if the amount available shall not be sufficient to pay in full Bonds due on any particular date, then to the payment ratably, according to the amount of principal due on such date, to the Bondholders entitled thereto without any discrimination or privilege.

(b) If the principal of all the Bonds shall have become due, all such moneys shall be applied to the payment of the principal and interest then due and unpaid upon the Bonds, without preference or priority of principal over interest or of interest over principal, or of any installment of interest over any other installment of interest, or of any Bond over any other Bond, ratably, according to the amounts due respectively for principal and interest, to the Bondholders entitled thereto without any discrimination or privilege.

Whenever moneys are to be applied by the Trustee pursuant to the provisions of this section, such moneys shall be applied by it at such times, and from time to time, and upon such advice as the Trustee shall determine, having due regard to the amount of such moneys available for application and the likelihood of additional moneys becoming available for such application in the future. Whenever the Trustee shall apply such funds, it shall fix the date (which shall be an Interest Payment Date unless it shall deem another date more suitable) upon which such application is to be made and upon such date interest on the amounts of principal to be paid on such dates shall cease to accrue. The Trustee shall give such notice as it may deem appropriate of the deposit with it of any such moneys and of the fixing of any such date, and shall not be required to make payment to the Holder of any Bond until such Bond shall be presented to the Trustee for appropriate endorsement or for cancellation if fully paid.

Whenever all Bonds and interest thereon have been paid under the provisions of this section and all expenses and charges of the Trustee have been paid, any balance remaining shall be paid to the persons entitled to receive the same; if no other person shall be entitled thereto, then the balance shall be paid to the City.

Section 7.05 Right of Trustee to Act Without Possession of Bonds. All rights of action (including the right to file proof of claim) under this Indenture, the Lease, or under any of the Bonds, may be enforced by the Trustee without the possession of any of the Bonds or the production thereof in any trial or other proceeding relating thereto, and any such suit or

proceeding instituted by the Trustee shall be brought in its name as Trustee, without the necessity of joining as plaintiffs or defendants any Holders of the Bonds hereby secured, and any recovery of judgment shall be for the equal benefit of the Holders of the Outstanding Bonds, subject to the provisions of Section 6.02 with respect to extended Bonds and claims for interest.

Section 7.06 Control by Bondholders. The Holders of a majority in aggregate principal amount of the Bonds at the time Outstanding shall have the right, during the continuance of an Event of Default,

(a) to require the Trustee to proceed to enforce this Indenture or any Collateral Document, either by judicial proceedings for the enforcement of the payment of the Bonds or the foreclosure of this Indenture or the enforcement of any other remedy; and

(b) to direct the time, method and place of conducting any proceeding for any remedy available to the Trustee, or exercising any trust or power conferred upon the Trustee hereunder, or under any Collateral Document; provided that

(1) such direction shall not be in conflict with any rule of law or with this Indenture,

(2) the Trustee shall not determine that the action so directed would be unjustly prejudicial to the Holders not taking part in such direction,

(3) the Trustee may take any other action deemed proper by the Trustee which is not inconsistent with such direction, and

(4) the Trustee shall be indemnified as provided in Section 8.06.

Section 7.07 Limitation on Suits by Bondholders. No Holder of any Bond shall have any right to institute any suit, action or proceeding in equity or at law for the enforcement of this Indenture or for the execution of any trust hereof or for any other remedy hereunder, unless a Default has occurred of which a Responsible Officer has been notified; nor unless also such Default shall have become an Event of Default and the Holders of not less than a majority in aggregate principal amount of Bonds Outstanding hereunder shall have made written request to the Trustee and shall have offered it reasonable opportunity either to proceed to exercise the powers hereinbefore granted or to institute such action, suit or proceeding in its own name; nor unless also they shall have offered to the Trustee indemnity as provided hereinafter; and such notification, request and offer of indemnity are hereby declared in every such case to be conditions precedent to the execution of the powers and trusts of this Indenture, and to any action or cause of action for enforcement or for any other remedy hereunder; it being understood and intended that no one or more Holders of the Bonds shall have any right in any manner whatsoever to affect, disturb, or prejudice the lien of this Indenture by the Holder's action or to enforce any right hereunder except in the manner herein provided, and that all proceedings at law or in equity shall be instituted, had and maintained in the manner herein provided and for the equal benefit of the Holders of all Bonds outstanding hereunder. Nothing in this Indenture contained shall, however, affect or impair the right of any Bondholder, which is absolute and unconditional, to enforce and bring suit for the payment of the principal of and interest on any Bond at and after the maturity thereof or to pay the principal of and interest on each of the Bonds issued hereunder to

the respective Holders thereof at the time and place in said Bonds expressed, in accordance with the terms of the Bonds.

Section 7.08 Waiver by Bondholders. The Trustee, upon the written request of the Holders of a majority in aggregate principal amount of the Bonds at the time Outstanding hereunder, shall waive any Default hereunder and its consequences, except a Default in the payment of the principal of the Bonds at the date of maturity specified therein; provided, however, that a Default in the payment of interest on the Bonds shall not be waived unless, prior to such waiver, all arrears of interest and all expenses of the Trustee shall have been paid or shall have been provided for by deposit with the Trustee of a sum sufficient to pay the same. In case of any such waiver, the Issuer, the Trustee and the Holders of the Bonds shall be restored to their former positions and rights hereunder respectively. No such waiver shall extend to any subsequent or other Default or impair any right consequent thereon.

Section 7.09 Remedies Cumulative, Delay Not To Constitute Waiver. No remedy by the terms of this Indenture or the Lease, conferred upon or reserved to the Trustee (or to the Bondholders) is intended to be exclusive of any other remedy, but each and every such remedy shall be cumulative and shall be in addition to any other remedy given hereunder 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 or Event of Default shall impair any such right or power or shall be construed to be a waiver of any such Default or Event of Default or acquiescence therein, and every such right and power may be exercised from time to time and as often as may be deemed expedient.

No waiver of any Default or Event of Default hereunder, whether by the Trustee or by the Bondholders, shall extend to or shall affect any subsequent Default or Event of Default or shall impair any rights or remedies consequent thereon.

Section 7.10 Restoration of Rights Upon Discontinuance of Proceedings. In case the Trustee or Bondholders shall have proceeded to enforce any right under this Indenture and such proceedings shall have been discontinued or abandoned for any reason, or shall have been determined adversely to the Trustee or Bondholders, then and in every such case the Issuer, the City, the Trustee and the Bondholders shall be restored to their former positions and rights hereunder with respect to the Trust Estate, and all rights, remedies and powers of the Trustee and the Bondholders shall continue as if no such proceedings had been taken.

Section 7.11 Suits to Protect the Trust Estate and Other Property. Subject to Section 8.06, the Trustee shall have the power, but shall not be required, to institute and to maintain such proceedings as it may deem expedient to prevent any impairment of the Trust Estate by any acts which may be unlawful or in violation of this Indenture, the Lease or any other Collateral Document, and such suits and proceedings as the Trustee may deem expedient to protect its interests and the interests of the Bondholders in the Trust Estate and in the issues, profits, revenues and other income arising therefrom, including power to institute and maintain proceedings to restrain the enforcement of or compliance with any governmental enactment, rule or order that may be unconstitutional or otherwise invalid, if the enforcement of, or compliance

with, such enactment, rule or order would impair the security hereunder or thereunder or be prejudicial to the interest of the Bondholders or the Trustee.

ARTICLE VIII

CONCERNING THE TRUSTEE

Section 8.01 Acceptance of Trust and Prudent Performance Thereof. The Trustee undertakes to perform such duties and only such duties as are specifically set forth in this Indenture and no duties shall be implied. The Trustee shall, during the existence of any Event of Default which has not been cured, exercise such of the rights and powers vested in it by this Indenture, and use the same degree of care and skill in their exercise, as a prudent person would exercise or use under the circumstances in the conduct of their own affairs.

The Trustee shall not be required to take notice or be deemed to have notice of any Default hereunder, except Default in the deposits or payments specified herein, unless the a Responsible Officer of the Trustee shall be specifically notified in writing of such Default by the City, by the Issuer or by the Holders of a majority in aggregate principal amount of Bonds Outstanding hereunder, and all notices or other instruments required by this Indenture to be delivered to the Trustee must, in order to be effective, be delivered at the designated corporate trust office of the Trustee, and in the absence of such notice so delivered, the Trustee may conclusively assume that there is no Default, except as aforesaid.

No provision of this Indenture shall be construed to relieve the Trustee from liability for its own negligent action, its own negligent failure to act, or its own willful misconduct, except that

(a) prior to such an Event of Default hereunder, and after the curing of all such Events of Default which may have occurred:

(1) the duties and obligations of the Trustee shall be determined solely by the express provisions of this Indenture, and the Trustee shall not be liable except for the performance of such duties and obligations as are specifically set forth in this Indenture, and no implied covenants or obligations shall be read into this Indenture against the Trustee, and

(2) in the absence of bad faith on the part of the Trustee, the Trustee may conclusively rely, as to the truth of the statements and to the correctness of the opinions expressed therein, and shall be protected in acting, upon any certificate or opinion furnished to the Trustee conforming to the requirements of this Indenture; but in the case of any such certificate or opinion which by any provision hereof is specifically required to be furnished to the Trustee, the Trustee shall be under a duty to examine the same to determine whether or not it conforms in form to the requirements of this Indenture; and

(b) at all times, regardless of whether or not any such Event of Default shall exist:

(1) the Trustee shall not be liable for any error of judgment made in good faith by a Responsible Officer or Officers of the Trustee unless it shall be proved that the Trustee was negligent in ascertaining the pertinent facts, and

(2) the Trustee shall not be liable with respect to any action taken or omitted to be taken by it in good faith in accordance with the direction of the Holders of not less than a majority in aggregate principal amount of all the Bonds at the time outstanding relating to the time, method and place of conducting any proceeding for any remedy available to the Trustee, or exercising any trust or power conferred upon the Trustee under this Indenture.

None of the provisions contained in this Indenture shall require the Trustee to expend or risk its own funds or otherwise to incur individual financial liability in the performance of any of its duties or in the exercise of any of its rights or powers, if it shall have reasonable grounds for believing that repayment of such funds or adequate indemnity against such risk or liability is not reasonably assured to it.

Section 8.02 Trustee May Rely Upon Certain Documents and Opinions. Except as otherwise provided in Section 8.01:

(a) the Trustee may rely and shall be protected in acting upon any resolution, certificate, statement, instrument, opinion, report, notice, request, consent, order, bond or other paper or document believed by it to be genuine and to have been signed or presented by the proper party or parties and the Trustee shall be under no duty to make any investigation or inquiry into any statements contained or matters referred to in any such instrument;

(b) any request, direction, election, order, certification or demand of the Issuer or the City shall be sufficiently evidenced by an instrument signed by an Issuer Representative or a City Representative, as the case may be (unless otherwise in this Indenture specifically prescribed), and any resolution of the Issuer may be evidenced to the Trustee by a Certified Resolution;

(c) the Trustee may consult with counsel (who may be counsel for the Issuer or the City) and the advice or opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by it hereunder in good faith and in accordance with the opinion of such counsel; and

(d) whenever, in the administration of the trusts of this Indenture, the Trustee shall deem it necessary or desirable that a matter be proved or established prior to taking or suffering any action hereunder, such matter (unless other evidence in respect thereof be herein specifically prescribed) may, in the absence of negligence or bad faith on the part of the Trustee, be deemed to be conclusively proved and established by a Certificate of the Issuer and such Certificate of the Issuer shall, in the absence of negligence or bad faith on the part of the Trustee, be full warrant to the Trustee for any action taken or suffered by it under the provisions of this Indenture upon the faith thereof

(e) The Trustee shall have the right to accept and act upon instructions or directions pursuant to this Indenture sent in the form of a manually signed document by unsecured e-mail, facsimile transmission or other similar unsecured electronic methods, provided, however, that the Issuer shall provide to the Trustee an incumbency certificate listing designated persons with the authority to provide such instructions and containing specimen signatures of such designated

persons, which incumbency certificate shall be amended whenever a person is to be added or deleted from the listing. If the Issuer elects to give the Trustee e-mail or facsimile instructions (or instructions by a similar electronic method) and the Trustee in its discretion elects to act upon such instructions, the Trustee's understanding of such instructions shall be deemed controlling. The Trustee shall not be liable for any losses, costs or expenses arising directly or indirectly from the trustee's reliance upon and compliance with such instructions notwithstanding that such instructions conflict or are inconsistent with a subsequent written instruction. The Issuer agrees to assume all risks arising out of the use of such electronic methods to submit instructions and directions to the Trustee, including, without limitation, the risk of the Trustee acting on unauthorized instructions, and the risk of interception and misuse by third parties.

Section 8.03 Trustee Not Responsible for Indenture Statements, Validity. The Trustee shall not be responsible for any recital or statement herein, or in the Bonds (except in respect of the certificate of the Trustee endorsed on such Bonds), or for the validity of the execution by the Issuer of this Indenture or the validity or execution of the Lease or the Bond Resolution, or of any supplemental instrument, or for the sufficiency of the security of the Bonds issued hereunder or intended to be secured hereby, or for the value of or title to any of the Trust Estate, or otherwise as to the maintenance or the security hereof; and the Trustee shall not be bound to ascertain or inquire as to the performance or observance of any covenant, condition or agreement on the part of the Issuer or the City except as herein set forth, but the Trustee may require of the Issuer and the City full information and advice as to the performance of the covenants, conditions and agreements aforesaid and of the condition of the physical property included in the Trust Estate. The Trustee shall not be accountable for the use of any Bonds authenticated or delivered hereunder.

The Trustee shall not be responsible for and makes not representation as to the legality, effectiveness or sufficiency of any security document or for the creation, perfection, priority or protection of any lien securing the bonds. The Trustee shall not be responsible for filing any financing or continuation statement or recording any documents or instruments in any public office at any time or otherwise for perfecting or maintaining the perfection of any lien or security interest in the trust estate it being understood that the Issuer shall be obligated to make such filings on behalf of the Trustee.

Section 8.04 Limits on Duties and Liabilities of Trustee. The permissive right of the Trustee to do things enumerated in this Indenture shall not be construed as a duty of the Trustee and the Trustee shall be answerable only for its own negligence or willful misconduct. The Trustee shall not be required to give any bond or surety in respect of the execution of the said trusts and powers or otherwise in respect of the premises.

In no event shall the Trustee be liable for incidental, special, indirect, consequential or punitive damages or penalties (including but not limited to lost profits), even if the Trustee has been advised of the likelihood of such damages or penalty regardless of the form of action.

Section 8.05 Money Held in Trust. Money held by the Trustee hereunder is held in trust but need not be segregated from other funds except to the extent required by law. The Trustee shall be under no liability for interest on any money received by it hereunder except as specifically provided herein.

Section 8.06 Obligation of Trustee. The permissive right of the Trustee to do things enumerated in this Indenture shall not be construed as a duty. The Trustee shall be under no obligation to institute any suit, exercise the option, or to take any proceeding under this Indenture, or to enter any appearance or in any way defend in any suit in which it may be defendant, or to take any steps in the execution of the trusts hereby created or in the enforcement of any rights and powers hereunder, until it shall be indemnified to its satisfaction against any and all costs and expenses, outlays and counsel fees and other anticipated disbursements and against all liability except to the extent determined by a court of competent jurisdiction to have been caused solely by its own gross negligence or willful misconduct ; the Trustee may, nevertheless, begin suit, or appear in and defend suit, or do anything else in its judgment proper to be done by it as such Trustee, without indemnity, and in such case the Trustee shall be reimbursed for all costs and expenses, outlays and counsel fees and other reasonable disbursements properly incurred in connection therewith. If the Issuer shall fail to make such reimbursement from funds provided by the City, the Trustee may reimburse itself from any moneys in its possession under the provisions of this Indenture (other than moneys used to discharge Bonds under Article X) and shall be entitled to a preference therefor over any of the Bonds or claims for interest Outstanding hereunder.

Section 8.07 Notice to Bondholders. The Trustee shall give to the Holders of the Bonds whose names and addresses are known to it written notice of all Defaults known to the Trustee by virtue of actual knowledge of a Responsible Officer, within thirty days after the occurrence of an Event of Default unless such Default shall have been cured before the giving of such notice; provided that, except in the case of Default in the payment of principal and interest on any of the Bonds; and further provided that no such notice shall be given unless and until any such Default becomes an Event of Default.

Section 8.08 Intervention in Judicial Proceedings. In any judicial proceeding to which the Issuer or the City is a party and which in the opinion of the Trustee has a substantial bearing on the interest of owners of Bonds issued hereunder, the Trustee may intervene on behalf of Bondholders and shall do so if requested in writing by the owners of at least fifty-one percent in the aggregate principal amount of Bonds outstanding hereunder. The rights and obligations of the Trustee under this Section are subject to the approval of the court having jurisdiction in the premises.

Section 8.09 Further Investigation by Trustee. The resolutions, opinions, certificates and other instruments provided for in this Indenture may be accepted by the Trustee as conclusive evidence of the facts and conclusions stated therein and shall be in full warrant, protection and authority to the Trustee for its actions hereunder; but the Trustee may, in its unrestricted discretion, and shall, if requested in writing so to do by the Holders of not less than fifty-one percent in aggregate principal amount of Bonds Outstanding hereunder, cause to be made such independent investigation as it may see fit, and in that event may decline to release any property, or pay over cash, or take other action unless satisfied by such investigation of the truth and accuracy of the matters so investigated. The expense of such investigation shall be paid by the Issuer from funds provided by the City, or, if paid by the Trustee, shall be repaid to it with interest at the lesser of seven percent per annum or the maximum rate permitted by law, by the Issuer from funds provided by the City or from the Trust Estate.

Section 8.10 Trustee to Retain Financial Records. The Trustee shall retain all financial statements furnished by the Issuer or the City in accordance with this Indenture so long as any of the Bonds shall be Outstanding. The Trustee shall have no duty to review or analyze any such financial records. The Trustee shall not be deemed to have notice of any information contained therein or event of default which may be disclosed in any manner therein.

Section 8.11 Compensation of Trustee. All advances, counsel fees and other expenses reasonably made or incurred by the Trustee in and about the execution of the trust hereby created and reasonable compensation to the Trustee for its services in the premises shall be paid by the Issuer, from funds provided by the City. The compensation of the Trustee shall not be limited to or by any provision of law in regard to the compensation of trustees of an express trust. If not paid by the Issuer from funds provided by the City, the Trustee shall have a first lien on moneys in its possession (other than money used to discharge Bonds under Article X), with right of payment prior to payment on account of interest or principal of any Bond issued hereunder, for reasonable compensation, expenses, advances and counsel fees incurred in and about the execution of the trusts hereby created and exercise and performance of the powers and duties of the Trustee hereunder and the cost and expense incurred in defending against any liability in the premises of any character whatsoever (unless such liability is adjudicated to have resulted from the gross negligence or willful default of the Trustee).

Section 8.12 Trustee May Hold Bonds. The Trustee and its officers and directors may acquire and hold, or become the pledgee of, Bonds and otherwise deal with the Issuer or the City in the same manner and to the same extent and with like effect as though it were not Trustee hereunder.

Section 8.13 Appointment of Trustee. There shall at all times be a trustee hereunder which shall be an association or corporation organized and doing business under the laws of the United States or any State thereof, authorized under such laws to exercise corporate trust powers, having a combined capital and surplus of at least $50,000,000, and subject to supervision or examination by Federal or State authority. If such association or corporation publishes reports of condition at least annually, pursuant to law or to the requirements of any supervising or examining authority above referred to, then for the purposes of this section the combined capital and surplus of such association or corporation shall be deemed to be its combined capital and surplus as set forth in its most recent report of condition so published. In case at any time the Trustee shall cease to be eligible in accordance with the provisions of this section, and another association or corporation is eligible, the Trustee shall resign immediately in the manner and with the effect specified in Section 8.16.

Section 8.14 Merger of Trustee. Any corporation or association into which the Trustee may be converted or merged, or with which it may be consolidated, or to which it may sell or transfer its trust business and assets as a whole or substantially as a whole, or any corporation or association, resulting from any such conversion, sale, merger, consolidation or transfer to which it is a party, ipso facto, shall be and become successor trustee hereunder and vested with all of the title to the Trust Estate and all the trusts, powers, discretions, immunities, privileges and all other matters as was its predecessor, without the execution or filing of any instrument or any further act, deed or conveyance on the part of any of the parties hereto, anything herein to the contrary notwithstanding.

Section 8.15 Resignation or Removal of Trustee. The Trustee may resign and be discharged from the trusts created by this Indenture by giving to the Issuer thirty days' notice in writing, and to the Bondholders thirty days' notice by first class mail at its, her or his address as set forth on the registration books of such resignation, specifying a date when such resignation shall take effect. Such resignation shall take effect on the day specified in such notice, unless previously a successor trustee shall have been appointed by the Bondholders as hereinafter provided, in which event such resignation shall take effect immediately on the appointment of such successor trustee.

Any Trustee hereunder may be removed at any time upon thirty days' notice and by an instrument or instruments in writing, appointing a successor to the Trustee so removed, filed with the Trustee and executed by the Issuer or the Holders of a majority in aggregate principal amount of the Bonds hereby secured and then Outstanding.

Section 8.16 Appointment of Successor Trustee. In case at any time the Trustee shall resign or shall be removed or otherwise shall become incapable of acting, or shall be adjudged as bankrupt or insolvent, or if a receiver of the Trustee or of its property shall be appointed, or if a public supervisory office shall take charge or control of the Trustee or of its property or affairs, a vacancy shall forthwith and ipso facto be created in the office of such Trustee hereunder, and a successor may be appointed, by the Issuer or the Holders of a majority in aggregate principal amount of the said Bonds hereby secured and then Outstanding, by an instrument or instruments in writing filed with the Trustee and executed by the Issuer or such Bondholders, notification thereof being given to the Issuer, but in the event the Trustee is removed by the Bondholders, until a new Trustee shall be appointed by the Bondholders as herein authorized, the Issuer may, subject to the provisions hereof, appoint a Trustee to fill such vacancy. After any such appointment by the Issuer, the Trustee so appointed shall cause notice of its appointment to be mailed within thirty days of such appointment to the registered Holders of the Bonds, but any new Trustee so appointed by the Issuer shall immediately and without further act be superseded by a Trustee appointed in the manner above provided by the Holders of a majority in aggregate principal amount of the Bonds whenever such appointment by the Bondholders shall be made.

If, in a proper case, no appointment of a successor Trustee shall be made pursuant to the foregoing provisions of this section within forty-five (45) days after a vacancy shall have occurred in the office of Trustee, the Holder of any Bond hereby secured or any retiring Trustee may apply to any court of competent jurisdiction to appoint a successor trustee. Said court may thereupon, after such notice, if any, as such court may deem proper and prescribe, appoint a successor trustee. Every such Trustee appointed pursuant to the provisions of this section shall be a trust company or bank having trust powers and having a reported capital and surplus not less than $50,000,000, if there be such an institution willing, qualified and able to accept the trust upon reasonable or customary terms.

Section 8.17 Transfer of Rights and Property to Successor Trustee. Every successor Trustee appointed hereunder shall execute, acknowledge and deliver to its predecessor and also to the Issuer an instrument in writing accepting such appointment hereunder, and thereupon such successor, without any further act, deed or conveyance, shall become fully vested with all the estates, properties, rights, powers, trusts, duties and obligations of its predecessor; but such predecessor shall, nevertheless, on the written request of the Issuer or of its successor execute and

deliver an instrument transferring to such successor all the estate, properties, rights, powers and trusts of such predecessor hereunder, and every predecessor Trustee shall deliver all securities and moneys held by it as Trustee hereunder to its successor. Should any assignment, conveyance or instrument in writing from the Issuer be required by any successor Trustee for more fully and certainly vesting in such successor trustee the estates, rights, powers and duties hereby vested or intended to be vested in the predecessor Trustee, any and all such assignments, conveyances and instruments in writing shall, on request, be executed, acknowledged and delivered by the Issuer. The resignation of any Trustee and the instrument or instruments removing any Trustee and appointing a successor hereunder, together with all assignments, conveyances and other instruments provided for in this article shall, at the expense of the City, be forthwith filed and/or recorded by the successor Trustee in each recording office where the Indenture shall have been filed and/or recorded.

Section 8.18 Co-Trustee.

(a) At any time or times, for the purpose of meeting any legal requirements of any jurisdiction in which any part of the Trust Estate may at the time be located, the Issuer and the Trustee shall have power to appoint one or more persons approved by the Trustee either to act as Co-Trustee or Co-Trustees, jointly with the Trustee of all or any part of the Trust Estate, or to act as separate Trustee or separate Trustees of all or any part of the Trust Estate, and to vest in such person or persons, in such capacity, such title to the Trust Estate or any part thereof, and such rights, powers, duties, trusts or obligations as the Issuer and the Trustee may consider necessary or desirable, subject to the remaining provisions of this section.

(b) Upon the request of the Trustee or of the Holders of at least twenty-five percent in aggregate principal amount of Bonds outstanding hereunder, the Issuer shall for such purpose join with the Trustee in the execution, delivery and performance of all instruments and agreements necessary or proper to appoint the Co-Trustee. If the Issuer shall not have joined in such appointment within fifteen days after the receipt by it of a request so to do, or in case an Event of Default shall have occurred and be continuing, the Trustee alone shall have power to make such appointment.

(c) The Issuer shall execute, acknowledge and deliver all such instruments as may be required by any such Co-Trustee or separate trustee for more fully confirming such title, rights, powers, trusts, duties and obligations to such Co-Trustee or separate Trustee.

(d) Every Co-Trustee appointed hereunder shall act subject to the following conditions and provisions, namely:

(1) The Bonds shall be authenticated and delivered and all rights, powers, trusts, duties and obligations by this Indenture conferred upon the Trustee in respect of the custody, control or management of moneys, papers, securities and other personal property shall be exercised, solely by the Trustee.

(2) All rights, powers, trusts, duties and obligations conferred or imposed upon the Trustee hereunder shall be conferred or imposed upon and exercised or performed by the Trustee, or by the Trustee and Co-Trustee or by a separate Trustee or

separate Trustees jointly, if so provided in any instrument appointing such Co-Trustee or separate Trustee or Trustees, except to the extent that, under the law of any jurisdiction in which any particular act or acts are to be performed, the Trustee shall be incompetent or unqualified to perform such act or acts or incompetent to bring suit to enforce the Lease, in which event such act or acts shall be performed by the Co-Trustee or separate Trustee or Trustees.

(3) Any request in writing by the Trustee to any Co-Trustee or separate Trustee to take or to refrain from taking any action hereunder shall be sufficient warrant for the taking, or the refraining from taking, of such action by the Co-Trustee or separate Trustee.

(4) Any Co-Trustee or separate Trustee may delegate to the Trustee the exercise of any right, power, trust, duty or obligation, discretionary or otherwise.

(5) The Trustee at any time, by an instrument in writing, with the concurrence of the Issuer, may accept the resignation of or remove any Co-Trustee or separate Trustee appointed under this section and in case an Event of Default shall have occurred and be continuing, the Trustee shall have power to accept the resignation of, or remove, any such Co-Trustee or separate Trustee without the concurrence of the Issuer. Upon the request of the Trustee, the Issuer shall join with the Trustee in the execution, delivery and performance of all instruments and agreements necessary or proper to effectuate such resignation or removal.

(6) No Trustee hereunder shall be personally liable by reason of any act or omission of any other Trustee hereunder.

(7) Any demand, request, direction, appointment, removal, notice, consent, waiver or other action in writing delivered to the Trustee shall be deemed to have been delivered to each such Co-Trustee or separate Trustee.

(8) Any moneys, papers, securities or other items of personal property received by any such Co-Trustee or separate Trustee hereunder shall forthwith, so far as may be permitted by law, be turned over to the Trustee.

(e) Upon the acceptance in writing of such appointment by any Co-Trustee or any separate Trustee, the Co-Trustee or separate Trustee shall be vested with such title to the Trust Estate or any part thereof, and with such rights, powers, duties and obligations, as shall be specified in any instrument of appointment jointly with the Trustee (except insofar as local law makes it necessary for any such Co-Trustee or separate Trustee to act alone) subject to all the terms of this Indenture. Every such acceptance shall be filed with the Trustee. Any Co-Trustee or separate Trustee may, at any time by an instrument in writing, constitute the Trustee, such Co-Trustee's or separate Trustee's attorney-in-fact and agent, with full power and authority to do all acts and things and to exercise all discretion on such Co-Trustee's or separate Trustee's behalf and in such Co-Trustee's or separate Trustee's name.

(f) In case any Co-Trustee or separate Trustee shall die, become incapable of acting, resign or be removed, the title to the Trust Estate, and all rights, powers, trusts, duties and

obligations of said Co-Trustee or separate Trustee shall, so far as permitted by law, vest in and be exercised by the Trustee unless and until a successor Co-Trustee or separate Trustee shall be appointed in the manner herein provided.

Section 8.19 Appointment of Successor or Alternate Paying Agents. In the event the initial Trustee shall also have been appointed paying agent for the Bonds, a successor Trustee shall become successor paying agent with respect to such Bonds unless otherwise provided in the instrument appointing such successor Trustee. If any paying agent other than the initial Trustee shall resign or become incapable of acting, or shall be removed under a supplemental indenture entered into pursuant to the terms hereof, the Trustee may appoint a successor paying agent which is a bank or trust company qualified to act as paying agent under the Act and which is willing to accept the office on reasonable and customary terms approved by an Authorized Issuer Representative. The Trustee may appoint successor paying agents. "Paying Agent" as used in this section refers to the bank or trust company named in the form of Bond provided for the Bonds in Exhibit B hereto, where principal of and interest on Bonds may be paid.

ARTICLE IX

CONCERNING THE BONDHOLDERS

Section 9.01 Execution of Instruments by Bondholders. Any request, direction, consent or other instrument in writing required by this Indenture to be signed or executed by Bondholders may be in any number of concurrent instruments of similar tenor and may be signed or executed by such Bondholders in person or by agent duly appointed by an instrument in writing. Proof of the execution of any such instrument and of the ownership of Bonds shall be sufficient for any purpose of this Indenture and shall be conclusive in favor of the Trustee with regard to any action taken by it under such instrument if made in the following manner:

(a) The fact and date of the execution by any person of any such instrument may be proved by the certificate of any officer in any jurisdiction who, by the laws thereof, has power to take acknowledgments of deeds to be recorded within such jurisdiction, to the effect that the person signing such instrument acknowledged to him or her the execution thereof, or by an affidavit of a witness to such execution.

(b) The ownership of Bonds shall be proved by the registration books kept under the provisions of this Indenture.

Nothing contained in this article shall be construed as limiting the Trustee to the proof above specified, it being intended that the Trustee may accept any other evidence of the matters herein stated which to it may seem sufficient.

Section 9.02 Waiver of Notice. Any notice or other communication required by this Indenture to be given by delivery, publication or otherwise to the Bondholders or any one or more thereof may be waived, at any time before such notice or communication is so required to be given, in writing mailed or delivered to the Trustee by the Holder or Holders of all of the Bonds entitled to such notice or communication.

Section 9.03 Determination of Bondholder Concurrence. In determining whether the Holders of the requisite aggregate principal amount of Bonds have concurred in any demand, request, direction, consent or waiver under this Indenture, Bonds which are owned by the Issuer or the City shall be disregarded and deemed not to be Outstanding for the purpose of any such determination; provided, that for the purpose of determining whether the Trustee shall be protected in relying on any such demand, request, direction, consent or waiver only Bonds which the Trustee actually knows to be so owned shall be disregarded. Bonds so owned which have been pledged in good faith may be regarded as Outstanding for the purposes of this Section if the pledgee shall establish to the satisfaction of the Trustee the pledgee's right to vote such Bonds and that the pledgee is not a person directly or indirectly controlling or controlled by or under common control with the Issuer or the City. In case of a dispute as to such right, any decision by the Trustee taken upon the advice of counsel shall be full protection to the Trustee.

Section 9.04 Bondholders' Meeting. A meeting of the Bondholders may be called at any time and from time to time for any of the following purposes:

(a) to give any notice to the Issuer, the City, or the Trustee, or to give any direction to the Trustee, or to make any request of the Trustee, or to consent to the waiving of any default hereunder and its consequences, or to take any other action authorized to be taken by Bondholders pursuant to any of the provisions of Article VII;

(b) to remove the Trustee or appoint a successor Trustee pursuant to the provisions of Article VIII;

(c) subject to Article XI, to consent to the execution of an indenture or indentures supplemental hereto;

(d) subject to Article XII, to consent to any amendment of the Lease or to any instrument supplemental to the Lease; or

(e) to take any other action authorized to be taken by or on behalf of the Holders of any percentage of the Outstanding Bonds under any other provisions of this Indenture or under applicable law.

Any Bondholders' meeting may be called and held as follows:

(a) A meeting of Bondholders may be held at such place within the City or in the city where the Trustee has its principal office as the Trustee or, in case of its failure to act, the City or Bondholders calling the meeting shall prescribe.

(b) Notice of every meeting of Bondholders, setting forth the time and place of such meeting and in general terms the action proposed to be taken at such meeting, shall be mailed, postage prepaid, not less than twenty nor more than one hundred eighty days prior to the date fixed for the meeting, to each owner of Bonds. Any failure of the Trustee to mail such notice, or any defect therein shall not, however, in any way impair or affect the validity of any such meeting.

(c) In case at any time the Issuer, pursuant to a Certified Resolution, or the Holders of at least ten percent in aggregate principal amount of the Bonds then Outstanding, shall have requested the Trustee to call a meeting of the Bondholders, by written request setting forth in reasonable detail the action proposed to be taken at the meeting, and the Trustee shall not have given the notice of such meeting within twenty days after receipt of such request, then the Issuer or the Holders of Bonds in the amount above specified may call such meeting to take any action authorized in this Section by giving notice thereof as provided in paragraph (b) of this section.

(d) Only a Holder of one or more Bonds or a person appointed as proxy by an instrument in writing of such Holder shall be entitled to vote at or to participate with their counsel and the representatives of the Trustee or the Issuer in such meeting. Each Holder shall be entitled to one vote for each $5,000 in principal amount of Outstanding Bonds held.

(e) The Trustee or, in case of its failure to act, the Issuer or Bondholders calling or requesting the meeting, may make such reasonable regulations as it may deem advisable for any meeting of Bondholders in regard to proof of the holding of Bonds and of the appointment of proxies and in regard to the appointment and duties of inspectors of votes, the submission and

examination of proxies, certificates and other evidence of the right to vote, determination of presiding and recording officers, and such other matters concerning the conduct of the meeting as it shall deem appropriate.

(f) At any meeting of Bondholders, the presence of persons owning Bonds in an aggregate principal amount sufficient under the appropriate provision of this Indenture to take action upon the business for the transaction of which such meeting was called shall constitute a quorum. Any meeting of Bondholders duly called pursuant to this section may be adjourned from time to time by vote of the Holders (or proxies for the Holders) of a majority in aggregate principal amount of the Bonds represented at the meeting and entitled to vote, whether or not a quorum shall be present; and the meeting may be held as so adjourned without further notice.

(g) The vote upon any resolution submitted to any meeting of Bondholders shall be by written ballots on which shall be subscribed the signatures of the Holders of Bonds or of their representatives by proxy and the serial number or numbers of the Bonds held or represented by them. The president of the meeting shall appoint two inspectors of votes who shall count all votes cast at the meeting for or against any resolution and who shall make and file with the secretary of the meeting their verified written reports in duplicate of all votes cast at the meeting. A record, at least in duplicate, of the proceedings of each meeting of Bondholders shall be prepared by the secretary of the meeting and there shall be attached to said record the original reports of the inspectors of votes on any vote by ballot taken thereat and affidavits by one or more persons having knowledge of the facts setting forth a copy of the notice of the meeting and showing that said notice was mailed as provided in paragraph (b). Each copy shall be signed and verified by the affidavits of the president and secretary of the meeting and one such copy shall be delivered to the Issuer and the City and another to the Trustee to be preserved by the Trustee, the latter to have attached thereto the ballots voted at the meeting. Any record so signed and verified shall be conclusive evidence of the matters therein stated.

Section 9.05 Revocation by Bondholders. At any time prior to (but not after) the evidencing to the Trustee of the taking of any action by the Holders of the percentage in aggregate principal amount of the Bonds specified in this Indenture in connection with such action, any Holder of a Bond may, by filing written notice with the Trustee at its principal office, revoke any consent given by such Holder or the predecessor Holder of such Bond. Except as aforesaid, any such consent given by the Holder of any Bond shall be conclusive and binding upon such Holder and upon all future Holders and owners of such Bond and of any Bond issued in exchange therefor or in lieu thereof, irrespective of whether or not any notation in regard thereto is made upon such Bond. Any action taken by the Holders of the percentage in aggregate principal amount of the Bonds specified in this Indenture in connection with such action shall be conclusively binding upon the Issuer, the City, the Trustee and the Holders of all the Outstanding Bonds.

ARTICLE X

PAYMENT, DEFEASANCE AND RELEASE

Section 10.01 Payment and Discharge of Indenture. If the Issuer, its successors or assigns, shall:

(a) pay or cause to be paid the principal of and premium, if any, and interest on the Bonds at the time and in the manner stipulated therein and herein, or

(b) provide for the payment of principal and premium, if any, of the Bonds and interest thereon by depositing with the Trustee at or at any time before maturity amounts sufficient either in cash or in direct obligations of or obligations the principal of and interest on which is fully guaranteed by the United States of America the principal and interest on which when due and payable (or redeemable at the option of the Holder thereof) and without consideration of any reinvestment thereof shall be sufficient to pay the entire amount due or to become due thereon for principal and premium, if any, and interest to maturity of all the Bonds Outstanding, or

(c) deliver to the Trustee (1) proof satisfactory to the Trustee that notice of redemption of all of the Outstanding callable Bonds not surrendered or to be surrendered to it for cancellation has been given or waived as provided in Article III, or that arrangements satisfactory to the Trustee have been made insuring that such notice will be given or waived, or (2) a written instrument executed by the Issuer under its official seal (if required by law) and expressed to be irrevocable, authorizing the Trustee to give such notice for and on behalf of the Issuer, or (3) file with the Trustee a waiver of such notice of redemption signed by the Holders of all of such Outstanding Bonds, and in any such case, deposit with the Trustee before the date on which such Bonds are to be redeemed, as provided in Article III, the entire amount of the redemption price, including accrued interest, and premium, if any, either in cash or direct obligations of or obligations the principal of and interest on which is fully guaranteed by the United States of America (which do not permit the redemption thereof at the option of the issuer) in such aggregate face amount, bearing interest at such rates and maturing at such dates as shall be sufficient to provide for the payment of such redemption price on the date such Bonds are to be redeemed, and on such prior dates when principal of and interest on the Outstanding callable Bonds is due and payable, or

(d) surrender to the Trustee for cancellation all Bonds for which payment is not so provided, and shall also pay all other sums due and payable hereunder by the Issuer, then and in that case, the Trustee shall deliver to the Issuer or the City such release from the lien of the Indenture as the Issuer or City may reasonably request, and all the Trust Estate shall revert to the Issuer and the City as their interests may appear, and the entire estate, right, title and interest of the Trustee and of the owners of the Bonds shall thereupon cease, determine and become void and the Trustee in such case, upon the cancellation of all Bonds for the payment of which cash or securities shall not have been deposited in accordance with the provisions of this Indenture, shall, upon receipt of a written request of the Issuer and of a Certificate of the Issuer and an Opinion of Counsel as to compliance with conditions precedent, and at City's cost and expense, execute to the Issuer, or its order, proper instruments acknowledging satisfaction of this Indenture and

surrender to the Issuer and the City, as their interests appear, all cash and deposited securities, if any (other than cash or securities for the payment of the Bonds and interest thereon), which shall then be held hereunder as a part of the Trust Estate.

In case of any discharge of the lien of the Indenture pursuant to paragraphs (b) or (c) there shall be submitted to the Trustee an Opinion of Counsel, which opinion may be based upon a ruling or rulings of the Internal Revenue Service, to the effect that the interest on the Bonds being discharged will not be subject to federal income taxation under Section 103 of the Internal Revenue Code, notwithstanding the discharge of the Indenture.

Some but not all Outstanding Bonds may be discharged by any of the methods set forth in clauses (a), (b), (c) or (d) as if such Bonds constituted the entire series of Outstanding Bonds.

Section 10.02 Bonds Deemed Not Outstanding After Deposits. When there shall have been deposited at any time with the Trustee in trust for the purpose of discharging the Bonds as provided in Section 10.01, cash or direct obligations of or obligations fully guaranteed by the United States of America the principal and interest on which shall be sufficient to pay the principal of any Bonds (and premium, if any) when the same become due, either at maturity or otherwise, or at the date fixed for the redemption thereof and to pay all interest with respect thereto at the due dates for such interest or to the date fixed for redemption, for the use and benefit of the Holders thereof, then upon such deposit all Bonds shall cease to be entitled to any lien, benefit or security of this Indenture except the right to receive the funds so deposited, and Bonds shall be deemed not to be Outstanding hereunder; and it shall be the duty of the Trustee to hold the cash and securities so deposited for the benefit of the Holders of the Bonds, and from and after such date, redemption date or maturity, interest on Bonds thereof called for redemption shall cease to accrue.

Section 10.03 Unclaimed Money to be Returned. Any moneys deposited with the Trustee pursuant to the terms of this Indenture, for the payment or redemption of Bonds which remain unclaimed by the Holders of the Bonds for a period of two years and eleven months after the due date or the date fixed for redemption of the same, as the case may be, shall, upon the written request of the City, and if the Issuer or any successor to the obligations of the Issuer under the Indenture and the Bonds shall not at the time, to the knowledge of the Trustee, be in default with respect to any of the terms and conditions contained in the Indenture or in the Bonds, be paid to the City, and the Holders of the Bonds shall thereafter look only to the City for payment and then only to the extent of the amounts so received without interest thereon; provided, however, that within thirty days prior to the expiration of said period, the Trustee, before being required to make any such repayment, may, at the expense of the City, cause to be published in a suitable Financial Newspaper, a notice that after a date named therein said moneys will be returned to the City.

ARTICLE XI

SUPPLEMENTAL INDENTURES

Section 11.01 Purposes for Which Supplemental Indentures May be Executed. The Issuer, upon resolution, and the Trustee from time to time and at any time, subject to the conditions and restrictions in this Indenture contained, may enter into such indentures supplemental hereto as may, or shall by them, be deemed necessary or desirable without notice to or the consent of any Bondholder for any one or more of the following purposes:

(a) To correct or amplify the description of the Trust Estate, or to assign, convey, pledge or transfer and set over unto the Trustee, subject to such liens or other encumbrances as shall be therein specifically described, additional property or properties for the equal and proportional benefit and security of the Holders and owners of all Bonds at any time issued and Outstanding under this Indenture;

(b) To add to the covenants and agreements of the Issuer in this Indenture contained other covenants and agreements thereafter to be observed, or to surrender any right or power reserved to or conferred upon the Issuer or to or upon any successor;

(c) To evidence the succession or successive successions of any other department, agency, body or corporation to the Issuer and the assumption by such successor of the covenants, agreements and obligations of the Issuer in the Bonds hereby secured and in this Indenture and in any and every supplemental indenture contained or the succession, removal or appointment of any trustee or paying agent hereunder;

(d) To cure any ambiguity or to correct or supplement any provision contained herein or in any supplemental indenture which may be defective or inconsistent with any other provision contained herein or in any supplemental indenture, or to make such other provisions in regard to matters or questions arising under this Indenture or any supplemental indenture as the Issuer may deem necessary or desirable and which shall not be inconsistent with the provisions of this Indenture or any supplemental indenture and which shall not impair the security of the same;

(e) To modify, eliminate and/or add to the provisions of this Indenture to such extent as shall be necessary to effect the qualification of this Indenture under the Trust Indenture Act of 1939, as then amended, or under any similar Federal statute hereafter enacted, and to add to this Indenture such other provisions as may be expressly permitted by said Trust Indenture Act of 1939, excluding, however, the provisions referred to in Section 316(a)(2) of said Trust Indenture Act of 1939;

(f) To make any other change which in the good faith judgment of the Trustee is not materially prejudicial to the Holders of any Bonds affected thereby;

(g) To permit the issuance of Additional Bonds as provided in Section 2.11;

(h) To revise the legal description of the Land in connection with an easement, utility access, or release of unimproved Land permitted under Sections 8.6 and 8.7 of the Lease.

The Trustee may conclusively rely on an opinion of Bond Counsel or Independent Counsel regarding whether a supplemental indenture under this Section 11.01 is permissible hereunder or does not materially prejudice the Holders of the Bonds.

Section 11.02 Execution of Supplemental Indenture. The Trustee is authorized to join with the Issuer in the execution of any such supplemental indenture, to make the further agreements and stipulations which may be therein contained, and accept the conveyance, transfer and assignment of any property thereunder, but the Trustee shall not be obligated to enter into any such supplemental indenture which affects its rights, duties or immunities under this Indenture.

Section 11.03 Rights of Trustee. In executing any amendment or supplemental indenture, the Trustee shall receive and will be fully protected in conclusively relying upon a certificate and an opinion of counsel stating that the execution of such amendment of supplemental indenture is authorized and permitted by this Indenture and is the legal, valid and binding obligation of the Issuer enforceable against it in accordance with its terms. The Trustee may, but shall not be obligated to, enter into any such supplemental indenture which affects the trustee's own rights, duties or immunities under this indenture or otherwise.

Section 11.04 Modification of Indenture with Consent of Bondholders. Subject to the terms and provisions contained in this section and in Section 11.01, the Holders of not less than a majority in aggregate principal amount of the Bonds then Outstanding shall have the right, from time to time, to consent to and approve the execution by the Issuer and the Trustee of such indenture or indentures supplemental hereto as shall be deemed necessary or desirable by the Issuer for the purpose of modifying, altering, amending, adding to or rescinding in any particular, any of the terms or provisions contained in this Indenture or in any supplemental indenture; provided, however, that, notwithstanding any other provision of this Indenture, nothing herein contained shall permit or be construed as permitting, without the consent of the Holders of all Outstanding Bonds, (a) an extension of the maturity of any Bond issued hereunder, or (b) a reduction in the principal amount of any Bond or the redemption premium or the rate of interest thereon, or (c) other than Additional Bonds authorized under Section 2.11 hereof, the creation of a lien upon or a pledge of revenues ranking prior to or on a parity with the lien or pledge created by this Indenture, or (d) a preference or priority of any Bond or Bonds over any other Bond or Bonds, or (e) a reduction in the aggregate principal amount of the Bonds required to consent to supplemental indentures or amendments to the Lease or any other Collateral Document, or (f) a reduction in the aggregate principal amount of the Bonds required to waive an Event of Default.

Whenever the Issuer shall deliver to the Trustee a resolution of Bondholders adopted at a Bondholders' meeting approved by, or an instrument or instruments purporting to be executed by, the Holders of not less than a majority in aggregate principal amount of the Bonds then Outstanding, which resolution or instrument or instruments shall refer to the proposed supplemental indenture and shall specifically consent to and approve the execution thereof, thereupon, the Issuer and the Trustee may execute such supplemental indenture without liability or responsibility to any Holder of any Bond, whether or not such Holder shall have consented thereto.

If the Holders of not less than a majority in aggregate principal amount of the Bonds Outstanding at the time of the execution of such supplemental indenture shall have consented to

and approved the execution thereof as herein provided, no Holder of any Bond shall have any right to object to the execution of such supplemental indenture, or to object to any of the terms and provisions contained therein or the operation thereof, or in any manner to question the propriety of the execution thereof, or to enjoin or restrain the Trustee or the Issuer from executing the same or from taking any action pursuant to the provisions thereof.

Section 11.05 Supplemental Indentures to be Part of Indenture. Any supplemental indenture executed in accordance with any of the provisions of this article shall thereafter form a part of this Indenture; and all the terms and conditions contained in any such supplemental indenture as to any provisions authorized to be contained therein shall be and be deemed to be part of the terms and conditions of this Indenture for any and all purposes, and the respective rights, duties and obligations under this Indenture of the Issuer, the Trustee and all Holders of Bonds then Outstanding shall thereafter be determined, exercised and enforced hereunder, subject in all respects to such modifications and amendments. If deemed necessary or desirable by the Trustee, reference to any such supplemental indenture or any of such terms or conditions thereof may be set forth in reasonable and customary manner in the text of the Bonds or in a legend stamped on the Bonds.

Section 11.06 Rights of City Unaffected. Anything herein to the contrary notwithstanding, a supplemental indenture under this article which adversely affects the rights of the City under the Lease, so long as the Lease is in effect, shall not become effective unless and until the City consents to the execution and delivery of such supplemental indenture. The Trustee shall cause notice of the proposed execution and delivery of any such supplemental indenture to the execution and delivery of which the City has not already consented, together with a copy of the proposed supplemental indenture, to be mailed to the City at least thirty days prior to the proposed date of execution and delivery of any such supplemental indenture.

Section 11.07 Rights of Issuer. The Issuer has no duty or obligation to consent to any supplemental indenture or other instrument amending the terms hereof and may, at the expense of the City, request and receive an opinion of such counsel as the Issuer may select in connection with any matter relating to a proposed amendment to this Indenture.

ARTICLE XII

AMENDMENTS TO THE LEASE OR OTHER COLLATERAL DOCUMENT

Section 12.01 Amendments to the Lease or Ground Lease Not Requiring Consent of Bondholders. The Issuer and the Trustee may, without the consent of or notice to the Bondholders, consent to any amendment, change or modification of the Lease or other Collateral Document as may be required (i) by the provisions of the Collateral Document and this Indenture, (ii) in connection with the financing of any additions or expansions of the Project so long as such amendments do not affect the obligation of the City to make Rental Payments, as they become due and payable thereunder or otherwise materially adversely affect the rights of the existing Bondholders, (iii) for the purpose of curing any ambiguity or formal defect or omission, (iv) for the issuance of Additional Bonds as provided in Section 2.11, (v) to revise the legal description of the Land in connection with an easement, utility access, or release of unimproved Land permitted under Sections 8.6 and 8.7 of the Lease or (vi) in connection with any other change therein which, in the good faith judgment of the Trustee, is not to the material prejudice of the Holders of the Bonds. The Trustee may rely on an opinion of Bond Counsel or Independent Counsel regarding whether an amendment to the Lease or other Collateral Documents under this Section 12.01 is permissible hereunder or does not materially prejudice the Holders of the Bonds.

Section 12.02 Amendments to Lease or Ground Lease Requiring Consent of Bondholders. Except for the amendments, changes or modifications as provided in Section 12.01, neither the Issuer nor the Trustee shall consent to any other amendment, change or modification of the Lease or any other Collateral Document without the written approval or consent of the Holders of not less than a majority in aggregate principal amount of the Bonds at the time Outstanding given and procured as in this section provided, however, that no such amendment, change or modification shall ever affect the obligation of the City to make payments of Rental Payments as they become due and payable. If the Holders of not less than a majority in aggregate principal amount of the Bonds Outstanding hereunder at the time of the execution of any such amendment, change or modification shall have consented to and approved the execution thereof as herein provided, no Holder of any Bond shall have any right to object to any of the terms and provisions contained therein, or in the operation thereof, or in any manner to question the propriety of the execution thereof, or to enjoin or restrain the Trustee, the Issuer or the City from executing the same or from taking any action pursuant to the provisions thereof.

Section 12.03 No Amendment May Reduce Rental Payments. Under no circumstances shall any amendment to the Lease reduce the Rental Payments thereunder without the consent of the Holders of all the Bonds Outstanding.

Section 12.04 Rights of Issuer and City. The Issuer has no duty or obligation to consent to any proposed amendment to the Lease and may, at the expense of the City request and receive an opinion of such counsel as the Issuer may select in connection with any matter relating to a proposed amendment to the Lease. Any consents required of the City hereunder shall be of no further force and effect if the Lease is not in full force and effect.

ARTICLE XIII

MISCELLANEOUS

Section 13.01 Covenants of Issuer Bind Successors and Assigns. All the covenants, stipulations, promises and agreements in this Indenture contained, by or in behalf of the Issuer, shall bind and inure to the benefit of its successors and assigns, whether so expressed or not.

Section 13.02 Immunity of Officers. No recourse for the payment of any part of the principal of or interest on any Bond or for the satisfaction of any liability arising from, founded upon or existing by reason of the issue, purchase or ownership of the Bonds shall be had against any officer, member or agent of the Issuer or its Board, the City or its governing body, as such, all such liability being hereby expressly released and waived as a condition of and as a part of the consideration for the execution of this Indenture and the issuance of the Bonds.

Section 13.03 No Benefits to Outside Parties. Nothing in this Indenture, express or implied, is intended or shall be construed to confer upon or to give to any person or corporation, other than the City, the parties hereto and the Holders of the Bonds issued hereunder, any right, remedy or claim under or by reason of this Indenture or covenant, condition or stipulation thereof; and the covenants, stipulations and agreements in this Indenture contained are and shall be for sole and exclusive benefit of the City, the parties hereto, their successors and assigns, and the Holders of the Bonds.

Section 13.04 Separability of Indenture Provisions. In case any one or more of the provisions contained in this Indenture or in the Bonds shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Indenture, but this Indenture shall be construed as if such invalid or illegal or unenforceable provision had never been contained herein.

Section 13.05 Execution of Indenture in Counterparts. This Indenture may be simultaneously executed in several counterparts, each of which, when so executed, shall be deemed to be an original, and such counterparts shall together constitute one and the same instrument. The exchange of copies of this Indenture and of signature pages by facsimile or PDF transmission shall constitute effective execution and delivery of this Indenture as to the parties hereto and may be used in lieu of the original Indenture and signature pages for all purposes.

Section 13.06 Headings Not Controlling. The headings of the several Articles and Sections hereof are inserted for the convenience of reference only and shall not control or affect the meaning or construction of any of the provisions hereof.

Section 13.07 Notices etc., to Trustee, Issuer and City. Any request, demand, authorization, direction, notice, consent of Bondholders or other document provided or permitted by this Indenture shall be sufficient for any purpose under this Indenture or the Lease when personally delivered, delivered by overnight express mail, or mailed by first class mail, postage prepaid, or by electronic means which produces receipt of transmission (except as otherwise provided in this Indenture) at the following addresses (or such other address as may be provided

by any party by notice), or telecopied, to be followed immediately by first class mail, and shall be deemed to be effective upon receipt:

To the Issuer:	Economic Development Authority of the City of Isanti 110 1st Ave NW Isanti, Minnesota 55040-7372
To the Trustee:	U.S. Bank National Association 60 Livingston Avenue St. Paul, Minnesota 55107 Attn: Corporate Trust Department
To the City:	City of Isanti 110 1st Ave NW Isanti, Minnesota 55040-7372

IN WITNESS WHEREOF, the Issuer has caused this Indenture to be executed in its name by its President and Secretary, and the Trustee, to evidence its acceptance of the trust hereby created, has caused this Indenture to be executed in its name by authorized officer(s) of the Trustee, all as of the day and year first above written.

ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF ISANTI , MINNESOTA

By _____
President

By _____
Secretary

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me on _____, 2021, by _____ and _____, the President and the Secretary, respectively, of the Economic Development Authority of the City of Isanti , Minnesota, a public body corporate and politic of the State of Minnesota, on behalf of said Authority.

_____
Notary Public

Signature and Notary page to Indenture of Trust

U.S. BANK NATIONAL ASSOCIATION
Trustee

By _____
Its Vice President

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me on _____, 2021, by _____, of U.S. Bank National Association, on behalf of said Association.

_____
Notary Public

Signature and Notary page to Indenture of Trust

EXHIBIT A

LEGAL DESCRIPTION OF LAND

All that part of the Northwest Quarter of the Southeast Quarter of Section 29, Township 35, Range 23, described as follows: Beginning at the Southwest corner of the Northwest Quarter of the Southeast Quarter; thence North along the West line of said Northwest Quarter of Southeast Quarter a distance of 375 feet; thence South 89 degrees 57 minutes 50 seconds East 580.8 feet; thence South 1 degree 16 minutes 15 seconds East 375 feet and to the South line of said Northwest Quarter of Southeast Quarter; thence West along said South line 580.8 feet, more or less, and to the Southwest corner of said Northwest Quarter of said Southeast Quarter, being the point of beginning and there to terminate.

Together with a nonexclusive easement for ingress, egress and utility purposes over and across the South 295 feet of the Northeast Quarter of the Southwest Quarter of Section 29, Township 35, Range 23 (as measured at right angles to the South line of said Northeast Quarter of Southeast Quarter), lying easterly of the easterly right-of-way line of State Trunk Highway No. 65 and westerly of a line drawn parallel with and distant 66 feet easterly of said easterly right-of-way line of State Trunk Highway No. 65 (as measured at right angles to said easterly right-of-way line).

And also including a nonexclusive easement for ingress, egress and utility purposes over and across the South 66 feet of that part of the Northeast Quarter of the Southwest Quarter of Section 29, Township 35, Range 23, lying easterly of the East right-of-way line of State Trunk Highway No. 65, as measured at right angles to the South line of said Northeast Quarter of Southwest Quarter, Isanti County, Minnesota.

EXHIBIT B

(Form of Series 2021A Bond)

UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTY OF ISANTI

ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ISANTI , MINNESOTA

No. R-__ $_____

PUBLIC PROJECT LEASE REVENUE BOND, SERIES 2021A
(CITY OF ISANTI, MINNESOTA, LEASE WITH OPTION TO PURCHASE PROJECT)

Interest Rate	Maturity Date	Date of Original Issue	CUSIP
__%	December 15,	June 16, 2021	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT:

THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ISANTI , MINNESOTA, a public body politic and corporate of the State of Minnesota (the "Issuer"), for value received, hereby promises to pay from its Public Project Lease Revenue Bond Fund to the registered owner named above, or registered assigns, the principal sum stated above on the maturity date specified above (unless subject to and duly called for earlier redemption) upon the presentation and surrender hereof and to pay to the registered owner hereof interest on such principal sum, until paid, from such Fund at the interest rate specified above from the Date of Original Issue specified above, or from the most recent Interest Payment Date to which interest has been paid or duly provided for, as specified below, semiannually on each December 15 and June 15 commencing June 15, 2022 (each, an "Interest Payment Date"). Principal and interest are payable in lawful money of the United States of America by U.S. Bank National Association, in St. Paul, Minnesota, or its successor as Trustee under the Indenture hereinafter described. Interest shall be based on a 360-day year consisting of twelve months of thirty days each and shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name this Bond is registered (the "Holder") at the close of business on the first day (whether or not a Business Day) of the calendar month of such Interest Payment Date at the address set forth on the registration books maintained by the Trustee, as registrar for the Bonds. Any such interest not punctually paid or provided for will cease to be payable on such regular record dates and such defaulted interest shall be paid to the person in whose name this Bond shall be registered at the close of business on a special record date for the payment of such defaulted interest established by the Trustee pursuant to the Indenture. Each capitalized term which is used but not otherwise defined in this Bond shall have the meaning given to that term pursuant to the Indenture or the Lease.

So long as this Bond is immobilized in global book-entry form registered in the name of the nominee of DTC, as defined in the Indenture, payments of principal of, premium, if any, and interest on this Bond shall be made as provided in the Representation Letter, as defined in the Indenture, and surrender of this Bond shall not be required for payment of the redemption price upon a partial redemption of this Bond or for optional or mandatory purchases of this Bond or portions thereof. Until termination of the book-entry only system pursuant to the Indenture, Bonds may be registered only in the name of DTC or its nominee, and notwithstanding express provisions of this Bond providing other or contrary results, the Representation Letter (which includes the applicable practices and procedures of DTC) shall apply to this Bond.

This Bond is issued pursuant to Minnesota Statutes, Sections 469.090 through 469.1082 and in conformity with the provisions, restrictions and limitations thereof, in aid of financing a certain project thereunder. This Bond does not constitute an indebtedness of the Issuer, within the meaning of any constitutional or statutory limitation, does not give rise to a charge against the general credit, properties or taxing powers of the Issuer or the City of Isanti, Minnesota (the "City") and does not grant to the Holder any right to have the Issuer or the City levy any taxes or appropriate any funds for the payment of the principal hereof or interest hereon. This Bond is payable solely from the moneys received under the Lease hereinafter described, or held by the Trustee in a Fund appropriated to the payment of the Bonds under the Indenture, including payments of Rental Payments to be made by the City under the Lease.

This Bond is one of an issue in the aggregate principal amount of $3,280,000, each in the denomination of $5,000, or an integral multiple thereof, and numbered from R-1 upwards, all of like tenor, except as to number, denomination, interest rate, maturity and redemption privilege, and all issued for the purpose of financing the costs of the construction of a municipal liquor store (the "Project"). The land on which the Project is located is to be ground leased to the Issuer under a Ground Lease Agreement from the City (the "Ground Lease"). The Project is to be leased to the City by the Issuer pursuant to a Lease Agreement, dated as of June 1, 2021 (the "Lease"). Pursuant to an Indenture of Trust, dated as of June 1, 2021 (the "Indenture"), executed and delivered by the Issuer and the Trustee, the Issuer has assigned to the Trustee its rights and interests in the Lease, including its rights to rental payments from the City but excluding certain rights to payment of expenses and indemnification. Reference is made to the Lease, the Ground Lease and the Indenture, copies of which are on file with the Trustee, for a complete description of the agreements and covenants contained therein.

The Bonds are issued pursuant to a resolution ("the Bond Resolution") adopted by the governing body of the Issuer on May 18, 2021, and the Indenture. The Bonds are equally and ratably secured by the Lease, the Indenture, and the Bond Resolution. The obligation of the City under the Lease to make Rental Payments sufficient to pay the principal of and interest on the Bonds, when due, is a limited obligation of the City which can be terminated, by non-appropriation, at the end of any fiscal year of the City. More specifically, the City has the right to cancel and terminate the Lease at the end of any fiscal year of the City if the City Council, the governing body of the City, determines not to appropriate moneys sufficient to pay the Rental Payments coming due in the next fiscal year.

All the Bonds maturing on December 15, 2030, and thereafter, are subject to prior redemption at the option of the Issuer, upon direction of the City, on December 15, 2029, and on

any date thereafter, at a redemption price equal to par plus accrued interest to date of redemption. Redemption may be in whole or in part, and if in part, the Issuer shall determine the amount of Bonds of each maturity to be prepaid; and if only part of the Bonds having a common maturity date are called for prepayment, the Bonds of that maturity shall be chosen by lot by the Trustee.

Bonds maturing on December 15, 20____ and 20___, (the "Term Bonds") shall be redeemed by lot on December 15 in the following years and principal amounts, at their principal amount, without any premium, plus accrued interest thereon to such redemption date (after any credits are made as provided below):

Mandatory Redemption Schedule

December 15, 20____ Term Bond (inclusive)

Year	Principal Amount
	$
(maturity)	

Mandatory Redemption Schedule

December 15, 20____ Term Bond (inclusive)

Year	Principal Amount
	$
(maturity)	

or, if less than such amount is then outstanding, an amount equal to the aggregate principal amount of the Bonds then outstanding.

The Issuer may, at its option to be exercised on or before the thirtieth day next preceding any date specified in the Mandatory Redemption Schedule above, deliver to the Bond Registrar written notice, which shall (i) specify a principal amount of such Term Bonds previously redeemed (otherwise than pursuant to the above Mandatory Redemption Schedule) or purchased and cancelled by the Bond Registrar and not theretofore applied as a credit against any redemption of Bonds pursuant to the above Mandatory Redemption Schedule, and (ii) instruct the Bond Registrar to apply the principal amount of such Term Bonds so delivered or previously redeemed or purchased and cancelled for credit against the principal installments to be prepaid pursuant to the Mandatory Redemption Schedule and selected by the Issuer. Each such Term Bond so delivered or previously redeemed or purchased and cancelled shall be credited by the Bond Registrar against the principal installments to be prepaid pursuant to the Mandatory Redemption Schedule and selected by the Issuer.

Prior to the date on which any Bond or Bonds are directed by the Issuer to be redeemed in advance of maturity, the Issuer will cause notice of the call thereof for redemption identifying the Bonds to be redeemed to be mailed to the Bond Registrar and all Bondholders, at the addresses shown on the Bond Register. All Bonds so called for redemption will cease to bear interest on the specified redemption date, provided funds for their redemption have been duly deposited.

Notice of any such redemption shall be given to the Holder of each Bond called by first class mail, addressed to the Holder at the Holder's address as it appears on the registration books maintained by the Trustee, not earlier than sixty days and not later than thirty days prior to the date fixed for redemption. Prior to the date fixed for redemption, there are required to be deposited with the Trustee sufficient funds to pay the Bonds to be redeemed. Upon the happening of the above conditions, Bonds thus called for redemption shall not bear interest after the call date and, except for the purpose of payment from the funds so deposited, shall no longer be protected by the Indenture.

To effect a partial redemption of Bonds having a common maturity date, the Trustee shall select, using such method of selection set forth in the Indenture, an amount equal the principal amount of such Bonds to be redeemed. If a Bond is to be redeemed only in part, it shall be surrendered to the Trustee (with, if the Trustee so requires, a written instrument of transfer in form satisfactory to the Trustee duly executed by the Holder thereof or by the Holder's attorney, duly authorized in writing) and the Issuer shall execute (if necessary) and the Trustee shall authenticate and deliver to the Holder of such Bond, without service charge, a new Bond or Bonds of the same series having the same stated maturity and interest rate and of any authorized denomination or denominations, as requested by such Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

This Bond is transferable, as provided in the Indenture, only upon books of the Issuer kept at the office of the Trustee by the Holder hereof in person or by the Holder's duly authorized attorney, upon surrender of this Bond for transfer at the office of the Trustee, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Trustee duly executed by the Holder hereof or the Holder's duly authorized attorney, and, upon payment of any tax, fee or other governmental charge required to be paid with respect to such transfer, one or more fully registered Bonds of the same principal amount and interest rate will be issued to the designated transferee or transferees.

The Bonds may become subject to acceleration and prepayment upon the occurrence of an Event of Default or upon the occurrence of a Non-appropriation resulting in a termination of the Lease.

The Bonds are issuable only in fully registered form without interest coupons in denominations of $5,000 or any integral multiple thereof. As provided in the Indenture and subject to certain limitations therein set forth, the Bonds of are exchangeable for a like aggregate principal amount of Bonds of a different authorized denomination, as requested by the Holder or the Holder's duly authorized attorney upon surrender thereof to the Trustee.

The Bonds have been designated by the Issuer as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

It is hereby certified and recited that the issuance of the Bonds and the acquisition and construction of the Project will promote the public welfare and carry out the purposes of the Issuer Powers Act; that all acts, conditions and things required to be done precedent to and in the issuance of this Bond and the issue of which it is a part have been properly done, have happened and have been performed in regular and due time, form and manner as required by law; and that this Bond and the issue of which it is a part do not constitute a debt of the Issuer or the City within the meaning of any constitutional or statutory limitation, except insofar as this Bond shall be payable from revenues derived from the Lease or as may otherwise be available for such purposes pursuant to the Indenture.

This Bond shall not be valid or become obligatory for any purpose until it shall have been authenticated by the manual execution of the Trustee's Certificate of Authentication.

IN WITNESS WHEREOF, the Economic Development Authority of the City of Isanti , Minnesota, by its Board of Commissioners, has caused this Bond to be executed in its name by the facsimile signatures of its President and Secretary, the seal of the Issuer having been intentionally omitted as permitted by law, all as of the Date of Original Issue specified above.

Date of Registration	Registrable by: U.S. BANK NATIONAL ASSOCIATION
_____	Payable at: U.S. BANK NATIONAL ASSOCIATION
TRUSTEE'S CERTIFICATE OF AUTHENTICATION This Bond is one of the Bonds described in the Indenture mentioned within.	ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF ISANTI , MINNESOTA
U.S. BANK NATIONAL ASSOCIATION St. Paul, Minnesota, Trustee	/s/ (Facsimile)_____ President
By_____ Authorized Signature	/s/ (Facsimile)_____ Secretary

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations:

TEN COM - as tenants in common
TEN ENT - as tenants by the entireties
JT TEN - as joint tenants with right of survivorship and not as tenants in common
UTMA - _____ as custodian for _____
(Cust) (Minor)
under the _____ Uniform Transfers to Minors Act
(State)

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ _____ the within Bond and does hereby irrevocably constitute and appoint _____ as attorney to transfer the Bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated:_____ _____

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

_____

Signature(s) must be guaranteed by a national bank or trust company, by a brokerage firm having a membership in one of the major stock exchanges, by any other "Eligible Guarantor Institution" as defined in 17 CFR 240.17 Ad-15(a)(2), or in such other manner as shall be reasonably required by or acceptable to the Trustee, including signatures guaranteed by a member of the Medallion Signature Program.

The Trustee will not effect transfer of this Bond unless the information concerning the transferee requested below is provided.

Name and Address: _____

_____

_____

(Include information for all joint owners if the Bond is held by joint account.)

City of Isanti

Gross Payroll	108,846.63
Social Security & Medicare	6,211.81
Public Employees Retirement	10,833.88
Total City Expense	125,892.32

Pay Date 5/14/2021

Pay Period 10 (4/25-5/8/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/05/2021	55846	3038	ALLIANCE BUILDING CORPORATION	609-20200	17,480.00
05/21	05/05/2021	55847	2030	ARTISAN BEER COMPANY	609-20200	42.90
05/21	05/05/2021	55848	9	BERNICKS PEPSI-COLA	609-20200	694.50
05/21	05/05/2021	55849	1629	CITY OF ISANTI	226-20200	11,782.69
05/21	05/05/2021	55850	1472	CRAWFORDS EQUIPMENT INC	101-20200	379.03
05/21	05/05/2021	55851	918	CRYSTAL SPRINGS ICE	609-20200	278.64
05/21	05/05/2021	55852	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,389.75
05/21	05/05/2021	55853	833	DIAMOND VOGEL PAINT	101-20200	2,709 00
05/21	05/05/2021	55854	1698	FINANCE & COMMERCE INC	425-20200	334.70
05/21	05/05/2021	55855	2830	GDO LAW	101-20200	4,083 33
05/21	05/05/2021	55856	1400	GENERAL CODE LLC	603-20200	2,088 00
05/21	05/05/2021	55857	134	GOPHER STATE ONE-CALL INC	601-20200	168.75
05/21	05/05/2021	55858	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	68.78
05/21	05/05/2021	55859	1684	ISANTI COUNTY AUDITOR-TREASURER	425-20200	612.00
05/21	05/05/2021	55860	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,554 02
05/21	05/05/2021	55861	5	KAWALEK TRUCKING	609-20200	208.60
05/21	05/05/2021	55862	1773	KLERSY,SCOT	101-20200	164.99
05/21	05/05/2021	55863	17	MCDONALD DISTRIBUTING CO	609-20200	13,165.31
05/21	05/05/2021	55864	2978	MILBANK WINWATER WORKS	601-20200	6,278 80
05/21	05/05/2021	55865	2080	MVTL LABORATORIES INC	602-20200	181.94
05/21	05/05/2021	55866	617	PAUSTIS & SONS	609-20200	672.75
05/21	05/05/2021	55867	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,457 97
05/21	05/05/2021	55868	2827	RATWIK ROSZAK & MALONEY P.A.	505-20200	3,403 00
05/21	05/05/2021	55869	2396	SOUTHERN GLAZERS OF MN	609-20200	13,367.99
05/21	05/05/2021	55870	73	STAR	101-20200	193.40
05/21	05/05/2021	55871	554	STEVES TIRE INC	603-20200	65.00
05/21	05/05/2021	55872	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	600.00
05/21	05/05/2021	55873	686	VERIZON WIRELESS	101-20200	1,482 51
05/21	05/05/2021	55874	42	VIKING COCA-COLA BOTTLING CO	609-20200	308.54
05/21	05/05/2021	55875	1286	VINOCOPIA INC	609-20200	268.20
05/21	05/05/2021	55876	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938 00
Grand Totals:						113,423.09

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 5/12/2021 - 5/12/2021 | May 12, 2021 02:45PM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/12/2021	55879	1231	ACE SOLID WASTE INC	101-20200	915.34
05/21	05/12/2021	55880	953	ALL AMERICAN TITLE CO INC	601-20200	53.20
05/21	05/12/2021	55881	494	ALLINA HEALTH SYSTEM	603-20200	90.00
05/21	05/12/2021	55882	2504	ANCONA TITLE & ESCROW	601-20200	14.24
05/21	05/12/2021	55883	9	BERNICKS PEPSI-COLA	609-20200	2,948.15
05/21	05/12/2021	55884	368	BILLS QUALITY CLEANING	101-20200	496.00
05/21	05/12/2021	55885	1387	BJORKLUND COMPANIES LLC	601-20200	510.00
05/21	05/12/2021	55886	2319	BREAKTHRU BEVERAGE OF MN	609-20200	2,696.14
05/21	05/12/2021	55887	2981	CANNON RIVER WINERY	609-20200	156.00
05/21	05/12/2021	55888	2487	CAPITOL BEVERAGE SALES	609-20200	236.44
05/21	05/12/2021	55889	1198	CENTER POINT ENERGY	601-20200	2,484.39
05/21	05/12/2021	55890	1834	CENTRAL WOOD PRODUCTS	101-20200	1,685.99
05/21	05/12/2021	55891	1822	CENTURYLINK BUSINESS SERVICES	101-20200	17.31
05/21	05/12/2021	55892	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,926.60
05/21	05/12/2021	55893	3040	DOCHNIAK, MELISSA	601-20200	67.64
05/21	05/12/2021	55894	385	FEDERATED CO-OPS INC	101-20200	67.99
05/21	05/12/2021	55895	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	148.25
05/21	05/12/2021	55896	2028	FURTHER	101-20200	29.80
05/21	05/12/2021	55897	2028	FURTHER	861-20200	69.73
05/21	05/12/2021	55898	2761	GRATITUDE FARMS	101-20200	250.00
05/21	05/12/2021	55899	160	HAWKINS INC	601-20200	1,405.69
05/21	05/12/2021	55900	3041	HUEBNER, MARSHALL & TERESE	601-20200	43.13
05/21	05/12/2021	55901	3042	IVERSON, KAREN	603-20200	33.33
05/21	05/12/2021	55902	3043	JACOBSON, GORDON & FRANCES	601-20200	17.49
05/21	05/12/2021	55903	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,467.70
05/21	05/12/2021	55904	5	KAWALEK TRUCKING	609-20200	174.00
05/21	05/12/2021	55905	1338	KNIFE RIVER	505-20200	1,172.00
05/21	05/12/2021	55906	1170	LAND TITLE INC	601-20200	54.69
05/21	05/12/2021	55907	2727	LEGACY TITLE	601-20200	20.75
05/21	05/12/2021	55908	2435	LINDBERG LAW OFFICE PA	601-20200	52.71
05/21	05/12/2021	55909	1479	LOFFLER	108-20200	136.93
05/21	05/12/2021	55910	131	MACQUEEN EQUIPMENT INC	603-20200	624.54
05/21	05/12/2021	55911	17	MCDONALD DISTRIBUTING CO	609-20200	14,247.42
05/21	05/12/2021	55912	2500	METRO SALES INC	101-20200	154.92
05/21	05/12/2021	55913	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
05/21	05/12/2021	55914	2978	MILBANK WINWATER WORKS	601-20200	2,498.50
05/21	05/12/2021	55915	3044	MILLER, ROBERT & CASSANDRA	601-20200	72.05
05/21	05/12/2021	55916	2842	MN PEIP	861-20200	29,331.48
05/21	05/12/2021	55917	1407	MORRIS ELECTRONICS INC	101-20200	60.00
05/21	05/12/2021	55918	1821	NORTH AMERICAN TITLE CO	601-20200	63.84
05/21	05/12/2021	55919	2553	O'REILLY	101-20200	16.99
05/21	05/12/2021	55920	2951	PAXMAR PROPERTY LLC	505-20200	457.50
05/21	05/12/2021	55921	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,082.03
05/21	05/12/2021	55922	3039	RADARSIGN, LLC	920-20200	3,355.00
05/21	05/12/2021	55923	2341	RED BULL DISTRIBUTION CO INC	609-20200	552.00
05/21	05/12/2021	55924	2625	RESULTS TITLE	601-20200	5.18
05/21	05/12/2021	55925	3045	SPLITTSTOSER TRUST, ORDEEN & MERILYN	603-20200	76.16
05/21	05/12/2021	55926	73	STAR	101-20200	229.37
05/21	05/12/2021	55927	3046	STROBEL, ALIXZANDER	601-20200	14.62
05/21	05/12/2021	55928	2156	SUMMIT FIRE PROTECTION	101-20200	16.00
05/21	05/12/2021	55929	2834	SUN MECHANICAL INC	101-20200	5,174.00
05/21	05/12/2021	55930	2614	SW WOLD CONSTRUCTION INC	505-20200	24,000.00
05/21	05/12/2021	55931	3047	SWANSON, GREGORY	505-20200	593.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/12/2021	55932	2598	T.A. SCHIFSKY & SONS INC	101-20200	1,279.42
05/21	05/12/2021	55933	1503	THE AMERICAN BOTTLING COMPANY	609-20200	223.48
05/21	05/12/2021	55934	2362	TITLE WERKS LLC	601-20200	434.08
05/21	05/12/2021	55935	2098	TRADEMARK TITLE SERVICES	601-20200	9.05
05/21	05/12/2021	55936	1820	URBANS HARDWARE INC	101-20200	125.64
05/21	05/12/2021	55937	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
05/21	05/12/2021	55938	2027	US INTERNET	603-20200	57.80
05/21	05/12/2021	55939	42	VIKING COCA-COLA BOTTLING CO	609-20200	219.47
05/21	05/12/2021	55940	4	WATSON CO INC	609-20200	1,949.07
05/21	05/12/2021	55941	1922	WEX BANK	101-20200	3,167.31
05/21	05/12/2021	55942	2475	WHITE BEAR IT SOLUTIONS LLC	614-20200	1,993.50
05/21	05/12/2021	55943	1479	LOFFLER	108-20200	131.86
Grand Totals:						123,838.50

Dated: 5-12-21

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

M = Manual Check, V = Void Check

CITY OF ISANTI

REQUEST FOR PROPOSALS

FIRE EXTINGUISHER AND FIRE PROTECTION SERVICES

Proposals Due: June 8th, 2021

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain fire extinguisher and fire protection services from a qualified business.

The primary objective of requesting proposals is for the City to determine which proposer can offer the highest quality of service at the most reasonable cost.

II. INSTRUCTIONS FOR PROPOSERS

A. The City will accept electronic or written proposals. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Jaden Strand
City Clerk
City of Isanti
110 1st Ave NW P.O. Box 428
Isanti, MN 55040

Electronic proposal submissions are to be attached to an email with the subject line "Fire Extinguisher and Fire Protection Services Proposal" Questions or request for clarification may be directed to Jaden Strand, City Clerk by phone at (763) 762-5759 or via email at Jstrand@cityofisanti.us.

B. **All proposals must be received no later than 4:30 pm on June 8th, 2021**. Any vendors submitting proposals after the date and time listed above are not guaranteed consideration. Proposals submitted should be clearly labelled "Fire Extinguisher and Fire Protection Services Proposal".

III. SCOPE OF WORK:

Specifications for Fire Extinguisher and Fire Protection Service for Isanti Municipal Facilities is as follows:

1) The service provider shall be a bonded and insured commercial fire sprinkler inspection service that provides certified inspection and maintenance for fire sprinkler systems services for commercial and industrial facilities.

2) Provide annual inspection of fire sprinkler systems in the Isanti City Hall, Isanti Community Center, Isanti Police Station/ Fire Department, Isanti Indoor Arena, Isanti Liquor Store and Public Works Buildings. Testing and visual inspection shall be done on all equipment/ devices for the fire sprinkler/ fire suppression system (inspection of all the heads and piping) and related systems. Contractor shall verify compliance with the manufacturer's recommendation s and applicable NFPA requirements. A written report shall be submitted to the City. The contract price includes all parts, materials and labor required to complete the testing and inspection services.

3) Any work beyond annual inspection, for needed system repairs shall be approved in advance by the City Administrator. Labor rates shall be those as listed on the quotation sheet. Any

parts/ materials for will be invoiced at cost plus the quoted percentage mark-up. The City reserves the right to seek alternate quotes for repairs. All repairs shall be in compliance with the manufacturer's recommendation, NFPA requirements and City and State codes. All parts will be OEM to maintain the systems UL rating.

4) Provide annual inspection of fire extinguishers for all municipal buildings/ vehicles that include City Hall, Isanti Community Center, Police/ Fire Department, Liquor Store, Public Works facilities and Isanti Indoor Arena.

a. Annual inspection of extinguishers: annual servicing or recharging, 6-year maintenance and teardown, or 12-year hydrostatic testing according to National Association of Fire Equipment Distributors (NAFED):

2.5 lb. Dry Chemical
5 lb. Dry Chemical
10 lb. Dry Chemical
6 lb. Wet Chemical

5) The service shall include servicing and recharging of extinguishers dropped off by the public at Isanti City Hall. Service shall be provided a minimum of two times per month, with more stops if needed.

IV. PROPOSAL EVALUATION AND CONTRACT AWARD

A. The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.

B. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.

C. The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.

D. It is anticipated that the City will establish a contract with a selected business for a six (6) year term. A contract for this term will be prepared and entered into with the successful proposer.

E. The successful contractor must not have any delinquent accounts with the City of Isanti.

V. TERM OF CONTRACT AND INSURANCE:

The Contract Term shall be six (6) years; from July 1, 2021 to June 30, 2027. The approved contractor will need to provide to the City a Certificate of Insurance with General and Automobile Liability Insurance in the amount of $1,000,000 and Workers Compensation Insurance in the statutory amounts. The City of Isanti shall be listed on the Certificate as an additional insured.

CITY OF ISANTI REQUEST FOR PROPOSAL FIRE EXTINGUISHER AND FIRE PROTECTION SERVICES QUOTE WORKSHEET

All categories must be completed to be considered in the award of the quote per the attached specifications.

I (we) submit the following quote for fire extinguisher and fire protection services for the City of Isanti.

FIRE SPRINKLER SYSTEM INSPECTION SERVICES

Facility	Annual Cost
Isanti City Hall	$
Isanti Community Center	$
Isanti Police/ Fire Department	$
Isanti Indoor Arena	$
Isanti Liquor Store	$
Public Works Buildings	$

Fire Suppression/ Sprinkler System Repair	Hourly Rates
Regular Rate (Monday to Friday 8:00 a.m. to 4:30 p.m.	$
Overtime Rate (After Hours)	$
Overtime Rate (Weekends/ Holidays)	$

Materials- System Repairs	
Materials Cost Plus Percentage Mark-Up	%
Annual Rate Adjustment	%

*An invoice that shows vendor material costs plus mark-up shall be submitted to the City.

FIRE EXTINGUISHER SERVICES

Annual Inspection Service of City Extinguishers

Annual Service:	
2.5 lb. Dry Chemical	$
5 lb. Dry Chemical	$
10 lb. Dry Chemical	$
6 lb. Wet Chemical	$

6 Year Maintenance/ Tear Down:	
2.5 lb. Dry Chemical	$
5 lb. Dry Chemical	$
10 lb. Dry Chemical	$
6 lb. Wet Chemical	$

12 Year Hydrostatic Test:	
2.5 lb. Dry Chemical	$
5 lb. Dry Chemical	$
10 lb. Dry Chemical	$
6 lb. Wet Chemical	$

Recharge:	
2.5 lb. Dry Chemical	$
5 lb. Dry Chemical	$
10 lb. Dry Chemical	$
6 lb. Wet Chemical	$

Mobile Charges Per Visit/ Building/ Location	
Isanti City Hall	$
Isanti Community Center	$
Isanti Police/ Fire Department	$
Isanti Indoor Arena	$
Isanti Liquor Store	$
Public Works Buildings	$

Total Annual Inspection Quote $_____

SERVICING OF PUBLIC EXTINGUISHERS

Service:	
2.5 lb. Dry Chemical	$
5 lb. Dry Chemical	$
10 lb. Dry Chemical	$

6 Year Maintenance/ Tear Down:	
2.5 lb. Dry Chemical	$
5 lb. Dry Chemical	$
10 lb. Dry Chemical	$

Recharge:	
2.5 lb. Dry Chemical	$
5 lb. Dry Chemical	$
10 lb. Dry Chemical	$

Total Public Service Quote $_____

Proposal submitted by: (Please Print)

Company Name _____ Phone Number _____

Mailing Address _____ City, State Zip code _____

Contact Person/Person Submitting Proposal _____ Email _____

Signature of Person Submitting Proposal _____ Date _____

REFERENCES:

Commercial References: Please print or type.

Contact Name _____

Company Name _____

Address _____

Phone Number _____

Contact Name _____

Company Name _____

Address _____

Phone Number _____

Contact Name _____

_____

Company Name

Address

Phone Number

CITY OF ISANTI

REQUEST FOR PROPOSALS FOR FIRE EXTINGUISHER AND FIRE PROTECTION SERVICES

The City of Isanti is accepting proposals for a six (6) year contract for fire extinguisher and fire protection services. Specifications are available upon request from the City Clerk's Office at Isanti City Hall or online at www.cityofisanti.us. The City Council reserves the authority to waive irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to JStrand@cityofisanti.us or addressed to Jaden Strand at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All proposals submitted must be clearly marked as "Proposal for Fire Extinguisher and Fire Protection Services" and will be accepted until 4:30 p.m. on June 8th, 2021.

Jaden Strand
City Clerk

Publish on:
Posted on:

Request for City Council Action- MEMO

To.	**Mayor Johnson and Members of City Council**
From:	Jaden Strand, City Clerk
Date:	May 18, 2021
Subject:	Resolution 2021-XXX Accepting Quote and Authorizing to Enter into a Contract for Electrical Maintenance Services

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Background:
Council authorized staff to advertise for proposals for electrical maintenance services on April 20th, 2021. Staff received three proposals; Northwoods Electric, LLC, Isanti Electric and Granite Ledge Electrical Contractors, LLC.

Recommendation:
Staff is recommending to enter into a five-year contract with Isanti Electric for electrical maintenance services as they are lower overall for services per the specifications outlined in the request for proposal.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- Resolution 2021-XXX Accepting Quote and Authorizing to Enter into a Contract for Electrical Maintenance Services

RESOLUTION 2021- XXX

ACCEPTING QUOTE FOR ELECTICAL MAINTENANCE SERVICES AND AUTHORIZING TO ENTER INTO CONTRACT FOR ELECTRICAL MAINTENANCE SERVICES

WHEREAS, the City of Isanti has determined it is in the city's best interest to receive quotes for general electrical maintenance services from qualified contractors for City buildings and facilities as outlined in the attached Specifications for Services; and

WHEREAS, an ad was placed in the official newspaper requesting quotes for Electrical Maintenance Services; and,

WHEREAS, three quotes for general electrical maintenance services from qualified contractors were received by the due date:

BIDDER	**BID AMOUNT**
	Per Hour Labor Rate
Northwoods Electric, LLC.	$100.00– Regular Hours Rate $120.00– After Hours $140.00-Weekends & Holidays Annual Price Adjustment Over Term of Contract– None
Isanti Electric	$75.00- Regular Hours Rate $75.00 – After Hours $75.00 – Weekends & Holidays Annual Price Adjustment Over Term of Contract – None
Granite Ledge Electrical Contractors, INC.	$115.00- Regular Hours Rate $215.00- After Hours $215.00- Weekends & Holidays Annual Price Adjustment Over Term of Contract- $2.50/ Year

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

1. The City Council hereby awards the quote to Isanti Electric, Inc., as the lowest responsible quoter.
2. That the City Administrator is hereby authorized to enter into a contract with Isanti Electric, Inc. for the provision of general electrical maintenance services for the City of Isanti for a five-year period starting June 1, 2021 and ending May 31, 2026, unless terminated sooner as provided in the contract.
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. If the contractor does not respond when contacted for service, both in regular and after hours (24 hours) service, the City Council will review the matter and may terminate the contract.

5. Any issues that may arise between the Contractor and City shall be managed by the City Administrator.
6. That the 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 18th day of May 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI

ELECTRICAL SERVICES
INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT between the **City of Isanti** (hereinafter "**City**"), whose principal office is located at 110 First Avenue North, City of Isanti, State of Minnesota, and **Isanti Electric Inc.**, 277th Lane NW, Isanti, Minnesota, 55040 **(**hereinafter "**Contractor**"), is made and entered into on the ____ day of _____, 2021.

A. Period of Agreement.
City hereby agrees to hire Contractor on an as needed basis and Contractor faithfully agrees to diligently perform such duties for the period from June 1, 2021 to May 31, 2026.

B. Nature of Services.
Services shall be provided as per the attached Specifications for Contractor Services for services during weekdays and in emergency circumstances (after hours). The contractor recognizes the right of the City to use electrical contractors for specialized service work regarding City Utilities and related operating facilities. The City also reserves the right to use other contractors on an emergency basis if the contractor is not available or cannot be contacted.

C. Compensation
Contractor shall receive compensation based on the rates submitted in their proposal for services. Material costs shall be reimbursed as per the Specifications for Contractor Services. Labor rates shall be as follows: $75.00 per hour (regular hours), $75.00 per hour (after hours) and $75.00 per hour (weekends and holidays).

D. Licensing and Certification.
Contractor hereby agrees to requirements as outlined in the Specifications for Contractor Services.

E. Relationship of Parties
The parties intend that an independent contractor relationship will be created by this Agreement. The City is interested only in the results to be achieved and the conduct and control of the work will lay solely with the Contractor. Contractor is not to be considered an agent or employee of the City for any purpose, and the employees of the Contractor, if any, are not to be considered employees of the City, and are not entitled to any of the benefits that the City provides its employees. It is further understood that Contractor may perform services for other entities, as long as such relationship does not impede, or prohibit, the provision of services for City pursuant to this Agreement.

F. Liability Insurance and Indemnification.
The services to be performed by Contractor pursuant to this Agreement will be performed entirely at Contractor's risk, and Contractor assumes all responsibility for the use and condition of tools and equipment used in the performance of Contractor's duties, efforts and work. Contractor shall be solely responsible for obtaining, at contractor's expense, automobile and general liability insurance coverage in the amount of $1,000,000 and Workers Compensation (if required) in the statutory amounts. The City of Isanti shall be listed as an additional insured on the Certificate. Contractor further agrees to indemnify City for any and all liability or loss arising in any way out of the performance of this Agreement, including costs and attorney's fees.

Independent contractors carrying on a trade or business as sole proprietors must present an Independent Contractor Exemption Certificate (ICEC).

G. Termination.

City and Contractor may terminate this Agreement at any time by providing written notice of not less than sixty (60) days. Such notice shall be given to City at City offices. Such notice shall be given to Contractor at its place of business.

H Facilities and Equipment.

Contractor shall be responsible for providing all tools and equipment necessary to perform electrical maintenance services. The Contractor shall provide their own office facilities and related equipment.

I. Accounting and Billing.

Contractor will bill the City on a monthly basis for services and materials provided as per the Specifications for Contractor Services.

J. Entire Agreement.

This Agreement, the attached Specifications for Contractor Services, and City Resolution constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements or representations, whether written or oral.

K. Headings

Headings are for convenience only and are not a part of this Agreement.

CONTRACTOR		CITY OF ISANTI	
Contractor Signature	Date	Josi Wood	Date
Isanti Electric Inc.		City Administrator	

CITY OF ISANTI
SPECIFICATIONS FOR CONTRACTOR SERVICES

Section 1. Electrical Maintenance Work

The City is accepting proposals to perform electrical maintenance work on an "as-needed basis" for City buildings and facilities. The work may be indoor or outside. This work includes tasks ranging from maintenance of building lighting and electrical systems to small projects in City Parks. Work to be performed under direction of a state licensed Master Electrician. This proposer should list experience, examples of project work, list individual(s) to perform the work, their qualifications and contractor references. A completed Doing Business with the City of Isanti form should be provided with the proposal.

Acceptance of the proposal is for a "first call" basis, and if the contractor is not available or cannot respond in a timely manner, the City reserves the right to contact another vendor. Specialty equipment in city utility and liquor store facilities is not covered under this contract.

Section 2. Contract / Term of Contract

The successful proposer will enter into a contract with the City to provide services. The contact shall be for a five-year time period.

Section 3. Insurance /Independent Contractor

The Successful Contractor will need to provide to the City a Certificate of Insurance with General and Automobile Liability Insurance in the amount of $1,000,000 and Workers Compensation Insurance in the statutory amounts. The City of Isanti shall be listed on the Certificate as an additional insured.

Independent contractors carrying on a trade or business as sole proprietors must present an Independent Contractor Exemption Certificate (ICEC) when submitting a quote for the above services.

Section 4. Material Costs / Invoice Required – For approved materials that need to be ordered for City projects that cost more than $50.00 dollars either individually or in total cost (multiple items), a copy of the vendor invoice that shows the cost to the Contractor for materials needs to be submitted with any request for reimbursement. With the use of materials purchased wholesale, the wholesale cost of the materials needs to be reported and a copy of the vendor receipt provided. In no case shall the contractor's mark-up exceed 10% of the wholesale cost (excluding any sales tax). The City also requires that any rebates be reported and those amounts must be deducted from the cost of materials on the Contractor's bill to the City.

RESOLUTION 2021-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR KNIGHTS OF COLUMBUS COUNCIL #10238 RAFFLE

WHEREAS, the City has received an application for exempt gambling permit from Rum River BMX to hold an event on September 23rd, 2021 at 207 Co Rd 23 NW, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is more than $1,500.00 for the event and will require state approval; 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, 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 applications for an exempt gambling permits is approved for the following date: September 23, 2021 at Elizabeth Ann Seton Church;

This Resolution is hereby approved by the Isanti City Council this 18th day of May 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
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: Knights of Columbus Council # 10238

Address of Organization: 207 Co Rd 23 NW, Isanti 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Name	Address	Phone No.
Dean Carpenter		
George Bemis		
Paul Carpenter		

Type of Event: Raffle Date of event: July 1 — 7 Sept 23 (Drawn

Use of Proceeds: All Proceeds go to to support St. Elizabeth Ann Seton Catholic Church, its Youth, School and Needy Organizations requesting donations.

Location and address of event:

207 Co Rd 23 NW, Isanti

Estimated value of prizes to be awarded: < 1500 00

Name of applicant: Dean Carpenter Applicant's phone number: 1

Signature of applicant: Dean Carpent

Date: 5/6/2024

Approved by City Council _____ Resolution # _____

POS = 3 / 311

\\sbs2011\Shared\OFFICE\Forms\Master Forms\Licensing-Permits\Gambling Licensing Original Forms\Gambling Application - Exempt.docx

Cash $50.00 5/6/2021 # 1047792 AW

RESOLUTION 2021-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 2021 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 9th through July 17th, 2021 is approved subject to the following conditions:

    a) A Certificate of Liquor Liability Insurance for the event is received by the City prior to the event date.

    b) That the procedures as outlined in Resolution 99-32 shall be met.

This Resolution is hereby approved by the Isanti City Council this 18th day of May 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
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	DATE ORGANIZED	TAX EXEMPT NUMBER
Isanti Firefighters Rodeo Association	11/12/2019	84-3834585
STREET ADDRESS [redacted]	City Isanti	State MN 55040
NAME OF PERSON MAKING APPLICATION Marc Volk	BUSINESS PHONE (763) 444-8019	

DATES & HOURS ON-SALE LIQUOR WILL BE SOLD (1 to 4 days)	TYPE OF ORGANIZATION
Friday, July 9th at noon thru Sunday, July 11th at 2:00 am	☐ CLUB ☒ CHARITABLE ☐ RELIGIOUS ☐ OTHER NONPROFIT
ORGANIZATION OFFICER'S NAME Jason Polzin	ADDRESS
ORGANIZATION OFFICER'S NAME Brent Anderson	ADDRESS
ORGANIZATION OFFICER'S NAME Jeff Holmgren	ADDRESS

Description of Event:

45th Annual Isanti Firefighters Rodeo

Location where license will be used. If an outdoor area, describe.

Fenced in Rodeo Ground at 500 - 3rd Ave N, Isanti, MN 55040

Premise Address 500 - 3rd Ave N, Isanti, MN 55040

Name of applicant's liquor liability insurance carrier:

Western Specialty Insurers

Signature: [signature] Date: 04/27/2021

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	

CK# 6140 #50.00 5/6/2021 #1047785 AW

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 be Security Specialist. Security Specialist will be at all entries and exits making sure no beverages enter or Leaves the grounds. Isanti PD and Isanti Co deputies are normally onsite and welcome.

Memo for Council Action

To: Mayor Johnson and City Council Members

From: Keith Lusk, Interim Liquor Store Manager

Date: May 18, 2021

Subject: Resolution 2021-XXX Approving Donation Box at Liquor Store

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Background:
Each year the MMBA supports a Troops Drive for the sole purpose of raising funds as well as supplying donations to help support local troops and veterans. We are requesting approval to promote this program in-store via signage and a donation box. Customers can donate supply items or cash donations in any amount. The Support Our Troops Supplies Drive runs May 17th through July 7th, 2021.

While the MMBA is asking for donations to be forwarded to them to distribute to "Folds of Honor", we would like approval to send all donations received to Isanti County Beyond the Yellow Ribbon. While Folds of Honor is a great organization, ICBYR serves veterans in Isanti County, which means that the donations that we receive will have a direct impact on veterans in the local community. Folds of Honor will still be receiving $1 for every case of Budweiser sold throughout the Troops Supplies Drive through the MMBA and Anheuser-Busch.

Request:
Staff is requesting City Council action on this item.

Attachment:
- Resolution 2021-XXX Approving Donation Box at Liquor Store

RESOLUTION 2021-XXX

APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 2nd, 2009 City Council approved a donation box policy; and,

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the "MMBA Support Our Troops Drive"; and,

WHEREAS, the Donation Policy has been reviewed and approval is recommended;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the "MMBA Support Our Troops Drive" at the Isanti Liquor Store from May 17, 2021 through July 7, 2021.

Adopted by the Isanti City Council this 18th day of May 2021.

Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

A Community For Generations
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: May 18th 2021
Subject: MOU for School Resource Officer Program

Background:
Attached is the updated MOU for the SRO program renewing the terms for an additional 3 school years (2021/2022 thru 2023/2024). Aside from the applicable school years 3 minor changes to language were made from the current MOU. There are as follows:

1. B.5. (added) "The District agrees that the SRO shall act as an agent of the District."

2. D.11.(amended) Currently reads "The SRO shall not be used as a school disciplinarian…". Amended to read "The SRO shall not be involved in determining consequences for school policy violations…"

3. D.13. (removed) "The SRO cannot enforce school rules and policies."

Recommendation:
These changes have been reviewed by Chief Muyres, Administrator Wood, and Finance Director Betker. Staff is recommending approval of the MOU.

Action Required:
If the Council concurs, it should by motion, approve the attached resolution.

Attachments:
- Res 2021-XXX Approving MOU between the City of Isanti and School District #911
- Memorandum of Understanding

RESOLUTION 2021-XXX

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 2021-2022, 2022-2023 and 2023-2024 school years; and

WHEREAS, the Cambridge-Isanti School District #911will consider this MOU at its May 20th 2021 Board meeting;

NOW, THEREFORE, BE IT 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

NOW FURTHERMORE, BE IT 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 was duly adopted by the Isanti City Council this 18th day of May 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
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 _____, 2021, by and between the City of Isanti and Cambridge-Isanti Schools, District 911. For purposed 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.

5. The District agrees that the SRO shall act as an agent of the District.

C. Hours and Special Events

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 involved in determining consequences for school policy violations. However, 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 shall follow the policies of the Isanti Police Department when confiscating drugs from a student on school property.

14. 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.

15. Reference attached SRO Position Description.

16. The SRO shall investigate and coordinate mandatory reporting investigations involving child abuse in cooperation with school and county social workers.

17. 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.

18. 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.

19. The SRO must have knowledge of the practices and philosophy of the school district and the police department concerning the handling of troubled youth.

20. The SRO is to consult, on a regular basis, with the School Administrators in order to determine any special concerns or needs.

21. 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.** If the 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 an SRO assignment. Although the final hiring decision lies with the City, the City will undertake reasonable efforts to assign peace officers who are acceptable to the District. The District will notify the Isanti Chief of Police of any concerns related to the performance

of an SRO. If the 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 2021-2022, 2022-2023, and 2023-2024 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 2021-2022, 2022-2023, and 2023-2024 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

Memo for City Council

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: May 18, 2021
Subject: Resolution 2021-XXX Approving Painting of a Pickleball Court at Mattson Park

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Background

On multiple occasions, the Parks, Recreation & Culture Board has been approached by members of the community regarding the addition of a pickleball court in Isanti. Upon discussion, the Parks, Recreation & Culture Board has recommended a pickleball court be added to an existing City park. On review of the current park plans, staff has identified Mattson Park as the optimal location for a court as it is highly visible and provides ample street parking for park users.

Staff has determined that a pickleball court can be painted within the existing tennis court using a different colored paint than the existing lines to as not create confusion for either sports' players. Staff would use an existing supply of yellow traffic paint for these lines so there would not be an additional cost to creating this court.

Request

Staff is requesting approval to paint lines on the Mattson Park tennis court to create a pickleball court for the community.

Attachments

- Resolution 2021-XXX

RESOLUTION 2021-XXX

APPROVING PAINTING OF A PICKLEBALL COURT AT MATTSON PARK

WHEREAS, community members have requested a pickleball court be built in the City of Isanti; and,

WHEREAS, the City of Isanti has identified Mattson Park as an appropriate location for a pickleball court to be created; and,

WHEREAS, the City of Isanti seeks to paint yellow lines on the existing tennis courts to outline a pickleball court; and,

WHEREAS, the tennis courts will become a multi-use court for tennis and pickleball players;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the painting of a pickleball court at Mattson Park, effective May 18th, 2021.

This resolution was duly adopted by the Isanti City Council this 18th day of May 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Kennedy & Graven CHARTERED

Offices in
Minneapolis
Saint Paul
St. Cloud

150 South 5th Street, Suite 700
Minneapolis MN 55402
(612) 337-9300 telephone
(612) 337-9310 fax
www.kennedy-graven.com
Affirmative Action Equal Opportunity Employer

TO: City of Isanti, Minnesota
FROM: Jenny Boulton, Kennedy & Graven, Chartered
DATE: May 12, 2021
RE: Conduit Revenue Bonds for Art and Science Academy Project

Request for Council Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND APPROVE RESOLUTION NO. _____ CALLING FOR A PUBLIC HEARING ON THE ISSUANCE OF A CONDUIT REVENUE NOTE AND AUTHORIZING THE PUBLICATION OF A NOTICE OF HEARING (ART AND SCIENCE ACADEMY PROJECT).

Background:

ABC Building Services (the "Borrower") has requested that the City of Isanti, Minnesota ("Isanti") issue up to $5,600,000 of a tax-exempt, a conduit charter school lease revenue bond or note in one or more series in 2021 (collectively, the "Note") to (i) finance the acquisition, renovation and improvement of the existing Art and Science Academy campus located at 903 6th Ave Court NE and 1005 7th Ave NE in the City (the "School Facility"); (ii) fund a debt service reserve fund, if necessary; (iii) pay a portion of the interest on the Note, if necessary; and (iv) pay the costs of issuing the Note, if necessary (the "Project"). The School Facility will be owned by the Borrower and leased to and operated by Art and Science Academy, Inc., a Minnesota nonprofit corporation and public charter school (the "School") as a kindergarten through 8th grade school facility with plans for expansion through 12th grade (collectively, the "Project Facilities").

Under the Internal Revenue Code of 1986, as amended (the "Tax Code"), conduit revenue bonds or notes give the borrower access to tax exempt financing so the borrower realizes lower interest costs and the City achieves a public purpose, in this case the preservation of existing public charter school educational facilities.

If issuance of the Note is authorized by the City Council, the Note will be issued as a conduit revenue note payable solely from the revenues derived from a loan agreement (the "Loan Agreement") to be executed by Isanti and the Borrower under which the Borrower agrees to make all payments due on the Note. The Borrower will also pledge other revenues and provide a Mortgage against the Project Facilities as security for the payment of the Note. The lender (who is also the bondholder) provides the funds for the loan, directly to the Borrower, and Isanti assigns its rights and obligations under the Loan Agreement to the lender. No money actually flows through Isanti. No money or assets of Isanti would ever be pledged or available to pay the Note.

The Note will not constitute a general or moral obligation of Isanti and will not be secured by or payable from any property or assets of Isanti and will not be payable from any city taxes or

revenues or secured by any taxing power of Isanti. The Note will not affect any debt limitation imposed on Isanti and the issuance of the Note will not have any adverse impact on Isanti's credit rating, even in the event that Borrower encounters financial difficulties with respect to the Project Facilities to be financed with the proceeds of the Note. If a default did occur, the lender would work with the Borrower to develop a work-out strategy for the payment of the conduit bonds or could foreclose the Mortgage and recover payment from the security pledged by the Borrower.

The Note is proposed to be issued as a tax-exempt obligation, the interest on which is excluded from gross income for federal income tax purposes. Because the Project Facilities will be owned by a non-profit owner, the Note can be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code") which relates to a deduction available to banks and other financial institutions (sometimes referred to as "bank-qualified bonds") and the Borrower has requested that designation for the Note. In order to issue bank-qualified bonds, the issuer of the conduit bonds must not expect to issue more than $10,000,000 of bonds in the calendar year, including its own general obligation bonds. Isanti has indicated that it intends to issue general obligation bonds this year in an amount less than $4,400,000; therefore, the total amount of Isanti's governmental purpose bonds and the Note will not exceed $10,000,000. As a result, both Isanti's governmental purpose bonds and the Note can be designated as "bank-qualified bonds". The Note will have no impact on Isanti's ability to issue bank-qualified bonds in future years.

Before issuing the Note, Isanti will need to hold a public hearing, adopt a resolution authorizing the issuance of the Note, and execute various related documents, including the Note and the Loan Agreement. The Borrower is requesting that the City Council hold a public hearing and consider approval of the Note on July 20, 2021.

Kennedy and Graven, as bond counsel, will provide forms of resolutions and all the necessary documents and handle publication of the hearing notice in Isanti's official newspaper. The Borrower will be required to pay all the expenses of paid or incurred by Isanti with respect to the Note and will be required to indemnify Isanti for any potential liability incurred by Isanti with respect to the Note, the Project Facilities, and granting necessary approvals.

Attachments:

1. Resolution Calling for a Public Hearing on the Issuance of a Conduit Revenue Note and Authorizing the Publication of a Notice of Hearing (Art and Science Academy Project)

2. Borrower's Memo describing its Conduit Financing Proposal (previously submitted for the Council's May 4, 2021 meeting)

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF ISANTI, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Isanti, Minnesota, was duly called and held at the City Hall in said City on Tuesday, May 18, 2021, commencing at 7:00 P.M.

The following Members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO._____

RESOLUTION CALLING FOR A PUBLIC HEARING ON
THE ISSUANCE OF A CONDUIT REVENUE NOTE AND
AUTHORIZING THE PUBLICATION OF A NOTICE OF HEARING
(ART AND SCIENCE ACADEMY PROJECT)

WHEREAS, Minnesota Statutes, Sections 469.152 through 469.1655, relating to municipal industrial development (the "Act"), gives municipalities the power to issue revenue obligations for the purpose of promoting the welfare of the state by the active attraction and encouragement and development of economically sound industry and commerce to prevent so far as possible the emergence of blighted and marginal lands and areas of chronic unemployment; and

WHEREAS, the City of Isanti, Minnesota (the "City"), has received from ABC Building Services, a Minnesota nonprofit corporation and 501(c)(3) organization (the "Borrower"), a proposal that the City assist in financing a Project hereinafter described, through the issuance of a conduit revenue note or obligations (in one or more series) (the "Note") pursuant to the Act; and

WHEREAS, before proceeding with consideration of the request of the Borrower it is necessary for the City to hold a public hearing on the proposal pursuant to the Act:

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

1. A public hearing on the proposal of the Borrower will be held at the time and place set forth in the form of Notice of Public Hearing attached hereto as **Exhibit A** or on a date to be determined by the City Administrator in order to meet publication requirements in accordance with applicable law. The general nature of the Project and an estimate of the aggregate principal amount of revenue bonds or other obligations to be issued to finance the proposal are described in the Notice of Public Hearing.

2. The City Administrator of the City is hereby authorized and directed to cause notice of the hearing to be given one publication in the official newspaper of the City and a newspaper

of general circulation available in the City, not less than 14 days nor more than 30 days prior to the date fixed for the hearing, substantially in the form of the attached Notice of Public Hearing.

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and after full discussion thereof and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

I, the undersigned, being the duly qualified and acting City Administrator of the City of Isanti, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City duly called and held on the date therein indicated, insofar as such minutes relate to calling for a public hearing on the issuance of a conduit revenue note to finance the acquisition, construction and improvements to the existing charter school facilities for Art and Science Academy, Inc.

WITNESS my hand this ____ day of _____, 2021.

_____
City Administrator

EXHIBIT A

NOTICE OF PUBLIC HEARING ON A PROPOSAL
FOR ISSUANCE OF A CONDUIT CHARTER SCHOOL LEASE REVENUE
NOTE (ART AND SCIENCE ACADEMY PROJECT)

Notice is hereby given that a public hearing shall be conducted by the City Council of the City of Isanti, Minnesota (the "City") on Tuesday, July 20, 2021 at 7:00 P.M. at the City Hall located at 110 1st Avenue NW, Isanti, Minnesota, to consider the proposal for the issuance by the City of a conduit revenue bond in one or more series (the "Note") pursuant to Minnesota Statutes, Sections 469.152-469.1655, as amended (the "Act"). The proceeds of the Note will be loaned to ABC Building Services, a Minnesota nonprofit corporation (the "Borrower"), to (i) finance the acquisition, renovation and improvement of the existing Art and Science Academy campus located at 903 6th Ave Court NE and 1005 7th Ave NE in the City (the "School Facility"); (ii) fund a debt service reserve fund, if necessary; (iii) pay a portion of the interest on the Note, if necessary; and (iv) pay the costs of issuing the Note, if necessary (the "Project"). The School Facility will be owned by the Borrower and leased to and operated by Art and Science Academy, Inc., a Minnesota nonprofit corporation and public charter school (the "School") as a kindergarten through 8th grade school facility with plans for expansion through 12th grade.

Following the public hearing, the City will consider adopting a resolution approving the Project and the issuance of the Note to finance the Project. The aggregate face amount of the Note proposed to be issued is presently estimated not to exceed $5,600,000. The Note if and when issued will not constitute a charge, lien or encumbrance upon any property of the City except its interest in the Project and revenues to be paid by the Borrower. Such Note will be a special, limited revenue obligation of the City payable solely from the revenues expressly pledged to the payment thereof, and will not constitute a general or moral obligation of the City, and will not be a charge against the City's general credit or taxing powers, but will be payable solely from revenues or collateral to be paid or provided by the Borrower pursuant to a revenue agreement.

A draft copy of the proposed application to the Commissioner of the Department of Employment and Economic Development, State of Minnesota, for approval of the Project, together with all attachments and exhibits thereto, is available for public inspection during normal business hours, Monday through Friday, at the City Hall in the City.

At the time and place fixed for the public hearing, the City will give all persons who appear at the hearing an opportunity to express their views with respect to the proposal. In addition, interested persons may file written comments respecting the proposal with the City Administrator at or prior to the public hearing.

YOUR COMPANY
CONDUIT FINANCING PROPOSAL

OVERVIEW

Your Company is pleased to submit this conduit financing proposal to the City of Isanti. This provides an overview for the nature of the request and a primer on the financials of the project.

The Objective

- Complete a proposed acquisition of properties for the Art and Science Academy (ASA) school complex to meet the needs for an increased student population to include a 9-12 high school.
- To partner with the City of Isanti in a tax conduit bank financing issue to lower costs for the school to finance the acquisition or alternatively for the City of Isanti to provide host approval for another city to be the sponsor of the tax conduit issuance.

Location Analysis

Currently both properties of Art and Science Academy are owned by the Charter School Development Corporation (CSDC) but will shortly become properties of ABCBS. ABCBS will become the long-term owner and lease manager of the properties for Art and Science. The two current properties operate under a P&Z conditional use permit that is allowed for public schools to operate in various zoning areas. The school currently leases use of the Elementary building to Grace Gospel Church for Sunday services and the school also leases a portion of the unused property north of the Middle School to a local farmer. This provides additional income streams to pay against the lease cost to CDSC, the remainder of the balance is paid through lease aid through the state and general funding from the school.

The Cambridge-Isanti area is growing at a substantial rate which includes over 50 housing permits in Isanti just in the past year and a similar amount in Cambridge nearby. With this growth comes additional families to the area which will increase the educational needs of this area for the foreseeable future. ASA and ABCBS see this as potential for steady growth in the area without the need to compete with the local school district for enrollment. Currently, ASA serves Cambridge, Isanti, and the immediate surrounding area in grades K-8.

Development Plan

ASA and ABCBS would be working together to implement the following plan:

- Step 1: Formation of an affiliated building corporation as the legal instrument to operating a charter school buildings per MN law. – Complete.
- Step 2: Line up financing and contact CDSC for purchase price of existing buildings. – In Progress.
- Step 3: Acquire buildings. Conclude business with CDSC. – On Hold, pending Step 2.
- Step 4: Once school fund balance reaches level for financial bonding (approx. 2-4 years), start the process to bond for building expansion of the Middle School into a 5-12 combined building. Bonding would roll over conduit loan for the acquisition of buildings into the bonding price for a single payment of long-term debt.
- Step 5: Commence construction of high school expansion and open to the public for school services.

Conduit Revenue Bond and Process

ABCBS wants to pursue this option for purchasing the properties because of the lower rates associated with tax exempt bonds vs conventional financing. Schools work within tight margins, so any way to reduce costs translates

into more funds to be able to turn back into programs and opportunities for students. Since ABCBS is representing a charter school, they do not have access to some of the bonding options that traditional districts have access to such as referendum-based tax obligation which require tax levy authority. However, as a 501(c)3 non-profit that provides services to the community, we do qualify for opportunities like the tax conduit bank financing as being outlined in this proposal. To that end, we are seeking City of Isanti approval to move ahead with this proposal or alternatively for the city to provide host approval so that we can approach another city that has loan capacity remaining.

ABCBS retains Jay Squires of Rupp, Anderson, Squires & Waldspurger for the school's real estate counsel. Jay has substantial experience representing schools for real estate transactions and is a certified Real Property Specialist in MN. ABCBS is fine with working with Northland Securities as the city's bond counsel. Alternatively, Kennedy&Graven or Fryberger of Duluth are acceptable as replacement bond counsel if needed. We understand there are associated costs as outlined in the conduit bond policy of the city and have attached our escrow agreement to this proposal.

ABCBS understands that a tax conduit bank financing requires the non-profit to assume all the risk of the debt payments and that the city cannot be held liable or responsible if any debt is issued. We are confident there would be no issues with this requirement as the school has been on time with its payments for years and as of the most recent financial audit had no significant findings or material issues.

Financials

ABCBS was created specifically for this purpose as the legal entity for ownership of the school properties (per MN law regarding ownership of charter school buildings). As such ABCBS does not have a financial history. Instead, listed below are the basic financials of ASA, which would be the tenant of the properties and who would be paying the lease to cover the associated costs. For a charter school seven years into operations, ASA is within the normal range financially. Typically, it is recommended by non-profit industry standards that charter schools maintain a fund balance in the 20-30% range.

	2019-20	2020-21 (est)	2021-22 (est)	2022-23 (est)
Enrollment	382	347	357	370
Revenues	$4,957,804	$5,697,253	$4,882,691	$5,103,004
Expenditures	$4,515,393	$4,958,576	$5,028,709	$5,171,978
Fund Balance	$751,390	$1,490,067	$1,344,049	$1,275,075
Fund Balance %	16.6%	30.1%	26.7%	24.7%

The current financing plan would be as follows:

	Funding	Costs	Total
Acquisition Costs (est)		$6,378,976	
Conduit Financing (80%)	$5,103,180.80		
Secondary Financing (20%)	$1,275,795.20		
Total			$6,378,976

ASA pays on a yearly lease with CSDC of approximately $642k which includes a roughly 20% overhead for CSDC's costs. We anticipate that this overhead will make it essentially revenue/expenditure neutral in the new financing arrangement. Any additional costs beyond what is listed above would be paid for through school funds. The terms of the conduit financing would be looking at a ten-to-twenty-year term with the likelihood of it being rolled into a

long-term bond at approximately year six or seven. The bank ran an estimate on a 3% rate and came up with $447,617 per year for the 80% conduit portion. The remaining 20% portion would generate an approximately $111,904 yearly cost for a combined total of $559,521. This is well within the current lease payments.

Projected Timeline

Key project dates are outlined below. Dates are best-guess estimates and are subject to change until a contract is executed.

Description	Start Date	End Date	Duration
Project Start	2019	NA	Approx 3-7 years
Formation of ABC	2019	2020	Complete
Acquisition of Properties	2020	2021	In Progress
Fund Balance for Bonding	2021	2023 or 2024	Pending
Financing of Expansion and Design	2024	2025	Approx 1 yr
Construction	2024 or 2025	2025 or 2026	Approx 8-15 mths
Opening	2025 or 2026	NA	

EXPECTED RESULTS

We expect that our proposed development plan will produce the following benefits:

Financial Benefits

- Increased land value around the school due to land improvements.
- Increased opportunity for growth in the area due to increased educational opportunities.
- More visible development in the town to spark additional interest in the area, especially the north side of town.
- A stable return/low risk since funding comes from school enrollment/state funding.
- The sponsoring city usually collects a fee for approving a resolution for the bond which brings in additional revenue with no financial risk.
- Lower financial costs for the school which translates into more funds being able to be turned back into educational programs.

Social Benefits

- Increased educational opportunities for the community.
- Increased social programs for students in the community.
- Increased avenues for access to social services (meals programs, family services, etc)

CONCLUSION

We look forward to hearing feedback regarding this proposal.

If you have questions on this proposal, feel free to contact Kevin Fitton at your convenience by email at kevin.fitton@asa.k12.mn.us or by phone at 763-444-0342.

Thank you for your consideration,



Kevin Fitton
Managing Director – ABCBS
Executive Director - ASA

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Travis Muyres, Police Chief
Date: May 18, 2021
Subject: Resolution 2021-XXX authorization to enter into agreement with Marie Ridgeway LICSW LLC

Staff has identified establishing an Officer Wellness and Resiliency program during the 2021 budgetary workshops. Funding was approved for the program and appropriated into fund 101-42110-300.

Staff has identified Marie Ridgeway as one of the leading professionals in law enforcement wellness and the best fit for the program.

Recommendation:
Staff is recommending to enter into an agreement with Marie Ridgeway LICSW LLC for professional services.

Attachments:

- Resolution 2021-XXX
- Marie Ridgeway LICSW LLC Agreement

RESOLUTION 2021-XXX

AUTHORIZING TO ENTER INTO AGREEMENT WITH MARIE RIDGEWAY LICSW LLC FOR WELLNESS CONSULTING SERVICES

WHEREAS, the Council approved funding in 2021 budget fund 101-42110-300 for officer wellness and resiliency program; and,

WHEREAS, staff had identified officer wellness as a top priority for the department; and,

WHEREAS, staff has identified Marie Ridgeway & Associates as the best fit for professional services for the program;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, the following:

1. That staff is hereby authorized to enter into and sign a contract with Marie Ridgeway LICSW LLC for professional services.

3. Marie Ridgeway LICSW LLC (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 agreed upon contract.

This resolution was duly adopted by the Isanti City Council this 18th day of May 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

MARIE RIDGEWAY LICSW LLC

THERAPY AND CONSULTING SERVICES AGREEMENT

This Agreement is made this ___ day of _____, 2021 ("**Effective Date**") by and between **MARIE RIDGEWAY LICSW LLC, d/b/a Marie Ridgeway & Associates and Ridgeway & Associates**, a Minnesota limited liability company ("**Service Provider**") and **Isanti Police Department/ City of Isanti in** the State of Minnesota ("**Customer**").

RECITALS

A. Service Provider is engaged in the business of providing professional mental health services to law enforcement officers and consulting with law enforcement agencies on mental health wellness topics.

B. Customer, for the benefit of its officers, their families, and the community, desires to obtain mental health services for its law enforcement officers.

C. Customer desires to engage Service Provider to provide the mental health services described in this Agreement and Service Provider is willing to provide such mental health services on the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions expressed in this Agreement, the Service Provider and Customer agree as follows:

AGREEMENT

1. **Services to be Provided.** Service Provider agrees to provide Customer with professional mental health and consulting services as described in Exhibit A attached hereto (the "**Services**"). Service Provider will provide all Services in a manner consistent with the level of care and skill ordinarily exercised by professionals providing similar services. Service Provider will at all times be free to exercise professional judgment and discretion regarding the provision of professional mental health services.

2. **Qualifications.** Service Provider's owner, Marie Ridgeway, LICSW, is licensed as a Licensed Independent Clinical Social Worker in the State of Minnesota. Ms. Ridgeway also holds an Advanced Certification in Accelerated Resolution Therapy and she and her staff may use this type of eye movement therapy for the treatment of trauma, anxiety, panic attacks, and other mental health concerns.

3. **Compensation.** As compensation for the Services, Customer will pay Service Provider the compensation set forth in Exhibit B attached hereto ("**Compensation**"). Service Provider will provide Customer with at least 30 days' written notice prior to the effective date of any fee changes.

4. **Invoices and Payment.** Service Provider will provide invoices to Customer by e-mail on the last day of each month or the first business day of the following month for payment. Service Provider's invoices will contain a description of the services provided, hours, rates, and amounts undertaken by the Service Provider during that billing period. Invoices will use a unique anonymous code known only to Service Provider for each officer to protect individual officers' identity. Service Provider will maintain client confidentiality at all times and nothing in this paragraph mandates disclosure of confidential or private data.

   Customer will make payment to Service Provider via direct deposit whenever possible, within ten (10) days of receipt of the invoice. Credit card or check are also accepted when direct deposit is not an option. If Customer fails to pay any invoice within thirty (30) days of the date the invoice is issued, Service Provider may impose an eight percent (8%) late fee.

5. **Term.** The term of this Agreement will begin on the Effective Date and last for a period of one (1) year. This Agreement will automatically renew for subsequent one (1) year terms unless either party gives the other party sixty (60) days notice of nonrenewal.

6. **Termination.** This Agreement may be terminated as follows:

   a. Service Provider may terminate this Agreement in the event Customer fails to comply with any material term of this Agreement effective thirty (30) days after notice by Service Provider that Customer is not in compliance with such material term.
   b. Customer may terminate this Agreement in the event Service Provider fails to comply with any material term of this Agreement effective thirty (30) days after notice by Customer that Service Provider is not in compliance with such material term.
   c. Either party may terminate this Agreement without cause upon sixty (60) days prior written notice to the other party.

   In the event of a termination, Customer shall pay Service Provider for Services performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.

7. **Work Products and Ownership of Documents.** All records, information, materials and other work products, including, but not limited to completed reports, drawings, plans, and specifications prepared and developed specifically at the request of Customer in direct connection with the provision of Services pursuant to this Agreement will become the property of Customer, but reproductions of such records, information, materials and other work products in whole or in part may be retained by Service Provider. Any and all records, information, materials and other work products, including, but not limited to reports, drawings, plans, and specifications developed by Service Provider for general use with Service Provider's clients or in Service Provider's business shall be and remain the property of Service Provider, regardless of whether they are used by Service Provider in fulfilling Service Provider's obligations under this Agreement. Further, nothing in this paragraph shall cause any professional therapy records, notes, or other related documents to become the property of Customer and all such documents shall remain the property of Service Provider or individual Clients. These obligations survive the termination of this Agreement.

8. **Publicity**. Each party must not use the other party's logo or state that the other party endorses its services without the other party's advanced written approval. If one party wishes to use the other party's logo or state that the other party endorses its services, Customer and Service Provider will develop mutually agreed upon language to use when discussing the Services. Both parties agree that any publicity including, but not limited to, press releases, social media postings, and written or oral statements to members of the news media, regarding the Services or the subject matter of this Agreement must not be released unless they comply with this mutually agreed upon language. Both parties acknowledge and agree that due to the nature of the Services, publicity associated with the Services may have a detrimental effect on Service Provider's ability to effectively provide Services and achieve the desired officer wellness goals. These obligations survive the termination of this Agreement.

9. **Records/Inspection.** Pursuant to Minnesota Statute § 16C.05, subd. 5, Service Provider agrees that the books, financial records, financial documents, and accounting procedures and practices of Service Provider that are relevant to the contract or transaction are subject to examination by the Customer and the state auditor or legislative auditor for a minimum of six years. Service Provider shall maintain such records for a minimum of six years after final payment. These obligations survive the termination of this Agreement.

10. **Data Practices Act and Data Privacy Compliance.** Customer does not intend by this Agreement to delegate a government function to Service Provider and Service Provider agrees that it is not performing a government function. Service Provider agrees to administer any and all data provided to the Service Provider or created, collected, received, stored, used, maintained, or disseminated by Service Provider in fulfillment of this Agreement in accordance with all applicable laws, which may include the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 ("**MGDPA**"), the Health Insurance Portability and Accountability Act ("**HIPAA**"), and the mandatory reporting obligations of Service Provider's licensed mental health professionals. Service Provider agrees to notify the Customer within five (5) business days if it receives a request for data under the MGDPA. This paragraph does not create a duty on the part of Service Provider to provide public access to data unless required under the provisions of an applicable law. These obligations survive the termination of this Agreement.

11. **Insurance.** Service Provider will maintain commercially reasonable insurance coverage, including commercial general liability insurance, professional liability insurance, and workers' compensation insurance, throughout this Agreement. Service Provider will provide Customer with copies of current certificates of insurance upon request.

12. **Subcontracting.** Customer acknowledges and agrees that Service Provider may provide Services through such independent consultants, associates, and subcontractors as it may deem appropriate to assist it in the performance of Services required by this Agreement. Service Provider will ensure that all professional mental health services are provided by individuals holding appropriate professional licenses in the State of Minnesota.

13. **Payment of Subcontractors.** Service Provider agrees that it must pay any subcontractor within ten (10) days of its receipt of payment from the Customer for undisputed services

provided by the subcontractor. Service Provider agrees that it must pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of $100 or more is $10. For an unpaid balance of less than $100, the prime contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from Service Provider must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

14. **Compliance with Laws.** Service Provider will exercise due professional care to provide Services in accordance with applicable federal, state and local laws, rules, ordinances and regulations in effect from time to time.

15. **No Discrimination**. Service Provider agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion.

16. **Exclusive Agreement.** Customer agrees that it is retaining Service Provider as the sole mental health care provider for its law enforcement officers for the duration of this Agreement. All employer-paid check-ins, therapy sessions, and mental health care will be provided by Service Provider. Any and all fitness for duty or other evaluations will be sought elsewhere as Service Provider is a care provider and does not provide fitness for duty evaluations.

17. **Relationship of the Parties.** For the purpose of this Agreement, the relationship of a party and its employees, agents and servants to the other party and its respective employees, agents and servants will be that of independent contractors. Nothing in this Agreement will be construed, implied, or deemed to create any other relationship between the parties, including one of employment, agency, joint venture, association, partnership, or any other form of separate legal entity or organization.

18. **Authority.** The parties represent and warrant that, upon its execution, this Agreement will be binding upon each of them and enforceable in accordance with its terms.

19. **No Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended to confer any rights or remedies under, or by reason of, this Agreement on any person or entities other than the signatories hereto.

20. **Entire Agreement.** This Agreement, including any schedules, exhibits, amendments or attachments thereto, constitutes the entire agreement between the parties with respect to the subject matter hereof.

21. **Severability.** If any term, provision or condition contained in this Agreement is deemed or declared unenforceable, invalid or void, the same will not impair or invalidate any of the other provisions contained herein, which will remain in full force and effect.

22. **Governing Law.** This Agreement and the rights of the parties hereunder will be governed and interpreted in accordance with the laws of the State of Minnesota.

23. **Notices.** Any notices required to be given hereunder will be in writing and may be either emailed, delivered personally or sent by mail:

Service Provider:	Marie Ridgeway LICSW, LLC Attn: Marie Ridgeway, LICSW 3550 Lexington Avenue N, Suite 303, Shoreview, MN 55126 marieridgeway@gmail.com
Customer:	Isanti Police Department Attn: Chief Travis Muyres 401 1st Avenue NW Isanti, MN 55040

24. **Waiver.** Waiver by a party of a breach of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach.

25. **Amendment.** This Agreement may be amended only by mutual agreement in writing executed by the parties.

26. **Headings**. The headings contained in this Agreement have been inserted for convenience of reference only and will in no way define, limit or affect the scope and intent of this Agreement.

27. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute a single instrument.

IN WITNESS WHEREOF, Service Provider and Customer have caused this Agreement to be executed by their duly authorized representatives on the respective dates indicated below.

SERVICE PROVIDER
Marie Ridgeway LICSW, LLC

By: _____
Marie Ridgeway, LICSW

Its: Lead Clinician/Owner

Date: _____

CUSTOMER
Isanti Police Department

By: _____

Its: _____

Date: _____

EXHIBIT A

SCOPE OF SERVICES

1. **Services.** Service Provider and Customer agree that the primary purpose and spirit of these Services are to address personnel mental wellness and to reduce barriers, including lack of access to culturally competent care providers, to mental health care for law enforcement officers. In furtherance of this goal, Service Provider will provide the following Services:

    a. Therapy Sessions. Service Provider will provide individual mental health therapy sessions ("**Therapy Sessions**") to law enforcement officers employed by Customer ("**Clients**").
        i. *Number of Sessions*. Clients are eligible to receive up to six (6) Therapy Sessions per calendar year. If authorized by the Customer, Service Provider may provide more than six (6) Therapy Sessions when doing so will provide a significant benefit to the Client. Service Provider will request authorization for additional Therapy Sessions from Customer without sharing any identifying Client information.
        ii. *Couples/Family Therapy Sessions*. If Service Provider and Client determine that it would be helpful to the Client to include the Client's significant other and/or household family members in a Therapy Session, Service Provider may invite such individuals to join Client in the Therapy Session. In Service Provider's sole discretion, Service Provider may speak with Client's significant other individually as part of the Therapy Session.

    b. Individual Critical Incident Follow Up Sessions. Upon request of Customer, Service Provider will provide individual mental health therapy to Clients following critical incidents ("**CI Sessions**"). Customer will notify Service Provider of all Clients required to complete a CI Check-In. Service Provider will confirm Client attendance at CI Sessions but CI Sessions are otherwise strictly confidential and Service Provider will not share any substantive information with Customer. CI Sessions are not fitness for duty evaluations.

    c. Mandatory Mental Health Check-Ins. Service Provider will provide a mental health check-in ("**MH Check-Ins**") for each member of Customer's staff on an **annual** basis. Service Provider will also provide a mental health check-in to each of Customer's new hires. MH Check-Ins are opportunities for one-on-one consultation and education and are not mental health therapy. Service Provider will confirm Client attendance at MH Check-Ins but MH Check-Ins are otherwise strictly confidential and Service Provider will not share any substantive information with Customer.

    d. On-Site and Consulting Services. Service Provider will provide the following services as requested by Customer:
        i. Telephone or in-person consultation services regarding mental health and wellness.

ii. Attendance at roll calls at the start of the program and as needed to introduce the program, answer questions, and provide information.
iii. Participation in ride-alongs as appropriate to be a familiar resource and support to the Customer and Clients.
iv. Attendance at critical incident defusings or debriefings, when possible.
v. In-person or remote presentations on mental health and wellness topics.

e. Therapy Dog. Service Provider owns a therapy dog in training (a male German Shepherd) and may bring the dog on-site when appropriate as mutually agreed upon by Customer and Service Provider.

2. **Logistics**.

a. Contact Information. Customer will e-mail Service Provider's contact information to all Clients. Customer will also post Service Provider's contact information in conspicuous locations within the department.

b. Appointment Scheduling. Customer will inform all Clients that they may call, text, or e-mail Service Provider directly to schedule appointments. Appointments will be scheduled during normal business hours as mutually agreed by Service Provider and Clients. For purposes of this Agreement, normal business hours shall mean between the hours of 9:00 a.m. and 5:00 p.m., Monday to Friday. Evening and weekend appointments are available weekly, depending on therapist schedules.

c. Location. Unless otherwise agreed by Service Provider and Customer, Therapy Sessions, CI Check-Ins, and MH Check-Ins will occur at Service Provider's office.

d. Urgent Requests. Service Provider will use best efforts to accommodate urgent requests for appointments and other services provided under this Agreement as necessary to serve Client needs. Customer agrees that Services provided on an urgent basis (less than five (5) business days notice) or outside of normal business hours will incur an additional fee specified in Exhibit B.

EXHIBIT B
FEES/COMPENSATION

Service	Fee
Therapy Sessions (Individual or Couple/Family)	$150/session
Critical Incident Follow Up Sessions	$150/session
MH Check-Ins	
• 50 minute	$110/session
• 30 minute	$75/session
Wellness Program Consulting • Minimum of 2 hours on-site	$150/hour
Healthy Family Presentation (1 hour of presentation time, up to 2 hours on site)	$300
Peer Support Consultation/Group Defusing or Debriefing • Minimum of 2 hours for on-site services	$150/hour
Familiarity Building Roll Call/Ride Along • Up to 3 hours	$250
• Urgent/Outside Normal Business Hours Fee	$25/hour or $25/session, as applicable

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Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: May 18, 2021
Subject: Approve Contract for Short-term Inspection Services

Background:
At the April Committee of the Whole meeting the Council discussed the need for backup services. The RFP went out for backup and interim services, proposals are being accepted until May 24, 2021. The current Building Official will be out of the office May 20th to May 26th with his last day on May 29th. Since he will be out of the office, we will need to fill in that time, and this gap is before the RFP is due; therefore, staff suggest entering into a short-term contract with Rum River Construction Consultants to fill in during his absence and on June 1, 2021. The contract recommendations for backup and interim services based on the RFP will be brought forward to Council at the June 1, 2021 meeting.

Request: Consider approving the agreement

Attachments

- Resolution 2021-XXX
- Agreement

RESOLUTION 2021-XXX

APPROVING SHORT-TERM BUILDING INSPECTION SERVICES CONTRACT WITH RUM RIVER CONSTRUCTION CONSULTANTS

WHEREAS, at the May 4, 2021 City Council meeting staff was directed to send out an RFP for interim and backup building inspection services; and,

WHEREAS, the RFP is not due until May 24, 2021 and will be considered at the June 1, 2021 City Council meeting; and,

WHEREAS, the current building official will be on vacation at the end of may and short-term services are necessary; and,

WHEREAS, the proposed short-term services will be from May 20, 2021 to June 1, 2021;

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

1. Approval of the proposed contract.
2. Mayor and City Administrator are hereby authorized to execute said document.

This Resolution is hereby approved by the Isanti City Council this 18th day of May 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI
ISANTI COUNTY
STATE OF MINNESOTA

AGREEMENT FOR BUILDING OFFICIAL SERVICES

This Agreement for Building Official Services (the "Agreement") is entered into on this_____ day of _____, 2021, by and between the City of Isanti (the "Municipality") and Rum River Ventures, LLC DBA Rum River Construction Consultants (the "Contractor").

RECITALS

WHEREAS, the Municipality is in need of professional services to fulfill the needs of their building inspection services pursuant to Minn. Stat. § 326B.133; and

WHEREAS, Contractor has substantial experience as a Building Official and providing building department inspection services implementing the State Building Code and is otherwise qualified to assist the Municipality on an as needed basis for the same; and

WHEREAS, the Municipality desires to contract with Contractor to act as a Building Official and/or provide building inspection services for the Municipality; and

WHEREAS, Contractor is engaged in an independent business and has complied with all federal, state, and local laws regarding business permits and licenses of any kind that may be required to carry out said business and the tasks as set forth in this Agreement; and

WHEREAS, Contractor is an independent contractor and may be engaged to perform the same or similar activities for other municipalities during the term of this Agreement, and that Contractor shall not work solely on behalf of Municipality.

NOW, THEREFORE, for the reasons set forth above, and in consideration of the mutual promises and covenants made herein, it is agreed as follows:

I. Services. Contractor shall provide services to the Municipality on an as requested basis for the prices set forth on Exhibit A attached hereto (the "Services"). Contractor shall perform the Services in the capacity of a Certified Building Official, at the direction of the Chief Building Official, under Minn. Stat. § 326B.133, in accordance with the Minnesota State Building Code, applicable Municipality Ordinances, and applicable Minnesota law. The Municipality understands that all transportation expenses incurred in the course of performing the Services shall be the responsibility of the Contractor. Contractor reserves the right to change the prices and services offered on Exhibit A from time to time, and shall provide the Municipality 30 days written notice in advance of any such changes. Municipality agrees that in the course of performing the Services, Contractor is acting as a public official on the Municipality's behalf.

II. Term. This Agreement shall commence on the date first written above and shall continue for a period of one year therefrom, at which time the Agreement shall automatically renew on a yearly basis until or unless terminated as specified below.

III. Performance. Contractor shall maintain licenses by the State of Minnesota as a Certified Building Official and by the Minnesota Pollution Control Agency as a Certified Inspector for on-site septic systems. Contractor shall perform the Services in a manner consistent with that of a reasonable and prudent Building Official. Contractor shall maintain an adequate set of records in Municipality property files of all dates, types, and results of permits as required when inspecting permitted work. If any work is requested outside of the scope of the services set forth in Exhibit A, such work shall not commence until Contractor and the Municipality agree to the terms, scope, price, and other details in writing (including via electronic mail). Such additional work shall still be subject to the terms and conditions of this Agreement.

IV. Duties and Powers of Building Official. As provided by Minnesota Administrative rules 1300.0110, the Municipality and Building Official hereby appoint Rum River Construction Consultants and its employees as Subd. 2. Deputies, and extend the Duties and Powers of Building Official while providing services for the City of Andover.

V. Independent Contractor. Contractor shall perform the Services as an independent contractor and agent of the Municipality, and not as an employee. No withholdings or deductions shall be made from payments due to Contractor. Contractor shall not be eligible for benefits, workers compensation, or unemployment benefits. To the extent allowable by law, Contractor may subcontract the performance of certain administrative or other duties under the Agreement.

VI. Insurance. During the entire term of this Agreement, Contractor shall maintain the following insurances and will provide the Municipality of evidence of the same upon request: (1) Commercial general liability insurance coverage with a policy limit of at least $1,500,000 per occurrence; (2) Business automobile liability coverage with a total liability limits of at least $1,500,000; and (3) Workers' compensation insurance. If Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance, Contractor may provide a written statement of exemption specifying the particular provision of Minn. Stat. § 176.041 that exempts Contractor from having to carry such coverage. If Contractor is required by law to carry workers' compensation insurance, Contractor shall, at the time of execution of this Agreement, furnish evidence satisfactory to the Municipality that Contractor maintains or is exempt from maintaining insurance coverage pursuant to the terms of this Agreement.

VII. Amendments. Any alterations, variations, modifications, or changes of any provisions of this Agreement shall only be valid when they have been reduced to writing and signed by Municipality and Contractor.

VIII. Regulatory Compliance. Contractor shall abide by all federal, state, and local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining

to this Agreement or to the facilities, programs, and staff for which Contractor is responsible. Contractor shall procure, at Contractor's expense, all permits, licenses, or other rights required for the provision of the Services. Any violation of federal, state, or local laws, statutes, ordinances, rules or regulations, as well as loss of any applicable license, permit, or certification by Contractor shall constitute a material breach of this Agreement, regardless of the reason and whether or not intentional, and shall entitle Municipality to terminate this Agreement effective as of the date of such violation, failure, or loss.

IX. Data Practices Compliance. Contractor will have access to data collected or maintained by the Municipality to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Municipality in the same manner as the Municipality is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Municipality. Upon termination of this Agreement, Contractor agrees to return all data pertaining to Municipality business within 30 days of Agreement termination.

X. Termination. Either party may terminate this Agreement by providing written notice to the other party 60 days prior to the termination. In the event of a material breach by either party, the Agreement may be terminated with 10 days written notice to the other party. In the event Municipality elects to terminate based upon an alleged material breach of the Agreement by Contractor, Contractor shall have 10 days (or the least amount of time reasonably necessary if longer than 10 days) to cure the breach.

XI. Billing and Payment. Invoices shall be submitted periodically (customarily on a monthly basis) and are due and payable within 30 days of receipt by Municipality. Past due balances shall accrue interest at a rate of 1.0% per month (or the maximum rate of interest permitted by law, if less).

XII. Choice of Law and Venue. This Agreement is being executed in and is intended to be performed in the State of Minnesota, and shall be construed and enforced in accordance with Minnesota law. The parties hereto consent and agree that any legal action arising from or related to the Agreement shall be venued in Anoka County District Court, State of Minnesota.

XIII. Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

XIV. Merger. The Parties acknowledge and represent that no promise or representation not contained in this Agreement has been made to them, and acknowledge and represent that this Agreement contains the entire understanding between the Parties and contains all terms and conditions between them.

XV. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same

instrument. For purposes of this Agreement, the use of facsimile, email, or other electronic medium shall have the same force and effect as an original signature.

IN WITNESS WHEREOF, the parties hereto have signed and executed this Agreement, both in duplicate, on the day and year first above written.

MUNICIPALITY

By: _____

Its: _____

Second Signature (if required by Municipality)

By: _____

Its: _____

CONTRACTOR

By: _____

Its: _____

Exhibit A
Services

- **Building Inspection Services and Additional Requested Work.**
    - On call and as needed general building inspection services during normal business hours will be billed at a rate of $85.00 per hour at the direction of the Chief Building Official. In the absence of a *Designated Building Official*, Contractor agrees to provide interim services at the above hourly rate.
    - The above services may include building, mechanical, plumbing, septic, fire inspections as well as those required under Delegation Agreement provisions outlined by the Minnesota State Department of Labor and Industry.
    - Performance of services as the *Designated Building Official* are to be negotiated in a separate agreement and will be based on a percentage of fees collected. Shared responsibilities between the City of Isanti and Contractor will result in a proportionate distribution of fees.

- **Transportation Costs.** Contractor will provide transportation to meetings and site inspections within the Municipality at no additional cost.

RESOLUTION 2021-XXX

ACCEPTING QUOTE FROM AA STORE FIXTURES FOR SALES FLOOR SHELVING AT LIQUOR STORE

WHEREAS, the Liquor Store Project will require sales floor shelving; and,

WHEREAS, the existing liquor store is planned to be open every day until the new store opens; and,

WHEREAS, the following quotes were received; and,

Vendor	Quote
AA Store Fixtures	$ 17,885.00
SCR	$ 28,536.00
AA Equipment Company	$ 33,010.00
Allen Display	$ 45,308.05

WHEREAS, the low quote is for refurbished shelving, while the other 3 quotes were for new shelving;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from AA Store Fixtures for gondola style sales floor shelving, with funding coming from the 2021A bond issue.

This resolution was duly adopted by the Isanti City Council this 18th day of May 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

AA STORE FIXTURES
Your store fixture solution
Phone: 616.248.0254 Fax: 616.248.3557
44 Fair st S.E.
Grand Rapids, MI 49507

Estimate

Date	Estimate #
4/30/2021	26517

Name / Address

City of Isanti
10 6th Ave.
PO Box 428
Isanti, MN 55040
Mike Betker: 763.762.5758

Ship To

City of Isanti
10 6th Ave.
PO Box 428
Isanti, MN 55040
Mike Betker: 763.762.5758

		Rep	JKH
Description	Qty	Rate	Total
5 rows of 40ft double sided			
Used Lozier Island 60"X 48"X 22"X 22"	50	80.00	4,000.00T
Used Island Starter Kit 60"X 22"X 22"	5	45.00	225.00T
Used Lozier Shelf 19"x48"	150	11.00	1,650.00T
Used Lozier Free Standing End Cap 60" x 48" x 25"	10	100.00	1,000.00T
Used Lozier Shelf 22"x48"	30	12.00	360.00T
4 ,28ft double sided runs			
Used Lozier Island 60"X 48"X 22"X 22"	28	80.00	2,240.00T
Used Island Starter Kit 60"X 22"X 22"	4	45.00	180.00T
Used Lozier Shelf 19"x48"	84	11.00	924.00T
Used Lozier Free Standing End Cap 60" x 48" x 25" w	8	100.00	800.00T
Used Lozier Shelf 22"x48"	24	12.00	288.00T
52ft and 92ft wall			
Used Lozier Wall 72"X 48"X 25"	37	65.00	2,405.00T
Used Wall Starter Kit 72"X 25"	2	35.00	70.00T
Used Lozier Shelf 22"x48"	111	12.00	1,332.00T
color to be determined at time of purchase, 3 month lead time			
LTL SHIPPING AND PACKING FEE no liftgate customer must have forklift or loading dock to receive delivery dates are estimated. Ask your sales rep about time sensitive orders that require appointments for an additional cost. Shipping Rates may expire after 7 days, to lock in rate, please purchase within 7 days of receiving quote.	1	2,411.00	2,411.00

REMOVAL REQUIREMENTS: Buyer Responsible for removing fixtures & equipment purchased, capping electrical/plumbing/drain lines, and certain other requirements upon removal. Please contact us for equipment removal requirements prior purchasing.

CONDITIONS: Every item being sold "As Is-Where Is" without warranty or guarantee intended or implied of any kind, including merchant-ability or fitness for particular purposes. All sales final, no returns/refunds. Prices are subject to change at any time. The seller or its agents assumes no liability for accuracy, errors or omissions in this promotion. All items are subject to prior sale or deletion from sale. Customer responsible for removal. Although most items are available, they may not be available for immediate pick-up or at all locations.

Signature _____ Date _____

Subtotal	$17,885.00
Sales Tax (0.0%)	$0.00
Total	$17,885.00

Quote

04/15/2021

Project:
Isanti Liquor

From:
SCR
Jason Ellering
604 Lincoln Ave NE
St. Cloud, MN 56304
(320)251-6861
320-258-5141 (Contact)

Job Reference Number: 3308

Item	Qty	Description	Sell	Sell Total
1	1 ea	**STORE SHELVING** Custom Model No. STORE SHELVING Lozier shelving per the following: Platinum color Island shelving, 60" high, 22" base decks, pegboard backs 5 - 40' long runs 10 - 4' wide end caps, 60" high, 22" base deck, pegboard front/solid back with T stabilizers 180 - 4' x 22" deep shelves Island shelving, 60" high, 22" base decks, pegboard backs 4 - 28' long runs 8 - 4' wide end caps, 60" high, 22" base deck, pegboard back/solid front with T stabilizers 108 - 4' x 22" deep shelves Wall shelving, 72" high, 22" base deck, pegboard front side only 1 - 52' long run 39 - 4' x 22" deep shelves 1 - 92' long wall run 72 - 4' x 22" deep shelves	$28,536.00	$28,536.00
			ITEM TOTAL:	**$28,536.00**
2		**NOTE** NOTE: DOES NOT INCLUDE SALES TAX, FREIGHT OR INSTALLATION		
			Total	$28,536.00

Prices Good Until: 05/12/2021

Unless noted sales tax, freight and installation are not included.

SCR Quote Declarations

The above quoted prices do not include:

* Electrical wiring * Control wiring
* Plumbing * Roof work and penetrations
* Structural work * Roof flashing
* Permits * Premium time
* Tax * Engineered Drawings
* Equipment Disposal * Floor cutting & patching
* Refrigeration under floor * PVC, pits and trenching
* Freight * Normal cleaning & maintenance
* 4 year extended compressor warranties - quoted separately

Date:_____ Initial:_____

Warranty Statement

In all cases, unless otherwise noted, equipment manufacturer's warranties will apply and be honored by SCR and it is the customer's responsibility to be aware of warranty time periods and start dates. Food product is the customer's responsibility and is not covered under any warranty.

- New equipment:__90 days_____Labor__1 year_____Parts

Per manufacturer - typical 1 year parts

- Refurbished equipment:_____Labor_____Parts
- Existing and owner provided equipment - No warranty
- 90 day SCR warranty on LED labor, 5 yr. Innovative Lighting manufacturer's warranty on parts

Notes:

- Electrical information or plan is not an engineered design, it is provided in good faith and is for electrical contractor to design, not for bidding or building purposes
- Lost product/business due to any refrigeration malfunction is the owner"s responsibility as temp checks are owner's responsibility.
- Installation prices can vary depending upon what equipment is purchased.
- Any alteration or deviation from above specifications involving extra costs will be above the estimate.
- Installation is also dependent upon contractor being ready at job site upon our arrival. This correlates closely with electricians, plumbers, and carpenters.
- All work to be completed in a workmanlike manner according to standard practices.
- This agreement is contingent upon accidents or delays beyond our control.
- Owner is to carry necessary construction insurance.

All manufacturers have strict guidelines on how to operate and maintain their equipment. It is very important the owner/operator familiarizes themselves with the manufacturer's owner's manuals that are provided with the equipment when delivered. If the owner/operator need s additional information or is unclear on use of equipment SCR will assist with this or provide additional training. Manufacturer's warranties will be void if owner/operator use equipment in a manner that is inconsistent with operation manual. When dealing with equipment that is not serviced by SCR, it is up to the owner/operator to contact manufacturer to get an approved service agent for equipment in question. Warranty claims need to be handled between end user and manufacturer for proper coverage of warranty. SCR is not responsible for manufacturer warranty policies.

***All freight delivered to site must be checked in by owner or owner's representative. Any damage must be noted on the bill of lading. After receipt all equipment becomes the owner's full responsibility.**

***By accepting this proposal, owner accepts financial liability for engineering, drawings, cancellation fees and any other costs incurred in the project process.**

***Pricing is valid for 30 days from date of quote.**

Ini al: _____

Sincerely,
SCR Central

Jason Ellering
JE/km

Payments will be made as follows:
50% down / 50% upon completion

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: $28,536.00

equipment company
2212 MINNEHAHA AVENUE
MINNEAPOLIS, MINNESOTA 55404
TELEPHONE (612) 721-3383
FAX (612) 721-1638
WWW.AAEQUIPMENTCOMPANY.COM

APRIL 19, 2021 **QUOTE**

City of Isanti
Attn: Mike Betker
Isanti, MN 55040

Dear Mike,

We are pleased to quote you on the following store fixtures:

LOZIER DISPLAY SHELVING

Color / Finish: **(PLT) Platinum**
Back Panel Style: **(PLT) Solid**

5	40' Island Unit, 60" High, 22"/22" Base Deck (06)
4	28' Island Unit, 60" High, 22"/22" Base Deck (06)
18	4' Wall End Display (End Cap), 60" High, 22" Base (06)
	INCLUDES: Wall End Display Stabilizer
288	4' x 22" Adjustable Shelves (For Islands and End Caps)
1	52' Wall Unit, 72" High, 22" Base Deck (06)
1	92' Wall Unit, 72" High, 22" Base Deck (06)
112	4' x 22" Adjustable Shelves (For Wall Units)

TOTAL FIXTURE COMPONENTS AS LISTED: $ 33,010.00

** Current factory lead time is estimated at 16 weeks. Pricing is subject to change due to 2021 third quarter raw material surcharges are yet to be published from Lozier Corporation **

FACTORY FREIGHT EXTRA.

SALES TAX EXTRA IF APPLICABLE.

PRICES ON THIS QUOTATION ARE VALID FOR 30 DAYS.

Sincerely,

AA Equipment Company, Inc.



Nick Larsen

Mike Betker

From: Allen Display <sales@allendisplay.com>
Sent: Friday, April 23, 2021 9:10 AM
To: Mike Betker
Subject: Quote from Allen Display

Hello,

Please note our current promotion. We are extending you a $5,000.00 Discount on this quote if you send in an approved purchase order or prepay by check or EFT. The discount will be removed if a credit card is used.

We can only hold the price for 30 days at a time. The price has already gone up several times this year due to raw material shortages and prices going up. I know you said you do not need this until November but we can not hold the price until then. The price may not change by then but we don't have anyway of knowing. I am sorry.

The shipping cost for basic delivery is $2,900.00 which reflects this being delivered by truck to a business address. Customer is responsible for unloading the merchandise off the truck and bringing them inside. If you would like to add a lift gate or inside delivery please let me know, before the order is processed, as these services do cost extra.

Please let us know if we can assist you further and thank you for considering Allen Display.

Sara Fleckenstein @ ext. 1685

NSREPLY

ALLENDISPLAY
Allen Display

14301 Sommerville Court
Midlothian VA 23113
United States
800-999-2373

Bill To
Michael Betker
City of Isanti
110 1st Ave NW
Isanti MN 55040
United States

Ship To
Michael Betker
City of Isanti
110 1st Ave NW
Isanti MN 55040
United States

Quote

Date	4/21/2021
Quote #	Q-038420
Expires	5/21/2021
Exp. Close	4/21/2021
Sales Rep	E-0000140 Sara Fleckenstein
Terms	
Shipping Method	Truck - Prepaid
Phone	(763) 444-5512
Cust Email	MBetker@cityofisanti.us
Cust Id	C-0097011

Item	QTY	Description	Options	Each	Amount	Ship Via
		========== The Discount Only Applies If An Approved Purchase Order Is Sent, Or If You Prepay By Check Or Wire Transfer. The Discount Will Be Removed If A Credit Card Is Used. ==========				

		========== LOZIER - PLATINUM *16-18 WEEK CURRENT PRODUCTION TIME. THIS COULD CHANGE.* DOUBLE-SIDED UNITS - PEG BACKS (5) 40'L Row x 60"H w/22"D Base Shelves (4) 28'L Row x 60"H w/22"D Base Shelves END UNITS - PEG/SOLID BACKS (18) 48"L x 60"H w/22"D Base Shelf (18) End Clips WALL UNITS - PEG BACK (1) 52'L Wall x 72"H w/22"D Base Shelf (1) 92'L Wall x 72"H w/22"D Base Shelf UPPER SHELVES (400) 22" X 48" ==========				
		========== (5) Rows 40'L Double-Sided Units ==========				
MR-NS	50	# IS460222206SPP-PLT -60"H x 48"L w/22"D Base Shelves Island Unit w/Peg Backs,Platinum		247.40	12,370.00	Truck Freight
MR-NS	5	# IE60222206S-PLT -2260 Island End,06 Base,Platinum		138.25	691.25	Truck Freight
		========== (4) Rows 28'L Double-Sided Units ==========				
MR-NS	28	# IS460222206SPP-PLT -60"H x 48"L w/22"D Base Shelves Island Unit w/Peg Backs,Platinum		247.40	6,927.20	Truck Freight
MR-NS	4	# IE60222206S-PLT -2260 Island End,06 Base,Platinum		138.25	553.00	Truck Freight
		========== End Units ==========				
MR-NS	18	# WED46022S-PLT -60"H x 48"L w/22"D Base Shelf Wall End Display,Platinum		251.45	4,526.10	Truck Freight
MR-NS	18	# WEDPOS-PLT -Wall End Display Pos. Brkt,Platinum		10.15	182.70	Truck Freight
MR-NS	18	# GF4-CHR -Gap Filler,48W,Charcoal		25.35	456.30	Truck Freight
		==========				

		(1) Row 52'L Wall Units ==========				
MR-NS	13	# WS4722206SP-PLT -72"H x 48"L w/22"D Base Shelf Wall Unit w/Peg Back,Platinum		144.90	1,883.70	Truck Freight
MR-NS	1	# WE722206S-PLT -2272 Wall End,Platinum		95.55	95.55	Truck Freight
MR-NS	15	# DC2191~GLV -Wall-Mount Bracket		3.85	57.75	Truck Freight
		========== (1) Row 92'L Wall Units ==========				
MR-NS	23	# WS4722206SP-PLT -72"H x 48"L w/22"D Base Shelf Wall Unit w/Peg Back,Platinum		144.90	3,332.70	Truck Freight
MR-NS	1	# WE722206S-PLT -2272 Wall End,Platinum		95.55	95.55	Truck Freight
MR-NS	25	# DC2191~GLV -Wall-Mount Bracket		3.85	96.25	Truck Freight
		========== Upper Shelves ==========				
MR-NS	400	# TL422N-PLT -Tilt-In Shelf, 48"W x 22"D,Platinum		40.35	16,140.00	Truck Freight
		========== THIS ITEM IS NOT RETURNABLE AND THE ORDER MAY NOT BE CANCELLED ONCE PRODUCTION HAS STARTED. DELAYS IN PRODUCTION AND TRANSIT TIME MAY OCCUR AND ARE NOT GROUNDS FOR CANCELLING THE ORDER. ==========				
		Price reflects Dock to Dock or Self Unload Delivery via Common Carrier. The driver is only responsible for bringing the merchandise to the end of the trailer. Customer must make arrangements to take the merchandise off the back of the trailer. If you need a lift gate and/or inside delivery please contact Allen Display 800-999-2373.				

Subtotal	47,408.05	
Discount (Partner Discount)	-5,000.00	
Shipping (Truck - Prepaid)	2,900.00	
Total (USD)	$45,308.05	

Isanti Police Department Monthly Report

April 2021

Reported Crime	Month to Date	Year to Date
Theft	10	35
Assault	4	12
Vandalism/Damage to Property	14	22
Narcotics	6	18
Burglary	0	3
Domestics	5	23
Crim Sex	2	5
Robbery	0	0
Loud Party/Disturbance	3	14
Medical	31	124
Permit to Purchase	12	51
Security Check / Extra Patrol	375	1,646

Traffic Offenses	Month to Date	Year to Date
No Insurance	6	26
DUI	1	4
Accidents	7	32
Hit & Run	0	0
Warrant P/U	4	14
Speed	9	45
DAR/DAS	4	15
Administrative Citations (Including Speed)	6	37

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	97,970	576	2,169
Ford Explorer 224	95,733	635	2,696
Ford F150 225	44,259	905	2,987
Chevy Impala 223	98,789	241	772
Dodge Durango 226	30,376	1,218	4,382
Dodge Durango 227	36,214	775	4,806
Dodge Durango 228	14,960	1,860	7,274
Chevy Tahoe 229	5,520	995	5,520

CEZT REPORT APRIL 2021

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD									32	20	11	9
NEW CASES OPENED THIS MONTH									12	9	2	9
NEW CRIMINAL CITATIONS ISSUED THIS MONTH									1			
NEW ADMIN CITATIONS ISSUED THIS MONTH												
OPEN CASES NOT INCL CITATIONS (End of month)									2	3	1	5
OPEN CRIMINAL CITATIONS END OF MONTH									5	4	4	4
OPEN ADMIN CITATIONS END OF MONTH												
CASES CLOSED THIS MONTH									10	7	6	9
CAN-Proh Animals												
CCV-Comm Vehicle Storage												
CDO--Dogs									1	1		2
CPA-Park & Store. 227-8									9	3	1	5
CSN-Snow Removal 216-2-Q										1	1	2
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass/weed length. 216-2-H												
Nuisance Junk/rubbish/salvage. 216-2-L									1	3		4
NJU--Junk/Brush												
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates. 216-2-L										2		
RNT-Unlicensed rental												
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence. 216									1	1		
Compliance Letters Mailed this month									8	5	1	8
Abated Properties this month												
Admin Hearings Requested												
Admin Hearings Held - positive judgement												
Criminal trials - positive judgement												

CITY OF ISANTI MONTHLY REPORT

April 2021

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	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		
ROOF / SIDING	24	62	$0.00	$0.00	$24.00	$24.00	$1,920.00	$4,960.00		
DECK	8	10	$0.00	$3,000.00	$8.00	$8.00	$2,400.00	$2,853.45		
LL FINISH	5	12	$0.00	$7,000.00	$3.00	$3.00	$1,026.00	$2,778.88		
REMODEL / ADDITION	1	2	$0.00	$15,650.00	$2.50	$2.50	$123.00	$598.20		
GARAGE / SHED	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
MISCELLANEOUS	11	55	$0.00	$65,000.00	$10.00	$10.00	$820.00	$5,860.00		
SINGLE DWELLINGS	11	23	$2,134,357.00	$4,611,325.00	$1,054.50	$1,054.50	$28,625.50	$62,577.50		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	16	48	$0.00	$0.00	$16.00	$16.00	$1,125.00	$3,520.00		
PLUMBING	16	45	$0.00	$0.00	$15.00	$15.00	$1,330.00	$3,736.00		
RESIDENTIAL TOTAL	**92**	**258**	**$2,134,357.00**	**$4,701,975.00**	**$1,133.00**	**$1,133.00**	**$37,369.50**	**$86,964.03**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
PLUMBING	2	2	$0.00	$0.00	$5.40	$5.40	$186.00	$186.00		
MECHANICAL	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
ROOF / SIDING	0	2	$0.00	$15 150.00	$0.00	$0.00	$0.00	$1 728.50		
MISCELLANEOUS	6	29	$0.00	$113 390.00	$5.00	$45.70	$358.00	$4 822.20		
COMMERCIAL TOTAL	**8**	**33**	**$0.00**	**$128,540.00**	**$10.40**	**$51.10**	**$544.00**	**$6,736.70**		
RESIDENTIAL/COMMERCIAL TOTAL	**100**	**291**	**$2,134,357.00**	**$4,830,515.00**	**$1,143.40**	**$1,184.10**	**$37,913.50**	**$93,700.73**	**$70,125.00**	**$146,321.00**

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 12, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.123310, Isanti, MN

Please find listed below a status report of the current projects in the City of Isanti:

1) Liquor Store Site

Sewer, water, and storm sewer will be completed by May 14, 2021. Building footings will be constructed this month.

2) Main Street Reconstruction

The project bid opening is scheduled for June 1, 2021.

3) Eagle Park Parking Lot Reconstruction

We have added this as an alternate to the Main Street Reconstruction bid package to be evaluated after bids are received.

4) Heritage Walk Improvements

We have added this as an alternate to the Main Street Reconstruction bid package to be evaluated after bids are received.

5) 2021 Pavement Management Project

The project bid opening is scheduled for June 1, 2021.

6) 2021 Storm System Management Project

This project has been awarded to DW Companies. They are scheduled to begin work on Whiskey Road later this month.

7) 6th Avenue Rehabilitation

Punchlist items will be completed this spring. Sod will be maintained by the contractor through May 15, 2021.

8) Legacy Pines 2nd & 3rd Additions

Punchlist items will be addressed in the spring on 2nd Addition. Sidewalks and final pavement surfaces will be completed in the spring on 3rd Addition Phases 1 & 2. 3rd Addition Phase 3 has installed the underground utilities and will complete Eagle Street construction this summer.

Bolton & Menk is an equal opportunity employer.

9) Fairway Greens South Development

A new development is proposed to extend Wendover Street NE. The project is planned for construction this summer/fall.

10) Fairway Greens North Development

A new development is proposed to extend to the NE along 7th Avenue from Cajima Street near the Arts & Science Academy. The first phase is planned for construction this summer.

11) Caribou Coffee

The Caribou Coffee project at the intersection of 5th Avenue NE & Main Street is scheduled to begin construction this month.

12) MS4 Implementation

We assisted the City with completing the MS4 permit application and will continue to assist the City as requested to meet MS4 requirements.

Please contact me if you have any questions.

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 18, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/ Commendations/ Certificate Awards

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items

L. Consent Agenda
ADD L.13 Resolution 2021-XXX Offering the Position of Building Official to Matthew Small

M. Other Communications

Adjournment

RESOLUTION 2021-XXX

OFFERING THE POSITION OF BUILDING OFFICIAL TO MATTHEW SMALL

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, exempt, Building Official position with full benefit package; and,

WHEREAS, Matthew Small is selected as the most qualified candidate for the open Building Official position; and,

WHEREAS, the candidate's offer is contingent on successfully passing a background investigation and reference check;

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

1. That Human Resources has offered the Building Official position to Matthew Small and that he is eligible to start in that position on or after May 18, 2021 and successfully pass a background and reference check as required as a condition of the offer before starting.

2. That he shall start at Step 6 of the wage scale 87,688.43 annually, $42.16 per hour.

3. That he will bank 2 weeks' vacation and accrue at year one (1) in the current Personnel Policy.

4. That Human Resources is directed to complete all required documentation for the completion of employment offer and place a copy of this resolution in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 18th day of May 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 1, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/ Commendations/ Certificate Awards

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items

Community Development Director Sheila Sellman

ADD K.5 Resolution 2021-XXX Approving the Development Agreement for Fairway Greens North

Parks, Recreation and Events Coordinator Alyssa Olson

ADD K.6 Bluebird Park Performance Center

- **a.** Resolution 2021-XXX Approving Bluebird Park Lighting and Sidewalk
- **b.** Resolution 2021-XXX Approving Bluebird Park Performance Center

L. Consent Agenda

ADD L.8 Resolution 2021-XXX Approving the Offer for the Position of Permit Technician to Candy Conrad

M. Other Communications

Adjournment

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: June 1, 2021
Subject: Resolution 2021-XXX Approving the Development Agreement for Fairway Greens North Phase I

Background:
On April 6, 2021 the City approved the final plat for Fairway Greens North (Phase I). As part of the development process a development agreement is required. The applicant has reviewed the agreement and would like to discuss the escrow. Staff is requesting a $30,000 escrow based on expenditures in developments this size and based on the amount of Engineering time for inspections and the amount of time that has already been spent on this development.

Park dedication fees are to be determined as staff is working with the City Attorney and applicant on the actual dedication of land and fees.

Request:
Approve the Development Agreement for Fairway Greens North Phase I

Attachments:
- Resolution 2021-XXX
- Development agreement

RESOLUTION 2021-XXX

APPROVING THE DEVELOPMENT AGREEMENT FOR FAIRWAY GREENS NORTH PHASE I

WHEREAS, Home Pride Inc has an approved final plat known as Fairway Greens North; and,

WHEREAS, a Development Agreement for Fairway Greens North (Phase I) has been prepared and reviewed by the Developer and is ready for consideration by the City Council of the City of Isanti;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) A Letter of Credit in an amount approved by the City Engineer and in form approved by the City Attorney is submitted to the City.

2) Prior to the signing of the development agreement any outstanding escrows, fees 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 1st day of June 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

CITY OF ISANTI

ISANTI COUNTY, MINNESOTA

MASTER DEVELOPMENT AGREEMENT

FAIRWAY GREENS NORTH (PHASE I)

THIS AGREEMENT (the "Agreement"), is made and entered into this _____ day of _____, 2021, between the **City of Isanti**, a Minnesota municipal corporation (the "City") and **HomePride Inc,** a Minnesota corporation (the "Developer").

RECITALS

WHEREAS, the City Council, by Resolution No. 2021-021, on February 2, 2021, approved Preliminary Plat known as "Fairway Greens North" (the Plat); and,

WHEREAS, the Plat, which is the first phase of the overall Fairway Greens North development, contemplates development of real property into 167 residential housing units ("Lots") to be built in phases (Phase One – 56 lots), each of which is subject to this Agreement and their own subsequent agreement; and

WHEREAS, the City Council, by Resolution No. 2021-058, on April 6, 2021, approved Final Plat for Fairway Greens North Phase I; 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), development of the Plat shall adhere to the provisions set forth herein.

2. **Escrow for City Costs and Fees.** Developer shall, contemporaneously with execution of this Agreement, deposit with the City an escrow of $30,000, to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. A separate escrow of the same amount will be established with the Developer for each Phase. All fees and costs incurred by the City in connection with each Phase 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 Phase shall be refunded to the Developer. In the event the escrow account is depleted, the Developer shall post additional sums of money to replenish the account in increments of $10,000 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. **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, streetlights, sidewalks and trails.

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.

d. All utilities, including electricity, telephone, cable and natural gas, shall be installed underground within platted utility easements or road rights-of-way.

4. **Erosion Control.** Soil stabilization shall be employed throughout each Plat as required to ensure 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 48 hours from the time of the telephone notice. If said work is not commenced within 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 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 2 or the financial guarantee provided under paragraph 13. The erosion control plan shall be in accordance with the Minnesota Pollution Control Agency's NPDES Phase II requirements.

5. **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 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 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 13.

6. **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 per the approved plan. 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 to cover storm water conveyance needs. The Developer shall maintain all drainage area easements on each Lot and no improvements, landscaping or grading shall be permitted in drainage area easements that would interfere with drainage.

7. **Sidewalks/Trails.** The Developer shall build all required sidewalks and trails located within the Development according to the approved plans associated with the

Development.

8. **Streetlights.** Streetlights 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 streetlights 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. Street lights must be installed prior to acceptance of the municipal improvements and the beginning of the warranty period.

9. **Street Repair.** It is anticipated that heavy construction equipment will be using City and County roads to access the Plat. 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.

10. **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 Phase of the Development, subject to unavoidable delays. “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.

11. **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.

12. **Warranty of Improvements.** The Developer represents and warrants that all the Developer Installed Municipal Improvements made shall be guaranteed to be properly functioning as designed for a period of two 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 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.

13. **Financial Guarantee.** The Developer shall provide a financial guarantee to the City, in the form of a cash escrow or irrevocable letter of credit 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. 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, 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 Community Development Director for a specific reduction in the amount of the escrow, or letter of credit. City staff shall review that request and make a recommendation to the City Council as to whether the escrow, or letter of credit should be reduced and if so, to what amount. The City Council shall then decide whether to reduce the escrow, or letter of credit. The City, however, will not reduce the escrow, 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 23, or below 10% of the total construction cost of the Developer Installed Municipal Improvements until two years following acceptance of the Developer Installed Municipal Improvements. At that point, the escrow, or letter of credit shall be released or refunded, as applicable, if no warranty work remains to be done.

14. **Signs, Signals, & Markings.** All costs associated with markings and signs 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.

15. **Lowest Floor Elevations.** No building shall be constructed on any of the Lots herein unless the lowest floor elevation is at least two feet above the 100-year flood elevation or two 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. The developer shall provide written notice to buyers whose lots are located in the 100 year floodplain at the time a purchase agreement is executed.

16. **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 Phase the Developer agrees to pay the current park dedication fee based on the number of residential units. Park Fees for Final Plats approved shall be as per the City Fee Schedule. Park dedication fees for Phase one are to be determined, recognizing that some of the park dedication fees may be accepted in land dedication.

17. **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 shall be as per the City Fee Schedule. Fees are to be paid before any work on a Phase may begin. The fees current as of the date of this Agreement and applicable to Phase One are set forth in Exhibit B.

18. **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. Fees are to be paid before any work on a Phase may begin. The fees current as of the date of this Agreement and applicable to Phase One are set

forth in Exhibit B.

19. **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. This includes any permits or agreements for construction on/over the gas easement.

20. **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.

21. **Miscellaneous Provisions.** The Developer specifically understands that approval for Fairway Greens North is given subject to the following requirements:

a. The Final Plat must be submitted by the Developer to the City for signatures (and the Mylar "hard shells" must be fully executed) within 120 days of the Council approval of the Final Plat or said approval shall be null and void. The Developer will pay for all costs pertaining to Plat recording and submit to the County for 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. 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.

c. 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.

d. 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. The following setbacks shall apply:

Front setback: 30 feet
Side yard setback: 8 feet
Street side yard setback: 20 feet
Rear yard setback: 20 feet
Accessory structure setback: 5 feet

e. 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.

f. Exterior lighting or advertising activities on the site shall comply with City ordinance regarding same.

g. Drainage and erosion control methods for this development shall be completed prior to the City accepting the roadways or the Developer Installed Municipal Improvements. All work shall be inspected by the City to ensure 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.

h. The Developer shall permit access to the land herein for periodic inspection to assure conformance with the conditions herein.

i. 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.

j. No material deviations from the approved Final Plat and or construction plans shall be allowed unless approved in writing by the City.

k. 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.

l. 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.

m. The Developer shall provide on-site a sufficient number of portable outhouses to be available for the persons who will be working on-site.

n. 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.

o. 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.

p. The bituminous wear-course shall not be placed until the following construction season from when the sanitary sewer and watermain were installed unless approved by the City Engineer.

22. **Special Provisions.** The following shall apply:

a. **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 2021-021, shall apply.

b. **Liquidated Damages.**

i. 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 $1000.00 for each such closing that occurs in violation of this paragraph. The City shall be authorized to retain an appropriate percentage of the financial guarantee referred to in paragraph 13 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.

ii. The Developer agrees to pay liquidated damages to the City in the amount of $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. Liquidated damages for encroachment are not an exclusive remedy and do not preclude the City from objecting to the encroachment, demanding removal of the encroachment, or initiating legal action to remove the encroachment. In the event

c. **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.

23. **Record Information Requirements.** Following completion of all development activities for each Phase, 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 printed copies, one mylar "hardshell" and one 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:

        i. Location, size and depth of all mains and services;

        ii. Location and type of all valves and,

        iii. Location of all hydrants.

    c. Sanitary sewer facilities information, including:

        i. Location, size and depth of all mains and services;

ii. Location and invert elevations of all manholes; and,

iii. Location, size and depth of all lift stations.

d. Storm sewer facilities information, including:

i. Location, size and depth of all storm sewers;

ii. Location and invert elevations of all manholes; and,

iii. 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.

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.

24. **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 this Agreement and agree to the conditions hereof.

25. **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.

26. **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 to give notice hereof to subsequent purchasers and successor owners. The cost of said recording shall be borne by the Developer.

27. **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, and 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.

28. **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.

29. **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 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.

30. **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:

        i. 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.

ii. 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 undertake any one or more of the following:

i. 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.

ii. 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.

iii. The City may draw upon any escrow or financial guarantee established pursuant to this Agreement.

iv. 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 Statutes 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 undertake such public improvements under Minnesota Statutes chapter 429, and waiver of any all rights to notices, hearings and appeal under said chapter.

31. **Notice and Demands.** 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: HomePride Inc
3495 Northdale Blvd Suite 200
Coon Rapids MN 55011

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.

32. **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.

33. **Receipt Acknowledgment.** The City shall acknowledge receipt of the funds received at the time the Development Agreement is signed.

34. **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

Attest:
_____
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

On this_____ day of _____, 2021, before me, a Notary Public, personally appeared Jeff Johnson and Jaden Strand, 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 Clerk and, hereby acknowledge said instrument to be the free act and deed of said City of Isanti.

_____
Notary Public

HomePride Inc.

By: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF)

On this _____ day of _____, 2021, before me, a Notary Public, within and for said County and State, personally appeared _____, to me personally known, who, being by me duly sworn did say that he is the _____ of HomePride Inc. named in the foregoing instrument, and that said instrument was signed on behalf of said limited liability company and acknowledged to be the free act and deed of said company.

_____
Notary Public

This document was drafted by:

City of Isanti
110 1st Avenue N.W.
P.O. Box 428
Isanti, MN 55040-0428
Telephone: 763-444-5512

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: June 1, 2021
Subject: Bluebird Park Performance Center

Background:
In April 2021, it was decided at Committee of the Whole to move approval for building the Performance Center in Bluebird Park to the City Council. The original estimated budget allocated for this project was $248,230, however increased materials and labor costs will require an increased budget for this project.

Staff received another round of updated prices on the preferred design by Cedar Forest Products labeled Band Shell #3 Kit. The unit will cost $159,628 to purchase with shipping. This cost does not include groundwork or construction. The estimate on installation by Jeff Busby Enterprises, LLC is $72,500. Extending electrical to the unit will cost an estimated $15,000. Inspection, grading, and testing is estimated at $20,500. A sidewalk will need to be installed along the perimeter of the Performance Center for ADA-accessibility. Public Works can install this sidewalk with an estimated cost of materials at $3,300.

The revised total estimated cost to build the Performance Center is $267,628. The estimated costs to add two lights near the sledding hill to illuminate the basin in front of the Performance Center is $25,956, bringing the total projected cost to $296,884. Additional funds can be allocated from Fund 920 to cover these increased costs. There is also an option to delay the sidewalk and lighting installation until next year. A temporary sidewalk would be created for accessibility until the permanent walk could be installed.

Performance Center Estimated Costs		
Band Shell #3 Kit	$159,628	
Site Work and Structure Fabrication	72,500	
Electrical Service	15,000	
Inspection, Grading & Testing	20,500	
Initial Project Costs		**$267,628**
Park Lighting	25,956	
Walk Installation	3,300	
Optional Delay Project Costs		**$29,256**
TOTAL Performance Center Estimated Cost		**$296,884**

Request:
Staff would like direction on the following for the Performance Center:

- Approval to increase the budget limit to account for increased material and labor costs.
- Direction on project scope for which items to include in the initial project installation.
- Approval to move forward with building of the preferred design.

Attachment:

- Resolution 2021-XXX Approving Bluebird Park Lighting and Sidewalk
- Resolution 2021-XXX Approving Bluebird Park Performance Center
- Memo for COW - Bluebird Park Performance Center Discussion
- Bandshell Site Plan

RESOLUTION 2021-XXX

APPROVING BLUEBIRD PARK LIGHTING AND SIDEWALK

WHEREAS, the City Council has identified plans to build a Performance Center in Bluebird Park; and,

WHEREAS, staff will need to add lighting and an ADA-accessible sidewalk for access to the Performance Center; and,

WHEREAS, staff has received a quote from Isanti Electric for $25,956 to add two street lights to light the area surrounding the Performance Center; and,

WHEREAS, Public Works will install a 5' sidewalk around the perimeter of the Performance Center with estimated materials costs of $3,300; and,

WHEREAS, the total project cost is to include a 5% contingency; and,

WHEREAS, the CIP has $328,000 available for the Bluebird Park – Performance Center with the funding source 920-45300-520;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Isanti Electric for lighting installation services and to approve Public Works to install a sidewalk with a total project cost of $30,750 including a 5% contingency with a funding source identified as Bluebird Park – Performance Center 920-45300-520. Authorize the City Administrator to sign for acceptance of quotes.

This resolution was duly adopted by the Isanti City Council this 1st day of June 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING BLUEBIRD PARK PERFORMANCE CENTER

WHEREAS, the City Council has identified plans to build a Performance Center in Bluebird Park; and,

WHEREAS, staff has received a quote from Minnesota/Wisconsin Playground for $159,628 to purchase the Band Shell #3 Kit; and,

WHEREAS, staff has received a quote from Jeff Busby Enterprises, LLC for $72,500 on installation of the Band Shell #3 Kit; and,

WHEREAS, staff has received a quote from Isanti Electric for $15,000 for electrical work; and,

WHEREAS, staff has received an estimate from Bolton & Menk of $20,500 for inspection, grading and testing; and,

WHEREAS, the total project cost is to include a 5% contingency; and,

WHEREAS, the CIP has $328,000 available for the Bluebird Park – Performance Center with the funding source 920-45300-520;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Minnesota/Wisconsin Playground for the Band Shell #3 Kit, to accept quote from Jeff Busby Enterprises, LLC for installation services, to accept the quote from Isanti Electric for electrical services, and to accept the quote from Bolton & Menk for inspection costs with a total project cost of $281,000 including a 5% contingency with a funding source identified as Bluebird Park – Performance Center 920-45300-520. Authorize the City Administrator to sign for acceptance of quotes.

This resolution was duly adopted by the Isanti City Council this 1st day of June 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Memo for COW

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: April 20, 2021
Subject: Bluebird Park Performance Center Discussion

Background:

In January 2020 the Council approved updated plans to move forward with the Amphitheater/Performance Center project in Bluebird Park. The estimated budget allocated for this project is $248,230.

Staff recently received updated pricing on the preferred design by Cedar Forest Products labeled Band Shell #3 Kit. The unit would cost $139,430 to purchase with shipping. This cost does not include groundwork or construction. The estimate on Site Work and Structure Fabrication by Minnesota/Wisconsin Playground is $106,632. Electrical Service, Inspection, Walk & Testing estimated costs are $20,500.

Staff would also recommend updates to the pre-fabricated structure plans: install a window in one of the dressing rooms to utilize the space for a rentable meeting room at an estimated cost of $5,000 and install a centralized air unit to provide air conditioning and heat at an estimated cost of $1,500. The total estimated cost to build the Performance Center is $273,062.

The proposed site plan was developed to include the Performance Center, Restrooms (see attached Bolton & Menk January 10, 2020 Memorandum), and the future Splash Pad for foresight into how all facilities will work together within the Bluebird Park footprint. Staff recommends the design of each of these facilities be considered to create a cohesive look in the park and would like to recommend installing a maroon-colored roof, painting the pavilion roof to match and ensuring all future facilities match as well.

Lighting will also need to be installed at the Performance Center and at the Sledding Hill and would cost approximately $15,000.00. This would be by installing two lights: one on each side of the sledding hill to match the lighting already in place in Bluebird Park. The recommendation from the Council in February 2021 was to wait to install lighting at the Sledding Hill until the Amphitheater was completed and both could be installed together.

Performance Center Estimated Costs	
Band Shell #3 Kit	$139,430
Site Work and Structure Fabrication	106,632
Electrical Service, Inspection, Walk & Testing	20,500
Meeting Room Window	5,000
Centralized Air Unit	1,500
Performance Center Estimated Cost	**$273,062**
Bluebird Park Lighting Estimated Cost	**$15,000**

Restroom Estimated Costs

Option #1		***Option #2***	
Prefab Double Restroom Structure w/Concession Stand	$125,000	Alternate Single Vault Latrine	$50,000
		Convert Dressing Room to Concession Stand	5,000
Grading & Utility Extensions w/Grinder Pump	75,000		
Restroom Estimated Cost	**$200,000**		**$55,000**

Request:

Staff would like direction on the following for the Performance Center:

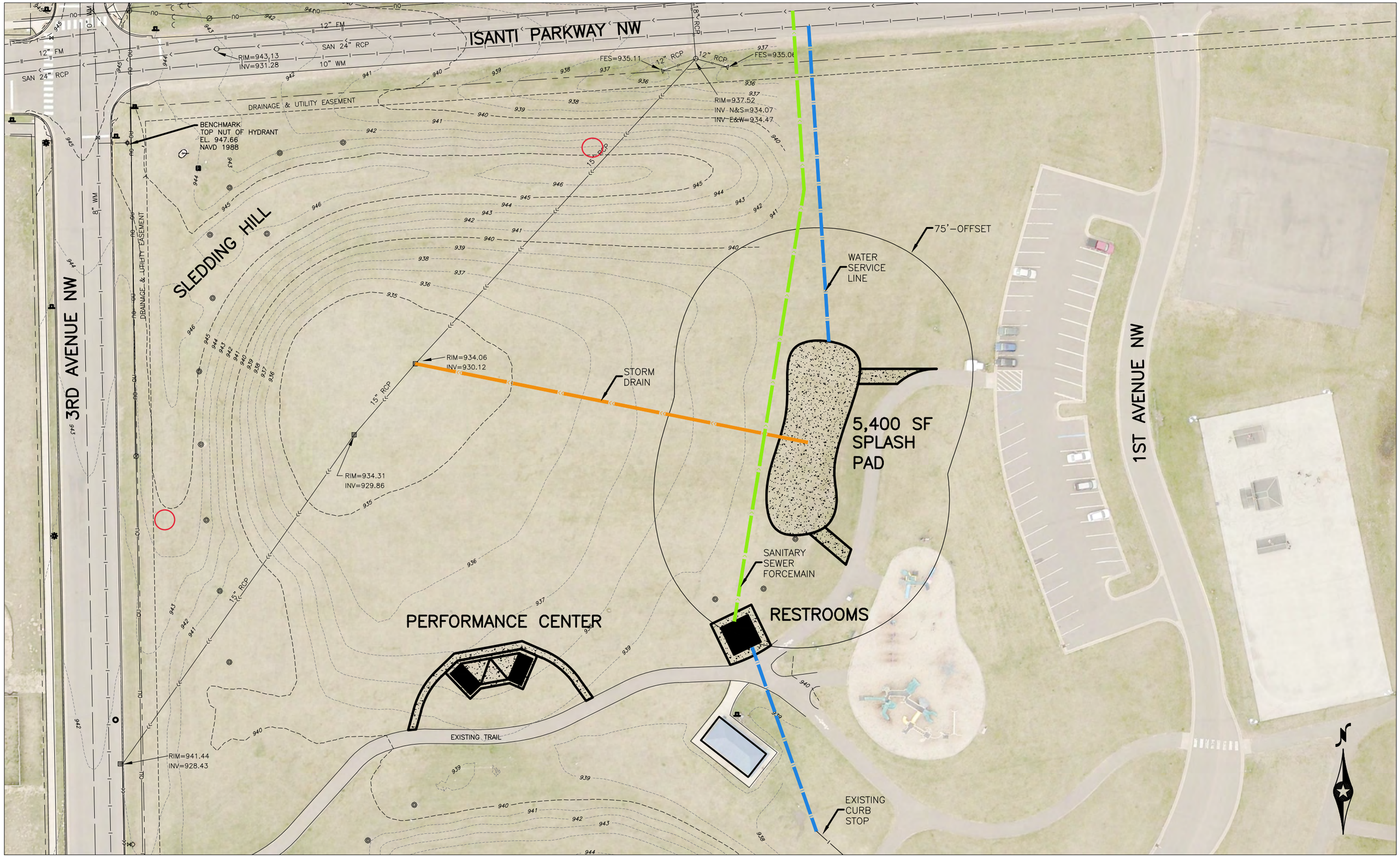
- Confirmation of positioning and location (revised Site Plan will be provided at meeting).
- Converting one dressing room into a functional meeting space for future rentals.
- Confirmation of color of stain and roofing.
- Installation of lighting around Amphitheater and Sledding Hill.
- Approval to increase the budget limit to account for increased material costs.
- Approval to move forward with building of the preferred design this calendar year.

Staff would like direction on the following for Restrooms:

- Confirmation of structure style.
- Confirmation with or without attached concession stand.

Attachment:

- Bolton & Menk January 10, 2020 Memorandum
- Site Map



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0 30 60
SCALE FEET

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	JWC
CHECKED	JWC
CLIENT PROJ. NO.	OR1.123130

NO.	ISSUED FOR	DATE

ISANTI, MN
BLUEBIRD PARK BANDSHELL, BATHROOM, SPLASH PAD
CONCEPT SITE LAYOUT

FIGURE 1

RESOLUTION 2021-XXX

APPROVING THE OFFER FOR THE POSITION OF PERMIT TECHNICIAN TO CANDY CONRAD

WHEREAS, the City Council of Isanti is required to approve hiring of all employees; and,

WHEREAS, hiring panel selected and made a conditional offer of employment to Candy Conrad as the most qualified candidate for the position; and,

WHEREAS, Candy Conrad's offer is contingent on successfully passing a background investigation and reference check required by the City of Isanti;

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

1. That Human Resources has offered the Permit Technician position to Candy Conrad and that she is eligible to start in that position after June 1st, 2021.
2. This position is part-time and not eligible for benefits.
3. That Candy Conrad must meet the conditions of employment.
4. That Candy Conrad shall start at Step 2 of the wage scale at $24.34 hourly.
5. That Human Resources is directed to complete all required documentation for the completion of employment offer and place a copy of this resolution in the employee's personnel file for future reference.

This resolution is hereby approved by the City Council this 1th day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 1, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes
1. May 18, 2021- Regular Meeting of the City Council
2. May 18, 2021- Committee of the Whole Meeting
3. March 16, 2021- Planning Commission Meeting

H. Announcements

1. Committee of the Whole	Tuesday, June 15, 2021 at 5:00 p.m.
2. City Council Meeting	Tuesday, June 15, 2021 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, June 15, 2021 *(Immediately following the City Council Meeting)*
4. CITY OFFICES CLOSED	Monday, July 5, 2021 *(In Observance of Independence Day)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood
1. Resolution 2021-XXX Approving a Special Event Permit Application for the CISC Recreational Soccer Tournament
2. Resolution 2021-XXX Approving a Special Event Permit Application for the 2021 Isanti Firefighters PRCA Rodeo
3. Resolution 2021-XXX Approving a Special Event Permit Application for the 2021 Jubilee Days

Community Development Director Sheila Sellman
4. Resolution 2021-XXX Approving the Preliminary and Final Plat Fairway Greens South

L. Approve Consent Agenda
1. Consider Payroll in the Amount of $117,498.71 Accounts Payable in the Amount of $361,405.82
2. Resolution 2021-XXX Approving a Military Discount for all Military Personnel and Senior Citizen Discount at the Isanti Liquor Store

3. Resolution 2021-XXX Approving the Offer of Full-Time Police Officer for Adam Rackow
4. Resolution 2021-XXX Accepting Quote for Backup Building Inspection Services and Authorizing Entering into a Contract
5. Resolution 2021-XXX Authorizing the City of Isanti to Act as the Fiscal Agent on Behalf of the Isanti County Special Response Team
6. Resolution 2021-XXX A Resolution to Declare Certain Property as Surplus and Authorize its Sale by Public Auction
7. Resolution 2021-XXX Approving a Neighborhood Park Survey

M. Other Communications

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 18, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman and Finance Director Mike Betker

D. Public Comment
None

E. Adopt Agenda
ADDENDUM
1. ADD L.13 Resolution 2021-116 Offering the Position of Building Official to Matthew Small

Motion by Lundeen, second by Begley to adopt the agenda with the modification listed above. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
1. Mayors Employer Luncheon
Mayor Johnson read the proclamation.

G. Approve City Council Minutes
1. May 4, 2021- Regular Meeting of the City Council
2. April 6, 2021 Economic Development Authority Meeting Minutes
3. April 20, 2021- Special Economic Development Authority Meeting Minutes

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, May 25, 2021 at 6:00 p.m.
2. CITY OFFICES CLOSED	Monday, May 31, 2021 *(In Observance of Memorial Day)*
3. City Council Meeting	Tuesday, June1, 2021 at 7:00 p.m.
4. Economic Development Authority Meeting	Tuesday, June 1, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

City Administrator Josi Wood

1. **Resolution 2021-103** Approving a Special Event Permit Application for Rum River Rods 11th Annual Summer Spectacular Car Show
   City Administrator Josi Wood shared this is a special event permit request from Rum River Rods for their 11th annual Summer Spectacular Car Show. This will precede the Isanti Street Dances on August 7th from 8 a.m. to 4 p.m. They have submitted all applicable documents and staff is recommending approval.

   Motion by Bergley, second by Lundeen to approve resolution as presented. Motion passed 4-0. Motion carried.

2. **Resolution 2021-104** Approving a Special Event Permit Application for BMC British Auto Car Show
   City Administrator Josi Wood shared that this is a special event permit request for BMC British Auto Car Show's annual event scheduled to be held on June 5th. They have submitted all applicable documents and staff is recommending approval.

   Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

Finance Director Mike Betker

3. **Resolution 2021-105** Authorizing the Execution and Delivery of Agreements Documents Related to Lease Revenue Bond Issue 2021A *(Jessica Green)*
   Jessica Green from Northland Securities shared that during the EDA meeting earlier in the night, the EDA authorized the issue of $3,165,000.00 in Public Project Lease Revenue Bonds to facilitate the construction of a new liquor store. The resolution is to authorize the execution of the documents discussed at the last meeting.

   Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 3-1 with Gordon voting nay. Motion carried.

L. Approve Consent Agenda

1. Consider Payroll in the Amount of $125,892.32 Accounts Payable in the Amount of $237,261.59
2. Request for Proposals for Fire Extinguisher and Fire Protection Services
3. **Resolution 2021-106** Accepting Quote for Electrical Maintenance Services and Authorizing to Enter into a Contract for Electrical Maintenance Services
4. **Resolution 2021-107** Approving Application for Exempt Gambling Permit for Knights of Columbus
5. **Resolution 2021-108** Approving Temporary Liquor License for the Isanti Rodeo Association
6. **Resolution 2021-109** Approving Donation Box at Liquor Store
7. **Resolution 2021-110** Approving Memorandum of Understanding (MOU) Between the City of Isanti and Cambridge-Isanti School District #911 for the School Resource Officer Program
8. **Resolution 2021-111** Approving Painting of a Pickleball Court at Mattson Park

9. **Resolution 2021-112** Calling for a Public Hearing on the Issuance of a Conduit Revenue Note and Authorizing the Publication of a Notice of Hearing (Art and Science Academy Project)
10. **Resolution 2021-113** Authorizing to Enter into Agreement with Marie Ridgeway LICSW LLC for Wellness Consulting Services
11. **Resolution 2021-114** Approving Short-Term Building Inspection Services Contract with Rum River Construction Consultants
12. **Resolution 2021-115** Accepting Quote from AA Store Fixtures for Sales Floor Shelving at Liquor Store
13. **Resolution 2021-116** Offering the Position of Building Official to Matthew Small

Councilmember Bergley asked how Covid effected the MOU for the School Resource Officer and if they fee was reduced.

City Administrator Josi Wood responded that Cambridge-Isanti School District made the request for last years season to end early because of distance learning. The way that the contract is structured is that they only pay for days that the SRO is in the school facility.

Bergley asked who the SRO is.

Mayor Johnson responded Chris Morgan is the SRO.

Bergley asked if the SRO is part-time or full-time.

Wood responded that the school district pays for what they use so during the school year he is full-time at the schools and during the summer he does fill in with other shifts.

Motion by Lundeen, second by Bergley to approve consent agenda. Motion passed 4-0. Motion carried.

M. Other Communications

1. April Police Department Reports
2. April Code Enforcement Officer Report
3. April Building Inspector Report
4. May Engineering Status Report

Adjournment

A motion was made by Bergley, seconded by Lundeen to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 7:09 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, MAY 18, 2021 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:01 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Parks, Recreation and Events Coordinator Alyssa Olson, Public Services Director Matt Sylvester, Interim Liquor Store Manager Keith Lusk, Chief of Police Travis Muyres, Community Development Director Sheila Sellman and Finance Director Mike Betker

Others Present: William Snelling, Sharon Snelling and Brandon Heaton

D. Public Comment
None

E. Committee Meeting Items

1. City Council Agenda Request *(William and Sharon Snelling)*
- A request was made for relief of water bill due to Covid-19 illnesses and hardships.
- Consensus from Committee is to pay average billing amount and waive the rest of the bill.

2. Police Updates
- A contingent offer has been made for employment of the last grant officer position.
- The requested speed sign arrived at the end of last week and has been set up at South Passage.
- The capital squad was ordered in January and the end of May is when it is going to ship from Chrysler.
- Two officers have been out for defensive tactics instructor course and by the end of this year the Police Department will have all inhouse instructor pool.
- June 1st City Council meeting will include a resolution for the Joint Powers SRT Team as Lieutenant McCarty was appointed Commander and Chief Muyres was appointed Board Chair.

3. Liquor Updates
- Gross Profit for the months of January-April was 26.96%.

- Total sales for the months of January-April were $1,155,968.00 in 2021. January-April sales for 2020 was $1,112,210.00 and 2019 was $867,512.00, respectively.
- With Covid, sales in 2020 were up 28% over 2019 while customer count in 2020 increase by 9.5%. Thus far in 2021 the liquor store has managed to stay ahead of the 2020 sales pace despite March of 2020 showing a 42% increase in sales over March of 2019.
- Interim Liquor Store Manager Keith Lusk will be meeting with Louella Polzin at the end of June for a history lesson on Isanti and Isanti Liquor, and to find out what she would like to see in reference to naming part of the new store for Bozo.

4. Turkeys and Ducks Discussion
- There has been interest by residents in the city to keep certain animals, specifically turkeys and ducks.
- The request would be to allow these domestic fowl in residential areas.
- Surrounding cities do not allow domestic fowl to be kept in residential areas.
- Some cities allow turkeys and ducks to be kept only in areas that are zoned agricultural and are considered farm animals by definition.
- Isanti's zoning district equivalent to agricultural land would be the R-1A Residential Rural District. This zoning district has a minimum lot size of 1 acre.
- Recommendation from Committee is for Community Development Specialist Ryan Saltis to research ducks and bring back to Committee of the Whole for further discussion.

5. VFW Park Lease Termination Discussion
- On May 19, 1987, Resolution #98-82 was passed by the City Council, entering into an agreement with the Veterans of Foreign Wars (VFW) Board of Directors of Rum River Post No. 2735 for the City of Isanti to lease and operate a portion of VFW property for the established VFW Park at a cost of $1.00.00 per year.
- In previous and ongoing discussions, the Parks, Recreation and Culture Board and the City Council have addressed opportunities to reduce the number of parks operation by the City.
- Staff has identified the VFW Park as a dated property that receives minimal use and requires continued maintenance and is a viable park to discontinue managing in order to meet these goals.
- In review of the leasing agreement, the City may terminate this agreement at any time if the use is deemed incompatible with future goals by giving reasonable notice to the leasing party (VFW).
- Recommendation from Committee is to terminate lease agreement and donate the playground equipment to the VFW if they are willing to accept it.

6. Wind Turbine Discussion
- A request was made by Brandon Heaton to discuss wind turbines in residential areas. The request is to specifically change Subdivision 21 of Section 13 to include low voltage turbines in residential areas.

- According to Heaton the motor is smaller than a football and this would be mounted to his roof.
- The size of the wind turbine is roughly the size of a boot.
- The noise that would be produced from a small wind turbine of this size would be 40 decibels at the turbines top speed, similar to a running refrigerator.
- Recommendation from Committee is to amend ordinance to allow wind turbine and require a permit.

7. Well II Sand Discussion
- During the Well II Rehab work, there was approximately 300 yards of sand removed from the Mt Simon Aquifer. The sand removed is very fine and provides limited use as it is not compactable.
- To have the sand hauled away it would cost about $10.00 a yard.
- Residents and non-residents have requested to purchase the sand.
- Recommendation from Committee is to sell the sand per the surplus policy.

8. Liquor Store Plaque Discussion
- At new city facilities a bronze plaque is typically done.
- The cost is approximately $525.00
- Majority recommendation is to move forward with purchasing bronze plaque for the new liquor store.

9. EDA Purchasing Old Liquor Store Discussion
- Committee discussed the option of the EDA purchasing the old liquor store.
- Selling City property needs to be done through the EDA.
- Consensus from Committee is to wait until the appraisal of the liquor store is completed and if that location is the most cost effective for the police dept.
- Committee had no further recommendations.

10. Liquor Store Signage Discussion
- Committee was presented with two different options for signage at the new liquor store.
- Options A & B were images of the front. Option A presented a lit Isanti Liquor logo with the tree and river and option B presented “Isanti Liquor” with sconces.
- Options C & D were images of the side. Option C is lit and option D is not lit with sconces.
- Options E & F were for curbside pickup. Option E is lit and option F is not lit with sconces.
- Committee was presented with an example of a potential option of “beer”, “wine” and “spirits” signs in the windows of the new liquor store.
- Majority consensus from Committee is to move forward with options A, D and F and proceed with research prices for “beer”, “wine” and “spirits” signs in the windows of the new liquor store.

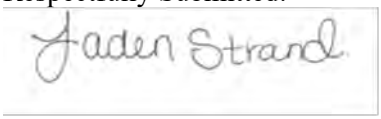
11. Veteran Discount at Liquor Store

- Committee discussed allowing for veteran discount 7 days a week at the liquor store.
- Recommendation from Committee is to continue veteran discount 7 days a week and bring formal resolution to Council June 1st for approval.

F. Adjournment

Meeting was adjourned at 6:03 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

PLANNING COMMISSION MEETING

TUESDAY, March 16, 2021

Immediately following the 7:00 P.M City Council Meeting;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 7:44 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Dan Collison, Steve Lundeen, Jimmy Gordan, Paul Bergley, Alexander Collins, Arissya Simon.
     Members Absent: None
     Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis, City Administrator Josi Wood
   - D. Agenda Modifications: None

2. **Meeting Minutes**

   A. Approval of Minutes from the January 19, 2021 Planning Commission Meeting and the March 2, 2021 Special Planning Commission Meeting motion by Lundeen, second by Collison, motion passes 7-0.

3. **Public Hearing**

   A. Request by Coffee Holdings, LLC for approval of Site Plans under City Ordinance 445 Section 10 and Conditional Use Permit under City Ordinance 445, Section 13, Article 2, Subd 4, said request is for a Caribou Coffee building with a drive-thru located at PID 16.029.0500.

   The Community Development Specialist presented the site plans for a proposed Caribou Coffee building with drive-thru facilities located at 260 5th Ave NE. There was one representative present at the meeting from Coffee Holdings LLC, Jon Fahning the applicant who was available for questioning from the Planning Commission. The Planning Commission discussed access to the site from Main St and 5th Ave NE and the width of the drive-thru lane not being able to accommodate a fire truck per request of the Fire Chief. The applicant discussed other areas on site where a fire truck would be accessible to both the building and drive-thru lanes without the truck needing to pass through these service lanes. The Planning Commission agreed that a Fire Truck would be able to access the building and service lanes by other locations on site. The Planning Commission reviewed the exterior signage on the building and approved all signs on the exterior of the building concluding that the signage plan presented is the signature look for this size of building. The freestanding signs on site will have to apply for a separate sign permit and are not included with the site plans. The applicant was also asked questions regarding employee numbers, other locations in the state with this size of building, and future development plans for the north end of the site. Jimmy Gordon pointed out that the Planning Commission should be aware of the Highway 65 zoning district regulations and how other businesses in the district were also held to higher

standards. Conditions listed in the staff report included lighting design, outdoor patio layout, wall sign placement and entering into a minor development agreement. The Planning Commission discussed with the applicant whether conditions listed in the staff report were reasonable. The applicant was aware of the conditions for approval and concluded that they would be able to accommodate these conditions. There was no one present from the public to speak at the public hearing. Motion for approval of site plans and Conditional Use Permit for drive-thru facilities with conditions listed in the Community Development Specialist staff report dated March 16, 2021 and City Engineer's report dated February 23, 2021 by Lundeen, 2nd by Gordon, motion passes 7-0.

B. Request by Paradise Homes for a Variance under City Ordinance 445, Section 21, Article 2, said request is to construct a four-season porch within the 30-foot rear setback requirement of Legacy Pines Second Addition PUD, located at 511 Blue Bird Ct, PID 16.155.0080.

Sellman presented the variance request to construct a four-season porch within the 30-foot rear setback. The encroachment of the porch would be roughly 4 feet into the 30-foot rear setback. Sellman explained how the variance request does not meet criteria listed for practical difficulties and recommended denial of the variance. Sellman noted that if the Planning Commission would like to approve the variance, they will need to indicate the reasoning and how it meets practical difficulties. The applicant, Bob Straus of Paradise Homes was present at the meeting and available for questions from the Planning Commission. Lundeen asked why the plans for the house or the porch couldn't be altered. The applicant explained how the dimensions of the porch would make it functional, if it had to follow the 30-foot setback requirements, the size of the porch would not be functional. The applicant explained that there is a large outlot behind the property, and that encroaching 4 ft into the rear setback would not impact surrounding properties. Planning Commissioner Simon reminded the Commission that there was a similar variance request for rear setback encroachment for a house that backed up to an outlot and that this request was passed by the Planning Commission. Collison explained that a request like this should be considered on a case-by-case basis and they are not looking to set a precedent. There was no one from the public who spoke at the public hearing. Planning Commission members discussed the reasons for approval and included that there was a similar case approved, there is not a utility easement where the porch will be placed and that the lot backed up to an outlot. Motion for approval of the Variance by Gordon, 2nd by Simon, motion passes 6-1.

4. **Other Business:** None
5. **Discussion Item:** None
6. **Adjournment:** Motion by Bergley, 2nd by Collison to adjourn, motion passed 7-0 meeting adjourned at 8:27 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: June 1, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Application for the CISC Recreational Soccer Tournament

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Background

The Cambridge-Isanti Soccer Club (CISC), has submitted an application requesting a Special Event Permit for the CISC Recreational Soccer Tournament. The event is scheduled for June 26, 2021 and will take place on the Cambridge-Isanti Soccer Complex grounds at 950 3rd Avenue N. The club is anticipating about 350 people at the event. The event will include Tournament games and some food trucks on the property.

Tournament activities will remain on Complex grounds with the exception of overflow parking at Bluebird Park (201 Isanti Parkway NW). CISC is not requesting that any roads be closed for the event.

CISC will utilize existing portable restrooms onsite. The portable restrooms provided during the event should be adequate for the estimated daily attendance. CISC will be responsible for cleaning up all parking areas after the event.

In addition to the Special Event Permit, CISC will need to submit a list of vendors as a Peddler ahead of the event, as applicable.

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 CISC Recreational Soccer Tournament.

Attachments

- Resolution 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE CISC RECREATIONAL SOCCER TOURNAMENT

WHEREAS, Cambridge-Isanti Soccer Club (CISC), has submitted a Special Event application requesting a permit to host the CISC Recreational Soccer Tournament at the Cambridge-Isanti Soccer Complex; and,

WHEREAS, the event is scheduled for June 26, 2021; and,

WHEREAS, the estimated number of people to be in attendance is 350; and,

WHEREAS, CISC is requesting overflow parking to be allowed at City of Isanti owned properties; and,

WHEREAS, City of Isanti property requested for parking use is Bluebird Park (201 Isanti Parkway NW); and,

WHEREAS, all parking on the grass at Bluebird Park is prohibited; and,

WHEREAS, food vendors will be present at the event and may only park in the Complex lot; and,

WHEREAS, a Peddler's Permit may be required for this event and will be submitted separately with a list of applicable vendors; and,

WHEREAS, the applicant will not be required to provide additional restrooms for the event; and,

WHEREAS, the applicant has submitted a complete request with the application materials;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the special event permit for the CISC Recreational Soccer Tournament;

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 is hereby approved by the Isanti City Council this 1st day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

Applications must be submitted at least 30 days prior to the event to be considered.

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [ ] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [x] Vendors will be present: will provide once compiled
  - [ ] 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.

Received 5/17/2021 gpw

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 17MAY2021

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Cambridge-Isanti Soccer Club (CISC)

Contact Person: Andrew Kreyer

Address: [redacted]

City: [redacted] State: MN Zip: [redacted]

Phone: ___-___-____ Fax: ___-___-____ Cell: [redacted]

E-mail: [redacted]

Secondary Contact Person: Nicole Kreyer

Address: [redacted]

City: [redacted] State: MN Zip: [redacted]

Phone: ___-___-____ Cell: [redacted] E-mail: [redacted]

EVENT INFORMATION

Event Name: CISC Recreational Soccer Tournament

Date(s) of Event: June 26th (Saturday)

Hours of Event: 9am - 3pm

Type of Event: ☐ Open to the Public ☑ Private ☐ Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

CISC is Hosting a Recreational Soccer Tournament for our Recreational Players

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):
Cambridge-Isanti Soccer Complex

Estimated Number of People in Attendance (includes staff, participants, and spectators):
350

Parking Impact – Describe in detail:
We have our parking lots, people might be parking at Blue Bird Park.

Tents, equipment, amusement rides, etc.

Type: N/A
Size: N/A
Location: N/A

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
No

Are you requesting any street closures? If yes, list streets:
No

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

We have Portable Restrooms at our Facilities already. Jimmy Johnnys is the company we use.

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).
CISC Boardmembers will be present to keep things in line.

Clean-up Plans – Describe in detail:
We have garbages located around the complex along with volunteers picking up garbage during the event.

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 BE HAVE FOOD VENDORS / TRUCKS AT THE EVENT. / must be parked in lot not street ES

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?
N/A

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Approved via Email (Attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Approved via Email (Attached)

Public Services Director
__X__ Approved _____Denied _____N/A Signature: _____

Parks, Recreation and Culture Manager
__X__ Approved _____Denied _____N/A Signature: _____

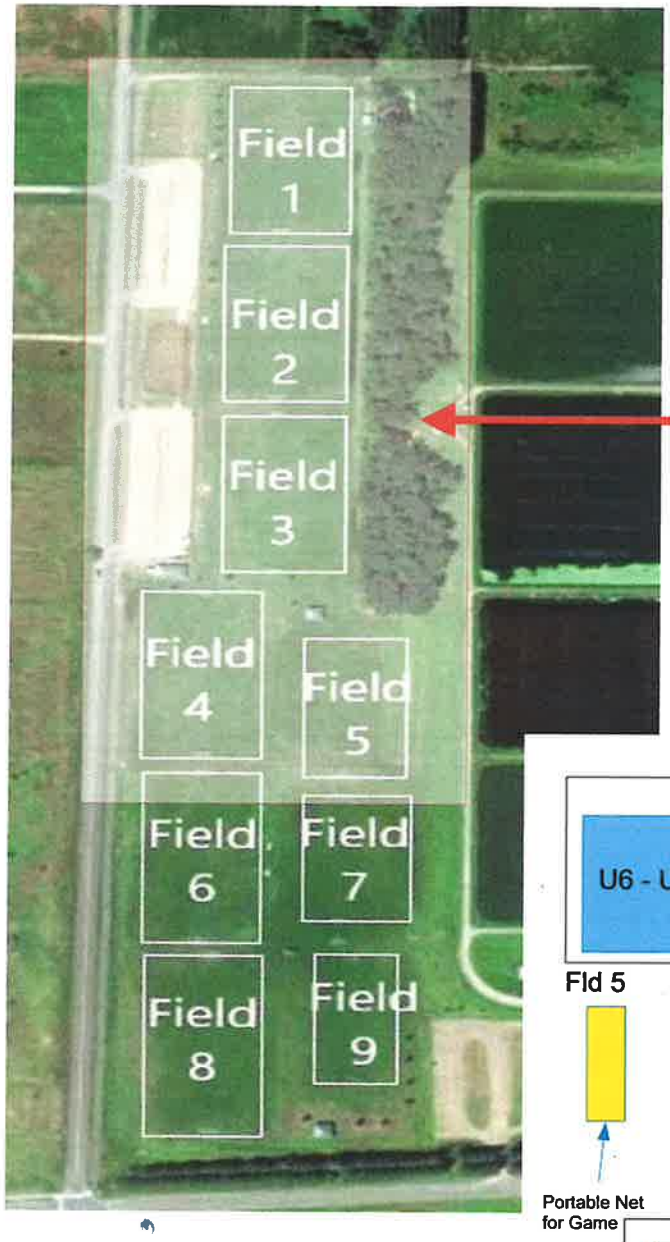
Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: _____

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: _____

City Council
_____ Approved _____Denied

Date of Review: _____

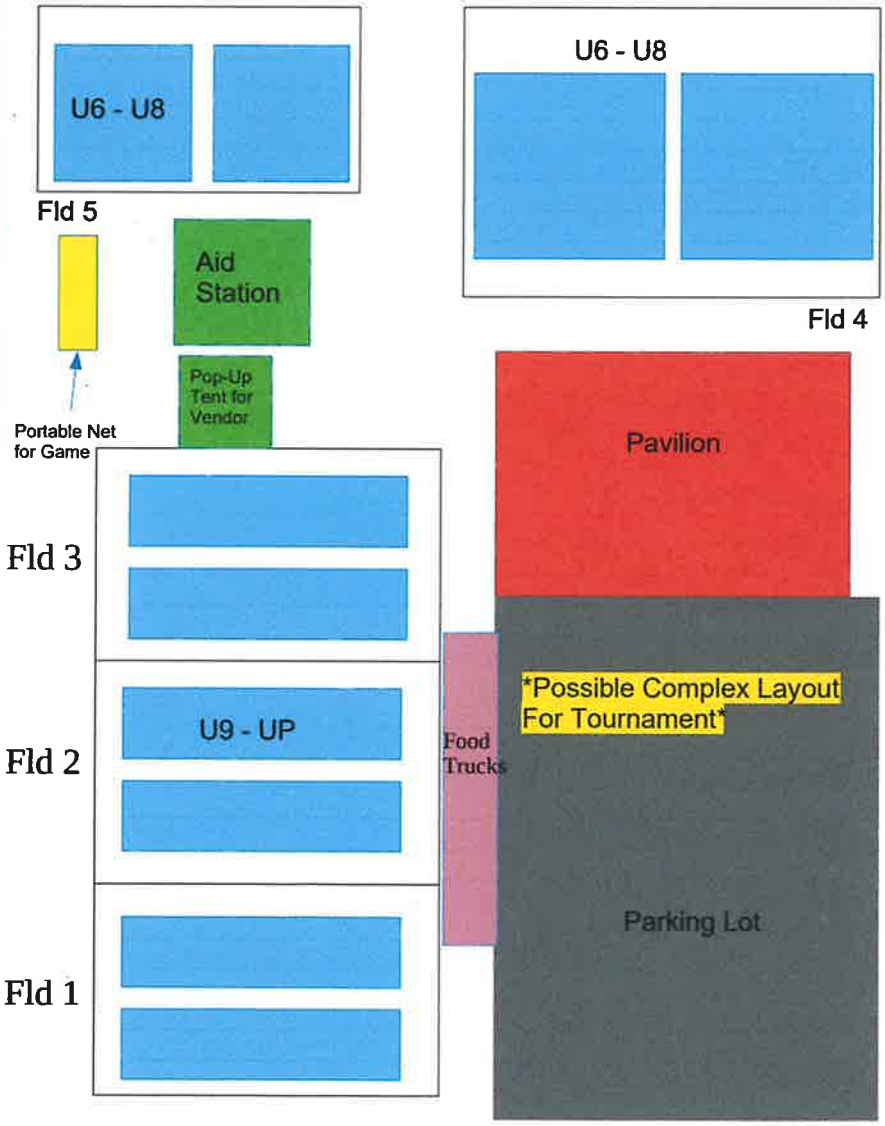
City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560



CISC Complex

Transparency Area is the Area being Used

CISC Complex Tournament Layout



K&K INSURANCE GROUP, INC
KK.SPORTS@KANDKINSURANCE.COM
817-339-2022

Minnesota Youth Soccer Association

(Underwritten by An A.M. Best Rated "A+" Insurance Companies)

YOUTH SOCCER GENERAL LIABILITY BENEFITS
Explanation of Coverage
Term of Insurance: September 1, 2020 to September 1, 2021

Who is Covered?

Minnesota Youth Soccer Association, its affiliated associations, leagues, clubs and all officers, directors, coaches, employees, teams, team officials, and volunteers while acting on behalf of Minnesota Youth Soccer Association at a covered activity.

Limits of Liability

General Aggregate $5,000,000 per Event
Products/Completed Operations Aggregate $1,000,000
Personal and Advertising Injury $1,000,000
Each Occurrence $1,000,000
Participant Legal Liability Each Occurrence (other than brain injury) $1,000,000
Participant Legal Liability Aggregate (other than brain injury) $5,000,000 per Event
Participant Legal Liability Brain Injury Each Occurrence $2,000,000
Participant Legal Liability Brain Injury Aggregate $5,000,000
Damage to Premises Rented to You Limit $300,000
Medical Expense (Spectators Only) $5,000
Sexual Abuse Each Occurrence $1,000,000
Sexual Abuse Aggregate $2,000,000
Non-Owned / Hired Auto Liability $1,000,000
Excess Liability $5,000,000 subject to policy exclusions

What is Covered?

- Liability for bodily injury or property damage to spectators, game participants, and to members of the general public for activities sanctioned by Minnesota Youth Soccer Association.
- Liability for outdoor fields owned by affiliates for its sole use while acting on behalf as a member of the state association.
- Fundraising, meetings, awards banquets.
- Activities necessary or incidental to the conduct of practice, exhibition, post season and scheduled games.
- Liability for false arrest, detention or malicious prosecution, libel, slander, defamation of character, or wrongful eviction.
- Hired and non-owned auto, while being used in the business of the named insured. Excludes coverage for any driver transporting athletic participants.
- Products liability for food or drinks sold on premises.
- Medical Payments $5,000 (non-participants).
- Host Liquor liability for banquets and meetings.

Territory

Worldwide for bodily injury, property damage, and personal and advertising injury while temporarily outside of the United States providing suit is made within the United States.

Notable General Liability Exclusions

- Standard commercial general liability exclusions apply.
- Property of others in the care, custody and control of the insured such as personal property of players, coaches, or parents.
- Liability to pay Worker's Compensation.
- Intentional acts.
- Amusement devices other than inflatables and dunk tanks.
- Epidemic or Pandemic Communicable Disease Limited Exclusion.

Additional Insured

Certificates of insurance are furnished to each association identifying them as members of the state organization. Certificates of insurance will be issued upon request adding the name of a school district, university, private land owner, municipality, or sponsor. All other requests are subject to underwriting approval.

ACCIDENT MEDICAL EXPENSE BENEFITS & ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS
Explanation of Coverage
Term of Insurance: September 1, 2020 to September 1, 2021

Who is Covered?

Insured persons include all registered team members, those players participating in approved try-outs, coaches, managers, referees, officials, and volunteers of the teams, leagues or of the association.

Covered Activities

Insured persons are covered for injuries resulting directly and independently of all other causes from accidents occurring while participating in the following covered activities:

- Scheduled games, team practice sessions, tryouts or sponsored activities provided they are under the direct supervision of a team official; or sanctioned local or national tournaments as a member of a contestant team.
- Organized and supervised group travel as authorized by the Policyholder directly to and from a covered event.

What Is Not Covered?

The plan does not provide coverage for: ➢ intentionally self-inflicted injury ➢ air travel except as a fare-paying passenger on a regularly scheduled airline on a scheduled flight ➢ injuries resulting from other than covered activities ➢ loss resulting from sickness or disease, except bacterial infection which occurs through an accidental wound

Accident Medical Policy Limits

For reasonable necessary medical expenses, our youth accident medical policy pays up to $200,000 for injuries sustained in a covered accident. Dental injuries are treated like any other injury. Payment will not be made for any expenses incurred after 52 weeks from the date of injury. An expense is considered incurred on the date the medical care is rendered. A $1,000 Deductible applies to each covered accident.

Minnesota Youth Soccer Association excess accident medical insurance policy is secondary insurance. Failure to follow the rules of your primary healthcare coverage will result in a benefit reduction of eligible expenses to 50% of the amount otherwise payable.

"Injury" means bodily injury of an Insured Person resulting directly and independently of all other causes from an accident which occurs while he or she is participating in a covered activity. Sickness or disease (except pus forming infections which occur through an accidental cut or wound) of any kind will not be considered as bodily injury.

Reasonable Expenses means usual and customary charges.

Accidental Death and Dismemberment Benefits

The plan pays:

- $5,000 for loss of life or loss of two or more members, which results from injuries sustained in an accident which occurred while participating in a covered activity.
- $2,500 for loss of one member (hand, foot or eye), which results from injuries sustained in an accident which occurred while participating in a covered activity.
- Such payment shall be in addition to any other indemnity payable to the date of loss, but only one amount, the larger amount applicable shall be payable for all such losses resulting from any one accident.
- "LOSS" shall mean, with respect to hands and feet, physical separation through or above the wrist or ankle joint; with respect to the eyes, entire and irrecoverable loss of sight.

Excess Coverage

The participant accident medical expense insurance is provided on an "excess" basis. This means that after the insured player or coach has been reimbursed for medical expenses by other insurance programs, and after the deductible has been satisfied, the Youth Soccer Accident Medical Expense plan will pay up to the maximum Medical Expense benefit for remaining treatment, service and supply expenses. These other programs include group, blanket or franchise health insurance coverage, group hospital or medical service plans, and prepayment coverage; any coverage under labor-management trustee plans, union welfare plans, employer organization plans, and coverage under any governmental programs, coverage required or provided by any statute, and automobile reparations insurance (no-fault) coverage.

Claim Procedures

For AD&D and Accident Medical Expense Claims, claim forms are available through your State Association, League or Club Offices. Detailed Accident Medical Expense claim instructions can be found on each claim form. In the event of injury requiring medical treatment, you should:

- Fully complete a claim form verified by a witness and submit it to your State Soccer Association for verification. Youth Soccer Accident Medical Coverage is provided on an "excess basis", therefore, charges must first be submitted to any other medical insurance carrier available to the participant.

THIS OUTLINE IS ONLY FOR GENERAL INFORMATION AND NONE OF THE ABOVE SHALL AMEND OR ALTER THE INSURANCE CONTRACTS.
THE WORDING OF THE POLICIES CONSTITUTES THE ONLY AGREEMENT BETWEEN THE INSURED AND THE INSURANCE COMPANY. CONSULT YOUR POLICIES FOR COVERAGE EXCLUSIONS.

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, May 20, 2021 3:06 PM
To: Isanti Parks; Travis Muyres
Cc: Zach Lundberg
Subject: RE: SEP - CISC Soccer Tournament
Attachments: SEP_CISCTournament_062621.pdf

Isanti Fire approves the June 26 SEP from the CISC for their tournament.

Travis, I also see a Tina/Ally Neubauer Kleefstra awareness 5K around Bluebird park area that morning...I am not sure the impact of 350 people on the soccer complex but there will be a 5k parking and running in the area too.

Copying in our LT who is on duty that weekend.

Thanks Alyssa.

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 20, 2021 2:53 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - CISC Soccer Tournament

Travis & Al,
Please see attached SEP for approval for the CISC Recreational Soccer Tournament on 6/26. All activities will take place on CISC property with the exception of overflow parking at Bluebird Park.

Please send me approval or concerns by next **Tuesday, May 25.**

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Isanti Parks
Sent: Tuesday, May 25, 2021 12:39 PM
To: Travis Muyres
Subject: RE: SEP - CISC Soccer Tournament

Hi Travis,
Let me know by EOB today if you have any concerns on this one or if it's approved to move to Council.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Isanti Parks
Sent: Thursday, May 20, 2021 2:53 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - CISC Soccer Tournament

Travis & Al,
Please see attached SEP for approval for the CISC Recreational Soccer Tournament on 6/26. All activities will take place on CISC property with the exception of overflow parking at Bluebird Park.

Please send me approval or concerns by next **Tuesday, May 25**.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Travis Muyres
Sent: Wednesday, May 26, 2021 8:01 AM
To: Isanti Parks
Subject: Re: SEP - IFRA 2021 Rodeo

both good

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, May 25, 2021 12:40 PM
To: Travis Muyres <tmuyres@cityofisanti.us>
Subject: RE: SEP - IFRA 2021 Rodeo

Same on the rodeo...

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Isanti Parks
Sent: Tuesday, May 11, 2021 2:00 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - IFRA 2021 Rodeo

Hi Guys,
Attached is the special event permit for this year's rodeo dates. Please confirm approval or send concerns **by May 25**.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: June 1, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Application for the 2021 Isanti Firefighters PRCA Rodeo

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Background

The Isanti Firefighter Rodeo Association (IFRA), has submitted an application requesting a Special Event Permit for the 2021 Isanti Firefighters PRCA Rodeo. The event is scheduled for July 7 through July 11, 2021 and will take place on the Rodeo grounds at 500 3rd Ave NW. The association is anticipating about 11,000 people over the 2-day event. The event will include live entertainment using public addressing systems and amplifiers during the daily events and dances following the Friday and Saturday rodeo performances.

The IFRA is requesting the use of several areas for parking for spectators. Property belonging to the City of Isanti includes Unity Park (420 3rd Ave NW). City staff will designate entrance and exit areas for City of Isanti lots; IFRA will be responsible for enforcing spectator parking and for any damages caused to sidewalks, curbing, trails, etc. as a result of rodeo parking. Other parking areas owned by other entities include Isanti Primary School parking lot and grass (301 Heritage Blvd NW), Cambridge-Isanti bus garage on 1st Ave NW (PID 160400970), Isanti Civic Arena (600 1st Ave NW). Letters of permission from property owners other than the City of Isanti are on file for all parking areas requested. Parking on the grass in other areas of Bluebird Park is prohibited. IFRA is requesting the lights in the ballfield to be left on overnight Friday and Saturday at Unity Park for security/safety.

The IFRA is not requesting that any roads be closed for the event, but have indicated that they may place signage indicating pedestrian crossings on 3rd Avenue and 1st Avenue, and on 3rd Ave between Isanti Primary School and Unity Park.

The IFRA will provide additional portable restrooms as needed for the event. The portable restrooms provided during the event should be adequate for the estimated daily attendance. The association will be responsible for cleaning up all parking areas after the event.

In addition to the Special Event Permit and attached Temporary Sign Permit, the IFRA must file a Liquor License, as applicable for the event.

Special Event Permit application materials, including an event map, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the 2021 Isanti Firefighters PRCA Rodeo.

Attachments

- Resolution 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2021 ISANTI FIREFIGHTERS PRCA RODEO

WHEREAS, Isanti Firefighter Rodeo Association (IFRA), has submitted a Special Event application requesting a permit to host the 2021 Isanti Firefighters PRCA Rodeo on the Isanti Rodeo Grounds; and,

WHEREAS, the event is scheduled for July 7 through July 11, 2021; 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 City of Isanti owned and privately owned properties; and,

WHEREAS, City of Isanti property requested for parking use is Unity Park (420 3rd Ave NW), including the ballfield and grass area outside of the ballfield; and,

WHEREAS, City of Isanti will turn on Unity Park lights in the ballfield for overnight use on Friday, July 9th and Saturday, July 10th from sunset to sunrise for security/safety; 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 Primary School, the Cambridge-Isanti bus lot, and Isanti Civic Arena; the IFRA has on file letters from each property owner granting permission to use the lots; 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, a liquor license may be required for this event and will be submitted separately; 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,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the special event permit for the 2021 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.

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 is hereby approved by the Isanti City Council this 1st day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

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 (ASKING FOR WAIVER)
- ☑ Proof of Insurance or Certificate of Insurance (SUBMITTED SEPERATELY)
- ☑ Site Map
- ☑ Approval Letter from the Property Owner
- ☐ Proof of written notification to property owners within 350 feet of the special event (ASKING FOR WAIVER)

Check all that apply:

- ☑ Signs will be posted for event:
  - ☑ Temporary Sign Permit Application required
  - ☐ $50 fee (ASKING TO BE WAIVED)
- ☑ Alcohol will be served and/or sold at event:
  - ☑ Licenses (may take up to 60 days to process) (SUBMITTED SEPARATELY)
  - ☐ Fees apply, amounts vary by license type.
- ☑ Vendors will be present: FOOD TRUCK
  - ☐ 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: 11 May 2021

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Isanti Firefighters Rodeo Association

Contact Person: Erik Kvamme (Parking Co-Chair)

Address: [redacted]

City: [redacted] State: MN Zip: [redacted]

Phone: ___-___-____ Fax: ___-___-____ Cell: [redacted]

E-mail: [redacted]

Secondary Contact Person: Lance Thompson (Parking Co-Chair)

Address: [redacted]

City: [redacted] State: MN Zip: [redacted]

Phone: ___-___-____ Cell: [redacted] E-mail: [redacted]

EVENT INFORMATION

Event Name: Isanti Firefighters PRCA Rodeo

Date(s) of Event: July 7, 8, 9, 10, 11

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 flyers, online, & Facebook

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Event Location 500 3rd Ave NW Isanti, MN 55040

Estimated Number of People in Attendance (includes staff, participants, and spectators):
11,000 over two day event

Parking Impact – Describe in detail:
We would request reader/approver to see attachment with heading "Parking Impact"

Tents, equipment, amusement rides, etc.

Type: Tents
Size: Average Size 14ft by 14ft
Location: Isanti Firefighters Rodeo Association Grounds

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Isanti Fire District fire protection & Allina EMS services

Are you requesting any street closures? If yes, list streets:
No street closures. Possible "Slow Crossing" sign on 3rd Ave & 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 the 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. If any Isanti Police or Isanti Police Reserves are available they would be greatly appreciated .

Clean-up Plans – Describe in detail:
Throughout the event we will have parking staff pick up trash. We will aslo provide trash receptacles throughout our requested parking areas. Post event we would prefer a walk through with the city staff.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
Dance/Live music Friday & Saturday following the rodeo performance.

Will any other **public addressing system or sound amplification** be used? If so, describe:
Yes, a rodeo announcer both days of the rodeo.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
N/A

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: 

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Approved via Email (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Approved via Email (attached)

Public Services Director
__X__ Approved _____Denied _____N/A Signature: _____

Parks, Recreation and Culture Manager
__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

Parking Impact

Parking locations are outlined on the map provided on the second page. IFRA graciously requests the use of Unity Park, the baseball field at Unity Park, along with the west side of the police/fire station on the grass for spectator parking. We will also be parking vehicles on the west side parking lot of the rodeo grounds, east rodeo grounds lot (old bus lot), Isanti primary school, and the Isanti Civic Arena. Permission letters are provided. We expect heavy traffic as past years.

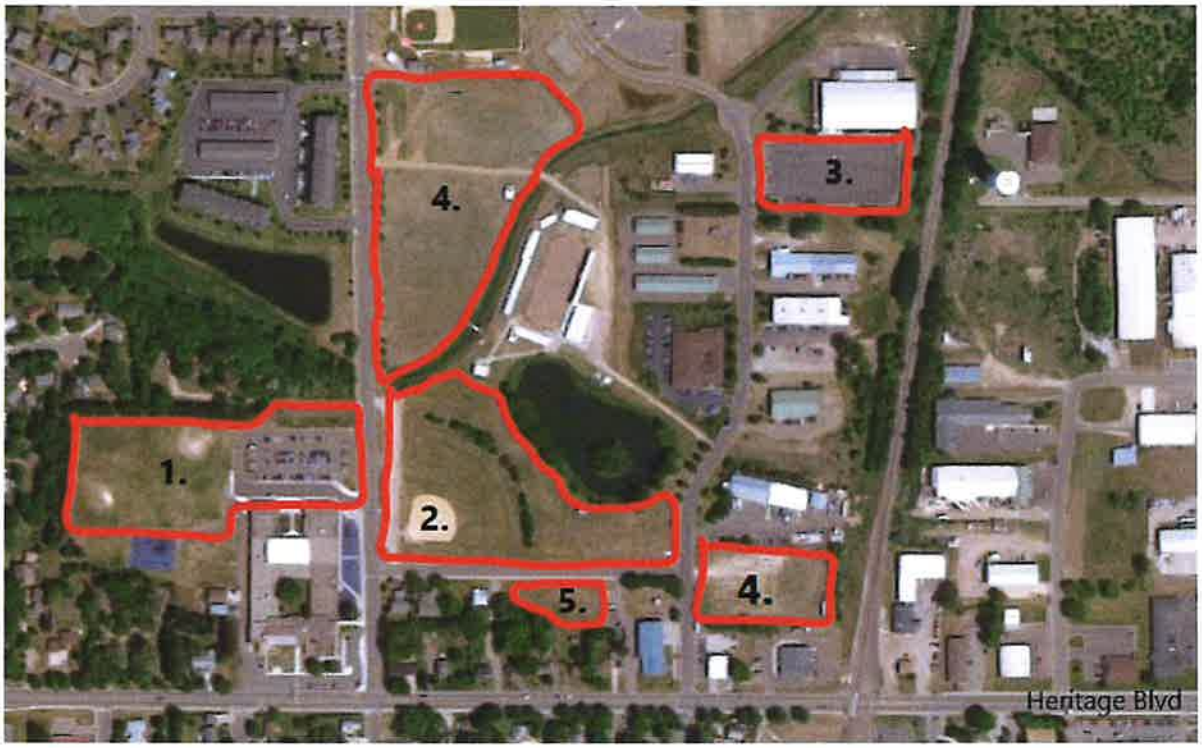
Our priority is to keep traffic flowing from Heritage Boulevard on to 3rd avenue & 1st Avenue into parking lots keeping the traffic from stopping on Heritage Boulevard before the rodeo starts. We will also have parking lot attendants in the parking areas after the rodeo performance to help push as much traffic north on 3rd avenue to Isanti Parkway towards Hwy 65 for a speedy exit of the parking areas.

IFRA requests for the City of Isanti:

1) IFRA graciously seeks to have all the fees the City of Isanti charges for the special permits waived, along with the task of handing out the "notice of the event" to all property owners around IFRA grounds. We will be advertising the event on our website, Facebook, paper flyers, FM radio stations, parade trucks, & signs.

2) We would like to request Unity Park baseball field lights to stay on all Friday and Saturday night of the rodeo performances for safety/security reasons (as we did last year with the testing completed prior to). Preferably from sunset to sunrise the next morning.

Parking Impact Map



Parking at:

1. Isanti Primary School
2. Unity Park & Unity Park Ballfield
3. Isanti Civic Arena
4. Isanti Firefighters Rodeo Grounds
5. West Side of Police/Fire Station Grass

Request #2122-548

Cambridge-Isanti Community Education
625 Main St N
Cambridge, MN 55008
(763) 689-6222
FacilityUse@c-ischools.org

ISANTI FIREFIGHTERS RODEO
ERIK KVAMME

Isanti Firefighters Rodeo Event Parking

Information

Account #: #1194
Contact: Erik Kvamme
Phone: [redacted]
(763) 444-5591, Organization Work

Email: [redacted]
Rate Type: Class I - Non Profit
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 9 2021	-	12:00 AM	12:00 PM	-	IPS-Parking Lots	none	12h	$0.00
Sat, Jul 10 2021	-	12:00 AM	12:00 PM	-	IPS-Parking Lots	none	12h	$0.00
Sun, Jul 11 2021	-	12:00 AM	12:00 PM	-	IPS-Parking Lots	none	12h	$0.00

Setup Notes

Event parking for the rodeo will be using all parking lots and green spaces
Sunday is tear down only

Legal Information

I have read and understand the policies and fee information associated with using Cambridge-Isanti School facilities. I agree to abide by all policies and will require all participants of this activity to also abide by the following:

No use or possession of alcoholic beverages, illegal chemicals, and/or tobacco products on Cambridge-Isanti Schools property.

No firearms or weapons are permitted on Cambridge-Isanti Schools property.

No Latex balloons in any of the Cambridge-Isanti Schools facilities.

All groups using Cambridge-Isanti Schools facilities must assume full responsibility for personal injury to any participant and/or equipment. I understand that the use of district facilities is undertaken at my/our own risk and that Cambridge-Isanti Schools and other employees or subcontractors of Cambridge-Isanti Schools will not be held liable for any claims, injuries, damages of whatever nature sustained by me.

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.

Cambridge-Isanti Schools reserves the right to cancel or change any permit should the need arise, without liability. Cancellation could result if unforeseen circumstances arise or an emergency condition is declared, this includes cancellations due to weather.

Please do not pay from this permit unless instructed to do so. Final PAC Technician fees and/or any extra Custodial or Building Monitor fees, as appropriate, will be assessed once their payroll has been processed. Arriving before or staying later than your permitted times as well as leaving an excessive mess can result in additional expenses being billed to your permit. You will be invoiced after your event.

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.

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.

Approved By:  05/03/2021

Isanti Civic Arena

600 1st Ave. NW. PO Box 214
Isanti, MN 55040
763.444.6432
isantiicearena@gmail.com

May 3, 2021

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 9th & July 10th, 2021. 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

ISANTI COUNTY AREA DAVID C. JOHNSON CIVIC ARENA

Notice

Isanti Firefighters Rodeo Association will be having their annual rodeo event the weekend of July 9th and 10th 2021. Please be aware of the heavy pedestrian and vehicle traffic around the rodeo grounds (500-3rd Ave NW 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 the Isanti Firefighters 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) _____

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:

Erik Kvamme IFRA (Parking Co-Chair)

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Erik Kvamme

Title IFRA Parking Co-Chair

Signature _____

Date 10 May 2021

STAFF ONLY

A Community For Generations
Isanti

SIGN PERMIT APPLICATION

☐ Site copy ☐ City copy Permit #____-____

Rcvd Date:_____ Apvd Date:_____

Fee Rcvd Date: Prmt Close Date:

TO BE FILLED OUT BY APPLICANT – INCOMPLETE APPS MAY NOT BE PROCESSED

PROJECT ADDRESS: Isanti Firefighters Rodeo Grounds 500 3rd Ave Isanti, MN 55040	
GENERAL LOCATION OF SIGN ON THE PROPERTY: Along Roadways **Please see attached site plan**	
APPLICANT NAME: Isanti Firefighters Rodeo Association	Address: [redacted]
City: [redacted] State: MN Zip: [redacted]	Email: [redacted]
Contact Name: Erik Kvamme IFRA (Parking Co-Chair)	Phone: [redacted]
FEE OWNER AND APPLICATION CONSENT:	Address:
City: State: Zip:	Email:
Contact Name:	Phone:
OTHER CONTACTORS:	Address:
City: State: Zip:	Email:
Contact Name:	Phone:
SIGNATURE OF APPLICANT:	DATE: 10 MAY 2021
PRINTED NAME: Erik Kvamme	
SIGNATURE OF PROPERTY OWNER:	DATE:
PRINTED NAME:	

APPLICATION FEES: Non-refundable fees- 1) Permanent Sign: **$75** 2) Temporary Sign: **$50**

Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. Failure to submit a complete application may delay the review and approval process.

Generally, when a sign permit is needed, the permit app shall include, but is not limited to, construction documents which shall show the required details of construction including dimensions, wind load, ground load, stresses, fastening and anchoring application, footing sizes if needed, height to be erected at bottom edge clearances, materials to be used, electrical details as applicable, location on property, and the message to be displayed. Further info and inspections may be required by Com. Dev. Dept., please contact them upon application for a sign permit.

APPLICANTS PLEASE REVIEW

Acceptance of Application: The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. The application may also be subject to the acceptance by applicable councils. Building official and/or engineering approval may be required. Application materials shall meet building/engineering requirements set forth by the city engineer or as stated within the city code.

ITEM	DESCRIPTION	DATE RCVD
☐ Site Plan	Site Plan showing the location of the sign on the parcel as well as dimensions from property lines, driveways, buildings, etc.	
☐ Visuals/Detailed descriptions	Clear and legible drawings with description of the colors, construction materials, and sign dimensions	
☐ Owner's Signature	Written authorization from the property owner for the sign to be located on the property	
☐ Supplemental permit application(s)	When appropriate, a completed building permit application with drawings showing dimensions, construction supports, electrical wiring and components, sign materials, and any additional items as required by the Building Official.	
☐ Other	Other Supplemental Information as requested by Staff	

OFFICE USE ONLY

Application certified as complete by:	**DATE:**
Conditions:	
Permit Approved By:	DATE:
Printed Name:	Dept:
Paid: Date: Receipt No.:	By:

Please review **Sect. 16: Signs** for rules and regs. Packets may be found at City Hall or at www.cityofisanti.us/images/Section_16_-_Signs_3.8.2018.pdf

Temporary Sign Permit Site Plan

We would like to place signs along roadways at the starred intersections shown in the map below.

We would also like to place a sign (not shown on map) at the intersection of 3rd Ave NW and Isanti Parkway in Blue Bird Park, this would be a directional sign to Hwy 65 for Northbound Exit post Rodeo.



Sign Examples

Most signs are made up of wood/plastic board with vinyl lettering.

Signs will be located along roadways at intersections.

Sign sizes vary from approximately 1ft by 2ft to 2ft by 3ft





Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, May 11, 2021 2:08 PM
To: Isanti Parks
Subject: RE: SEP - IFRA 2021 Rodeo

Hi Alyssa. Isanti Fire approves the Rodeo Association SEP as presented. (I reviewed it before it was submitted!)

Thank you. Have a good day.

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: Tuesday, May 11, 2021 2:00 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - IFRA 2021 Rodeo

Hi Guys,
Attached is the special event permit for this year's rodeo dates. Please confirm approval or send concerns **by May 25**.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Travis Muyres
Sent: Wednesday, May 26, 2021 8:01 AM
To: Isanti Parks
Subject: Re: SEP - IFRA 2021 Rodeo

both good

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, May 25, 2021 12:40 PM
To: Travis Muyres <tmuyres@cityofisanti.us>
Subject: RE: SEP - IFRA 2021 Rodeo

Same on the rodeo...

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Isanti Parks
Sent: Tuesday, May 11, 2021 2:00 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - IFRA 2021 Rodeo

Hi Guys,
Attached is the special event permit for this year's rodeo dates. Please confirm approval or send concerns **by May 25**.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: June 1, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Application for Isanti Rodeo Jubilee Days

---

Background

The North 65 Chamber of Commerce has submitted an application requesting a Special Event Permit for the 2021 Isanti Rodeo Jubilee Days. The event is scheduled for July 8, 2021 from 3-10pm and July 10, 2021 from 7am-4pm and will take place on City property throughout downtown Isanti. The parade, being held on July 8, 2021, will utilize City streets and require multiple approved road closures between Centennial Dr and Hwy 65. A map of the proposed route and the requested closures is included in the Special Event Permit application. The Kids Day event on July 10, 2021 will run along Main Street and use both public and private property. Permission has been granted from all private properties and are enclosed in the Special Event Permit application packet.

The applicant is anticipating about 10,000 people in attendance at the parade, and about 3,000 in attendance for Kids Day activities. The event will include a parade, games, music, outhouse races, vendor booths and food trucks onsite.

Portable restrooms will be added along the event maps to adequately account for event attendance needs. The applicant and event volunteers will be responsible for cleaning up all event areas after the event. Public Works will assist in clearing the streets after the parade.

In addition to the Special Event Permit, the applicant will submit a list of vendors as a Peddler ahead of the event, as applicable. A draft public notice letter has also been included with the application and will need to be sent to area businesses and residents ahead of the event.

Special Event Permit application materials, including event maps, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the Isanti Rodeo Jubilee Days.

Attachments

- Resolution 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR 2021 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 8 from 3:00 pm to 10:00 pm and will use a route through Downtown Isanti neighborhoods; and,

WHEREAS, Kids Day is scheduled for Saturday, July 10 from 7:00 am to 4:00 pm 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 on July 8, or on Main Street from 2nd Ave to west of the railroad tracks from 6:00 am to 4:30 pm on July 11; 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 and a $25 Peddler Permit fee, which are on file with the City of Isanti; and,

WHEREAS, posting of temporary signage and rental of the Isanti Community Center requires a permit application and fee, and the applicant has requested these fees 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):

1. Coordinate all necessary activities with Isanti Police Department, Isanti Fire District, and Isanti Public Works.
2. A $50 signage permit fee and a $295 Community Center rental fee be waived 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 is hereby approved by the Isanti City Council this 1st day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

Applications must be submitted at least 30 days prior to the event to be considered.

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- ☒ Complete Application Form
- ☒ Cleanup Deposit Fee - $100
- ☒ Proof of Insurance or Certificate of Insurance
- ☒ Site Map
- ☒ Approval Letter from the Property Owner
- ☒ Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- ☒ Signs will be posted for event:
  - ☒ Temporary Sign Permit Application required
  - ☐ $50 fee
- ☐ Alcohol will be served and/or sold at event:
  - ☐ Licenses (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type.
- ☒ Vendors will be present:
  - ☒ Peddler's Permit (background check required) submitted by event organizer only
  - ☒ $25 fee for one-day applications
  - ☒ Vendor List
- ☒ Event will occur on City Property:
  - ☒ Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: May 17, 2021

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: Vanessa Hanzel [redacted] vanessa@north65chamber.com

Address: Dave Englund [redacted]

City: State: Zip:

Phone: - - Cell: - - E-mail:

EVENT INFORMATION

Event Name: Isanti Rodeo Jubilee Days

Date(s) of Event: Thursday, July 8 AND Saturday, July 10, 2021

Hours of Event: 3:00 - 10:00pm AND 7:00am - 4:00pm, respectively

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 100-200 entries, 10,000 people in attendance on July 8. *** Continued on the attached.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):

July 8 Parade - See route attached.

July 10 Kids Day - Downtown Isanti, see attached.

Estimated Number of People in Attendance (includes staff, participants, and spectators):

July 8 Parade = 10,000 July 10 Kids Day = 3,000

Parking Impact – Describe in detail:

July 8 Parade - No parking along parade route and in line up areas.

July 10 Kids Day - No parking in city hall or ICC parking lots, or on Main St from 2nd Ave E to just west of the railroad tracks, 1st Ave north of Main to city hall parking lot entrance.

Tents, equipment, amusement rides, etc.

Type: Pop up and pole tents

Size: Size will range from 8 x 8 to 10 x 20 ft.

Location: Along parade route on July 8. Throughout the event area on Saturday, July 10

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:

We request these entities to be on notice should they be needed.

Are you requesting any street closures? If yes, list streets:

July 8 - see site map and addendum. The entire parade route will be closed to traffic from 6:30pm to the end of the parade.

July 10 – see site map • Main St from 2nd Ave E to just west of the railroad tracks • 1st Ave north of Main to city hall parking lot entrance

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).

We request that Isanti Police Department be on call

Clean-up Plans – Describe in detail:

July 8 - after the parade volunteers and public works department.

July 10 - 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 8 - The parade features many live performers. Music and announcing at 1st and Main.

July 10 - Kids day will feature a games, music, outhouse races and more.

Will any other **public addressing system or sound amplification** be used? If so, describe:

July 8 - MC and Parade judges will be using sound amplification and a mic.

July 10 - 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 Buffington, Executive Director

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: Approved via email (attached)

Police Chief
X Approved _____ Denied _____ N/A Signature: Approved via email (attached)

Public Services Director
X Approved _____ Denied _____ N/A Signature: _____

Parks, Recreation and Culture Manager
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

North 65 Chamber of Commerce
Continued from Special Event Permit
Isanti Rodeo Jubilee Days – July 8- 11, 2021

EVENT INFORMATION - CONTINUED

Describe Event:
...continued:
July 10 Kids Day - kids games, activities, turtle races, kiddie parade, craft and vendor fair, vendor booths, food for sale and outhouse races.

Proposed Location of the Event:
...continued:
July 10 Kids Day - Main St from 2nd Ave E to just west of the railroad tracks, 1st Ave north of Main to city hall parking lot entrance, city hall and ICC parking lots and area adjacent to the east toward the RR right of way, community center land and building.
(reservation attached for use of Isanti Community Center)

Site Map Notes
July 8 – Parade

- Route, line up and tear down as noted
- Fire trucks line up on 3rd Ave north of Heritage Blvd.
- Food vendors placed as shown with a star

July 10 - Kids Day
Kids games, activities, turtle races, kiddie parade, craft and vendor fair, vendor booths, food for sale and outhouse races.

- Red – road closed
- Green – area of activities

NORTH 65 CHAMBER OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 8 and 10, 2021 Isanti Rodeo Jubilee Days
The North 65 Chamber of Commerce respectfully requests the following for *July 8 and July 10, 2021*:

July 8, 2021 – 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 7, end of business.)
- Police (and reserves) traffic control for attached parade route. Assistance with closure of Main St at Whiskey and at 5th Avenue at 5pm with enforcement until the parade begins at 6:30pm. Main Street is open ONE WAY (east) for residents only after 5pm.
- 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. See map enclosed.
  Starting at IMS back field area of Centennial Dr to Oakwood Street East, East on Main, INCLUDING the two Cul-de-sac areas north off Main St. (Rosewood and Brookview) to 5th St South to Broadway E, to 2nd North to Main East to the Railroad Ave, South to Broadway, East to Richard Ave, North to Main St.
  At Main Street no parking east to HW 65 AND west to Credit Union Drive North.
  No parking on Credit Union Drive to Cherrywood.
  No parking on 5th Ave NE to Cherrywood and Cherrywood to Credit Union Drive.
  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 street along the curb out 10 feet along 5th north of Main (along Mattson Park) for ~100 feet.

NORTH 65 CHAMBER OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 8 and 10, 2021 Isanti Rodeo Jubilee Days
The North 65 Chamber of Commerce respectfully requests the following for *July 8 and July 10, 2021*:

July 10, 2021 – 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)
- Police officer assistance with crossing Heritage Blvd at 3rd Ave during the fun run (approx. 8-9am)
- 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 5, 2021. Temporary fencing will be placed around retaining pond using metal stakes and snow-fence by event volunteers as needed to restrict access.
- Permit placement of temporary signs on the corner of Heritage Blvd and 1st Ave

Overall

- Request waiver of temporary sign fees/permits and community center fee.

NORTH 65 CHAMBER OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 8-11,2021 Isanti Rodeo Jubilee Days

Portable Restroom Locations
No restrooms placed on sidewalks

July 8, 2021
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.
Strike Life Tributes, parking lot - 3 Regular, 1 Handicap Accessible

July 10, 2021
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

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 July 8, 2021

Date(s) of Event: Thursday, July 8, 2021

Contact Person: Dave Englund [redacted] Melissa Bettendorf [redacted]

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: 0

Barricades: 10 or all

Stage: 1

Road Closed Signs: see attached

No Parking Signs: see attached

Office Use Only

Date Delivered: _____ By: _____

Date Checked in: _____ By: _____

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 Saturday, July 10, 2021

Date(s) of Event: July 10, 2021

Contact Person: Dave Englund [redacted] Melissa Bettendorf [redacted]

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 avail.)

Barricades: 10 (all avail)

Stage: NA

Road Closed Signs: 3

No Parking Signs: see attached

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

Minnco Credit Union
www.minnco.com

6502

75-7338/2919
BRCH02
CHECK ARMOR

NORTH 65 CHAMBER OF COMMERCE INC
2 ENTERPRISE AVE NE SUITE C4
ISANTI MN 55040
763-689-2505

5/17/21

PAY TO THE ORDER OF City of Isanti | $ 100.00

One hundred DOLLARS

MEMO Deposit

Melissa Bergendorf
AUTHORIZED SIGNATURE MP

⑆291973386⑆ 810060459⑈ 6502

NORTH 65 CHAMBER OF COMMERCE INC 6502

NORTH 65 CHAMBER OF COMMERCE INC 6502

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/17/2021

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 PO Box 153 Cambridge MN 55008	**CONTACT NAME:** Douglas Streed **PHONE (A/C, No, Ext):** 763-689-3100 **FAX (A/C, No):** 763-689-3108 **E-MAIL ADDRESS:** dstreedpsa@gmail.com
INSURED North 65 Chamber of Commerce Inc 2 Enterprise Ave NE, Suite C4 Isanti MN 55040	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** Owners Insurance Company **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 20210517114310065 **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 ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			08513222-20	07/15/2020	07/15/2021	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 ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ 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: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		08124026	05/09/2021	05/09/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 100,000 $ 100,000 $ 500,000

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

CERTIFICATE HOLDER

City of Isanti
110 First Avenue 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.

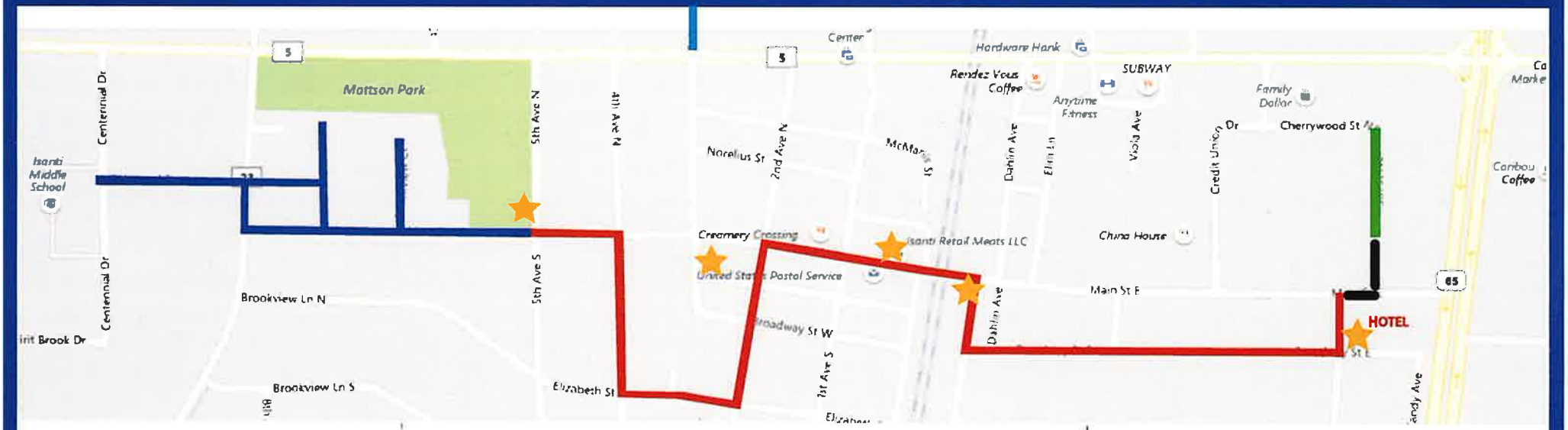
AUTHORIZED REPRESENTATIVE



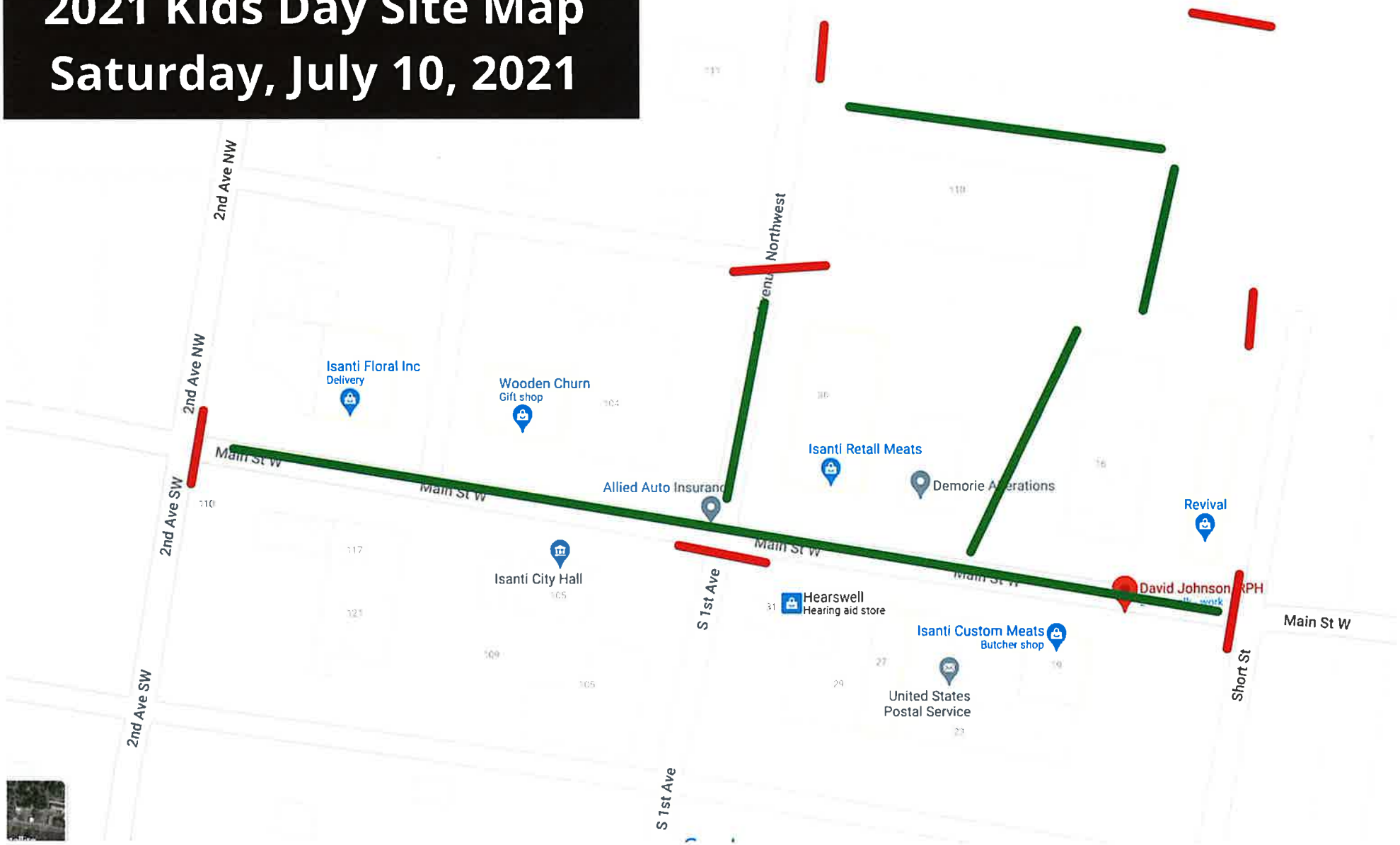
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The ACORD name and logo are registered marks of ACORD

Scanned with CamScanner

2021 Isanti Rodeo and Jubilee Days Parade Route
Thursday, July 8, 2021



2021 Kids Day Site Map
Saturday, July 10, 2021



North 65 Chamber of Commerce
Isanti Rodeo Jubilee Days – July 8- 11, 2021

Approval letters from property owners:
Strike Life Tributes - enclosed
Best Western Plus – enclosed
My Jungle Gym – ~~pending letter~~ ENCLOSED
LJ Level – enclosed
Isanti Middle School – ~~permit pending~~ ENCLOSED

Melissa Bettendorf

From: Strike Life Tributes <strike@strikelifetributes.com>
Sent: Friday, May 14, 2021 8:34 AM
To: Melissa Bettendorf
Subject: Re: request for property use

Yes, I approve.
Brian Strike

On Fri, May 14, 2021 at 8:28 AM Melissa Bettendorf <melissa@north65chamber.com> wrote:

> Hi Brian,
>
> Thank you for allowing us to use your property again for the parade. As a formality for the permit, please acknowledge your consent to this request by replying to this email.
>
> *On behalf of the North 65 Chamber of Commerce and the Isanti Rodeo Jubilee Days committee, I am requesting use of your property located at* 409 Broadway St SE
>
> *on Thursday, July 8 for the Isanti Rodeo Jubilee Days parade.*
>
> Please let me know if you have any questions.
>
> Thank you,
>
> Melissa
>
> Melissa Bettendorf
>
> Executive Director
>
> melissa@north65chamber.com
>
> North 65 Chamber of Commerce
>
> www.north65chamber.com * 763-689-2505
>
> *Our Mission: North 65 Chamber of Commerce, led by its members, promotes business growth,*
>
> *provides resources, and enhances partnerships to support a thriving community.*

Melissa Bettendorf

From: Charity Evans <cevans@golderhospitality.com>
Sent: Monday, May 17, 2021 2:50 PM
To: Melissa Bettendorf
Cc: Rob Hjort
Subject: RE: request for property use

Hi Melissa,
Best Western Plus Isanti consents to allow you to utilize a section of the parking lot (northwest side) for a food vendor on Thursday July 8th.

Let me know if there is anything else you need from me.
Have a great week!

Thank you,
Charity

Charity Evans | General Manager | cevans@golderhospitality.com
409 Main Street East | Isanti, MN 55040
P: (763) 452-0520 | F: (763) 452-0521
Reservations: 1 (800) 528-1234
Best Western Hotels & Resorts | bestwestern.com



From: Melissa Bettendorf <melissa@north65chamber.com>
Sent: Friday, May 14, 2021 8:21 AM
To: Charity Evans <cevans@golderhospitality.com>
Subject: request for property use
Importance: High

CAUTION: This is an EXTERNAL email originating from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Charity,

We are happy to be moving forward with the Isanti Rodeo Jubilee Days festivities in Isanti.

Thank you for allowing us to place a vendor in the Best Western Plus hotel parking lot. Would you please acknowledge your consent by responding to this email or attaching a letter that we will include with our special event permit? As we discussed, I will provide you with a certificate of insurance prior to the event.

On behalf of the North 65 Chamber of Commerce and the Isanti Rodeo Jubilee Days committee, I am requesting use of your property located at 409 Main St E on Thursday, July 8 for the Isanti Rodeo Jubilee Days parade.

Please let me know if you have any questions.

Thank you,
Melissa

Melissa Bettendorf
Executive Director
melissa@north65chamber.com

North 65 Chamber of Commerce
www.north65chamber.com * 763-689-2505
Our Mission: North 65 Chamber of Commerce, led by its members, promotes business growth, provides resources, and enhances partnerships to support a thriving community.

Melissa Bettendorf

From: Lon Lane <lon@ljlevel.com>
Sent: Monday, May 17, 2021 3:01 PM
To: Melissa Bettendorf
Subject: Re: request for property use

Afternoon Melissa
You have my ok to use the corner lot for your days you need it for.
Just a heads up if you would want to know our dog uses it and if you wanted someone to clean up before use that might be a good idea.
Thanks
Lon

On Fri, May 14, 2021 at 8:17 AM Melissa Bettendorf <melissa@north65chamber.com> wrote:

> Hello Lon and Julie,
>
> We are happy to be moving forward with the Isanti Rodeo Jubilee Days festivities in Downtown Isanti. Would you be willing to allow us to use your property again?
>
> As usual, for the permit, I'll just need an acknowledgement which you could do by replying to this email.
>
> *On behalf of the North 65 Chamber of Commerce and the Isanti Rodeo Jubilee Days committee, I am requesting use of your property located at 121 W Main on Thursday, July 8 and Saturday, July 10 for the Isanti Rodeo Jubilee Days parade and kids day activities.*
>
> Please let me know if you have any questions.
>
> Thank you,
>
> Melissa
>
> Melissa Bettendorf
>
> Executive Director
>
> melissa@north65chamber.com
>
> North 65 Chamber of Commerce
>
> www.north65chamber.com * 763-689-2505
>
> *Our Mission: North 65 Chamber of Commerce, led by its members, promotes business growth,*
>
> *provides resources, and enhances partnerships to support a thriving community.*

--

Sincerely,

Lon R. Lane

L J Level Construction, Inc.

Owner / CEO

612.490.5425

Find us online at: www.ljlevel.com

Facebook: http://facebook.com/LJLevel

Houzz: http://houzz.com/pro/lon-ljlevel/l-j-level-construction-inc

"Best Remodeling Company"

Isanti County News Readers' Choice Winner - 2014, 2015, 2016, 2017

Request #2122-632

Cambridge-Isanti Community Education
625 Main St N
Cambridge, MN 55008
(763) 689-6222
FacilityUse@c-ischools.org

NORTH 65 CHAMBER OF COMMERCE
VANESSA M HANZEL

Isanti Rodeo Jubilee Days Parade

Information

Account #: #1014
Contact: Vanessa M Hanzel
Phone: (763) 689-2505, Work
[redacted]
(763) 689-2505, Organization Work

Email: info@north65chamber.com
vanessa@north65chamber.com
[redacted]
Rate Type: Class I - Non Profit
Attendance: 400

The following facility request parts have been accepted:

Date	Setup	Start	End	Cleanup	Rooms	Rate	Hours	Amount
Isanti Middle School (IMS)								
Wed, Jul 7 2021	6:30 PM	6:30 AM	12:00 AM	-	IMS/MNC Parking Lot, IMS/MNC Grassy Area South of Existing Parking Lot	none	11h	$0.00
Thu, Jul 8 2021	12:00 AM	6:30 AM	10:30 PM	12:00 AM	IMS/MNC Parking Lot, IMS/MNC Grassy Area South of Existing Parking Lot	none	48h	$0.00
Fri, Jul 9 2021	-	12:00 AM	10:30 PM	2:30 AM	IMS/MNC Parking Lot, IMS/MNC Grassy Area South of Existing Parking Lot	none	5h	$0.00

Legal Information

I have read and understand the policies and fee information associated with using Cambridge-Isanti School facilities. I agree to abide by all policies and will require all participants of this activity to also abide by the following:

No use or possession of alcoholic beverages, illegal chemicals, and/or tobacco products on Cambridge-Isanti Schools property.

No firearms or weapons are permitted on Cambridge-Isanti Schools property.

No Latex balloons in any of the Cambridge-Isanti Schools facilities.

All groups using Cambridge-Isanti Schools facilities must assume full responsibility for personal injury to any participant and/or equipment. I understand that the use of district facilities is undertaken at my/our own risk and that Cambridge-Isanti Schools and other employees or subcontractors of Cambridge-Isanti Schools will not be held liable for any claims, injuries, damages of whatever nature sustained by me.

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.

Cambridge-Isanti Schools reserves the right to cancel or change any permit should the need arise, without liability. Cancellation could result if unforeseen circumstances arise or an emergency condition is declared, this includes cancellations due to weather.

May 21, 2021

To: My Jungle Gym

From: Melissa Bettendorf, North 65 Chamber of Commerce

On behalf of the North 65 Chamber of Commerce and the Isanti Rodeo Jubilee Days committee, I am requesting use of your property, the grassy area adjacent to the building at 16 W Main St., Isanti on Thursday, July 8 and Saturday, July 10 for the Isanti Rodeo Jubilee Days parade and kids day activities.

Please sign below to indicate your permission to use this area. We will include this in our special event permit for the City of Isanti.

Thank you,

Melissa Melissa Bettendorf

Signed:

Scott Boecker, My Jungle Gym, Owner

Date: May 21, 2021

NORTH 65 CHAMBER OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com * 763-689-2505

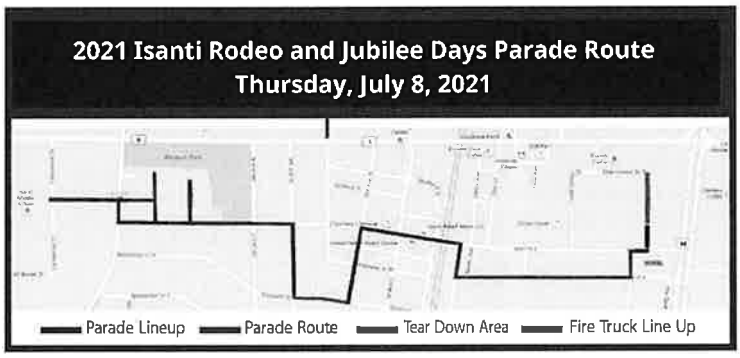
Isanti Rodeo Jubilee Days will be July 8 through July 11, 2021.

This letter is to inform you, the business owner and/or resident of the City of Isanti of the use of public streets and/or land for the events of Jubilee Days as follows:

Thursday, July 8, 2021
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.

The first section of the parade will line up on Main Street between 5th Ave and Whiskey rd. Also there are floats lining up on Brookview Court and on Rosewood. See map below. No parking signs will be put up in these areas the morning of the parade. Lineup will start by 5:00 P.M.

Main Street will be one way from West to East (Co Rd 23 to 5th Ave and will be closed to non-parade and non-resident traffic at 5:00 P.M. (Residents can still get through **from the West,** but as it gets closer to parade time it will be very difficult to get into this area.



Please try to have visitors come early to beat the congestion. **It will be very difficult to get into this area after 5:00 P.M. and impossible to travel Westbound past 5th Ave until the parade is over.**

Thank you for your cooperation and patience!

Saturday, July 10, 2021
Main Street from 2nd Ave east to 1st Ave will be closed from 7:00am until 4:30pm. A craft/vendor 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
or follow the event on Facebook: Isanti Rodeo Jubilee Days.

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 8 and July 10, 2021 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 17, 2021

STAFF ONLY

A Community For Generations. Isanti

SIGN PERMIT APPLICATION

☐ Site copy ☐ City copy Permit #____-____

Rcvd Date:_____ Apvd Date:_____

Fee Rcvd Date: Prmt Close Date:

TO BE FILLED OUT BY APPLICANT – INCOMPLETE APPS MAY NOT BE PROCESSED

PROJECT ADDRESS: Corner of HW 65 and Heritage Blvd (Community Sign location)	
GENERAL LOCATION OF SIGN ON THE PROPERTY: 4 x 8 sign on the posts provided. See attached.	
APPLICANT NAME: North 65 Chamber of Commerce	Address: 2 Enterprise Ave NE Suite C4
City: Isanti State: MN Zip: 55040	Email: melissa@north65chamber.com
Contact Name: Melissa Bettendorf	Phone: 763-689-2505
FEE OWNER AND APPLICATION CONSENT: same	Address:
City: State: Zip:	Email:
Contact Name:	Phone:
OTHER CONTACTORS:	Address:
City: State: Zip:	Email:
Contact Name:	Phone:
SIGNATURE OF APPLICANT: Melissa Bettendorf	DATE: 5/17/21
PRINTED NAME: Melissa Bettendorf, Executive Director	
SIGNATURE OF PROPERTY OWNER:	DATE:
PRINTED NAME: Community sign location - managed by City of Isanti	

APPLICATION FEES: Non-refundable fees- 1) Permanent Sign: **$75** 2) Temporary Sign: **$50** Request waiver

Submittals shall be provided in the following format with the following required information, unless specifically indicated otherwise by City Staff. Failure to submit a complete application may delay the review and approval process.

Generally, when a sign permit is needed, the permit app shall include, but is not limited to, construction documents which shall show the required details of construction including dimensions, wind load, ground load, stresses, fastening and anchoring application, footing sizes if needed, height to be erected at bottom edge clearances, materials to be used, electrical details as applicable, location on property, and the message to be displayed. Further info and inspections may be required by Com. Dev. Dept., please contact them upon application for a sign permit.

APPLICANTS PLEASE REVIEW

Acceptance of Application: The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. The application may also be subject to the acceptance by applicable councils. Building official and/or engineering approval may be required. Application materials shall meet building/engineering requirements set forth by the city engineer or as stated within the city code.

ITEM	DESCRIPTION	DATE RCVD
☐ Site Plan	Site Plan showing the location of the sign on the parcel as well as dimensions from property lines, driveways, buildings, etc.	*(staff use)*
☐ Visuals/Detailed descriptions	Clear and legible drawings with description of the colors, construction materials, and sign dimensions	*(staff use)*
☐ Owner's Signature	Written authorization from the property owner for the sign to be located on the property	*(staff use)*
☐ Supplemental permit application(s)	When appropriate, a completed building permit application with drawings showing dimensions, construction supports, electrical wiring and components, sign materials, and any additional items as required by the Building Official.	*(staff use)*
☐ Other	Other Supplemental Information as requested by Staff	*(staff use)*

OFFICE USE ONLY

Application certified as complete by:	**DATE:**
Conditions:	(may be cont'd on back)
Permit Approved By:	DATE:
Printed Name:	Dept:
Paid: Date: Receipt No.:	By:

Please review **Sect. 16: Signs** for rules and regs. Packets may be found at City Hall or at www.cityofisanti.us/images/Section_16_-_Signs_3.8.2018.pdf

North 65 Chamber of Commerce
Community Sign Placement Request
Additional information

The following sign will be place, with these edits (made pending approval)

- Date changed to July 8-11
- Fireworks added on Thursday
- Add Friday: Kids Activities
- Remove Sunday and Ambassador Coronation



PROCESSING:

1. The city will try to complete processing within your time schedule; however, processing may require up to 5-10 business days.
2. We will request a background check from the police department.
3. A license is prepared with the information from the application form, and the photo is attached.
4. You or your supervisor will receive a phone call confirming (or not) an approval for the license and to pick up.

REMINDER: The license you will be given must be carried with you at all times and any individual who will be conducting the regulated activity on behalf of organization when peddling/soliciting in Isanti.

A Community For Generations.

Isanti

CITY OF ISANTI

PEDDLERS & SOLICITORS AND TRANSIENT MERCHANTS

LICENSE APPLICATION

Please select which of the following you wish to apply for:

☒ Peddler ☐ Solicitor ☐ Transient Merchant

DATE: May 17 2021

APPLICANT FULL LEGAL NAME: Melissa (First) Ann (Middle) Bettendorf (Last)

DATE OF BIRTH: [redacted] SOCIAL SECURITY NUMBER: [redacted]

HAIR COLOR: [redacted] WEIGHT [redacted]

COMPLETE HOME ADDRESS: [redacted]

(street address, city, state, zip)

LOCAL ADDRESS (Address where you are locally staying): Same

(street address, city, state, zip)

HOME TELEPHONE NUMBER: (763) 689-2505

LOCAL TELEPHONE NUMBER: [redacted]

BUSINESS NAME: North 65 Chamber of Commerce CITY: Isanti MN

TYPE OF BUSINESS: Chamber of Commerce / organization

MINNESOTA BUSINESS/TAX ID NUMBER (Optional): _____

EMAIL ADDRESS: Melissa@north65chamber.com

DATES AND HOURS IN WHICH THE ACTIVITY WILL BE PERFORMED: _____

July 8 3pm-10pm July 10 8am-3pm

LIST BELOW THE NAMES AND ADDRESSES OF ALL PERSONS WHO WILL BE ASSOCIATED WITH YOU: (Use additional paper if needed)

Vendor list to be provided by June 30, 2021

PRODUCT/ SERVICES TO BE SOLD: food, carnival goods, crafts

THE SOURCE OF SUPPLY (Where the goods are now): various vendors

DELIVERY METHOD OF PRODUCT: Vendors will bring on site

A COMPLETE LIST OF CITIES WHERE YOU OR YOUR COMPANY CONDUCTED BUSINESS IMMEDIATELY PRECEEDING THE DATE OF THIS APPLICATION AND WHERE WITHIN THOSE AREAS THE ACTIVITY TOOK PLACE. (Maximum of 5):

N/A

***IF TRANSIENT MERCHANT, THE LOCATION SETTING UP BUSINESS:

Address or Business Name

FOR EACH MOTOR VEHICLE USED IN CONNECTION WITH THE PROPOSED ACTIVITY: (Use additional paper if needed)

MAKE _____ MODEL _____

YEAR _____ COLOR _____

STATE LICENSE NUMBER _____

MAKE _____ MODEL _____

YEAR _____ COLOR _____

STATE LICENSE NUMBER _____

WILL YOU BE ACCEPTING SAME DAY PAYMENT(S)? YES NO

CRIMINAL BACKGROUND:

HAVE YOU EVER BEEN CONVICTED OF A CRIME, MIDEMEANOR, OR VIOLATION OF ANY ORDINANCES?

IF SO, PROVIDE DETAILS, LOCATION AND DATE: YES NO

_____

_____

BACKGROUND INVESTIGATION

NOTICE: Under data privacy laws, certain information is classified as private and is available only to you, to City employees whose work assignments require access, and to entities or agencies authorized by stature to gain access to this information. Completion of this form will allow the person or entity below access to information in the custody of the City of Isanti that relates to you.

A COPY OF THE APPLICANT'S DRIVER'S LICENSE MUST ACCOMPANY THIS RELEASE.

Driver's License Number: [redacted]

I, Melissa A Bettendorf authorize the Isanti Police Department
(Please Print Name)

release and disclose to the City of Isanti the following Information:

* Driver's License Check

* Criminal History

Melissa Bettendorf
Signature

May 17 2021
Date

I agree to hold harmless the City of Isanti from any liability arising from the release of the information that is in accordance with this Informed Consent to Release.

I understand that I may cancel this Informed Consent to Release at any time prior to the release of information and that, in any event, this release expires automatically 90 days after the date of signing.

The City of Isanti does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to all individuals with disabilities to participate in all City of Isanti Services, programs, and activities.

General Authorization and Release Pursuant to MN Statute Section 13.05, subd. 4, Minnesota Data Practices Act.

I hereby authorize the City of Isanti to have access to all sources of information that may be consulted to verify the information I have provided above. This includes authorization to check criminal history records if I have been asked to provide that information.

I agree to operate such business in accordance with the laws of Minnesota and the City Code of the City of Isanti. The foregoing statements are true and correct to the best of my knowledge and belief.

May 17 2021
Date of application

Melissa Bettendorf
Signature

Subscribed and sworn to before a Notary Public on this 17th *day of* May, *20* 21.

Anna Wegwerth
(Notary Signature) *My commission expires on* 1/31/2023.

Notary Seal:



Minnco Credit Union
www.minnco.com

6503

75-7338/2919
BRCH02
CHECK ARMOR

NORTH 65 CHAMBER OF COMMERCE INC
2 ENTERPRISE AVE NE SUITE C4
ISANTI MN 55040
763-689-2505

5/17/21

PAY TO THE ORDER OF City of Isanti $25.00

Twenty five DOLLARS

MEMO Peddler Permit

AUTHORIZED SIGNATURE

⑆291973386⑆ 810060459⑈ 6503

NORTH 65 CHAMBER OF COMMERCE INC 6503

NORTH 65 CHAMBER OF COMMERCE INC 6503

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

VENDOR LIST

Special Event Name: Isanti Rodeo Jubilee Days

Special Event Date(s): July 8 and 10, 2021

Coordinator Name: North 65 Chamber - Melissa Bettendorf, Executive Director

Coordinator Phone Number: 763-689-2505 Email: melissa@north65chamber.com

Provide the following information for all vendors participating in the above Special Event.

Business Name	Contact Name	Items for Sale

list will be provided by June 30


MINNESOTA
USA
DRIVER'S LICENSE
NOT FOR FEDERAL IDENTIFICATION
1 BETTENDORF
2 MELISSA ANN
8 [redacted]
4d DL# [redacted]
3 DOB [redacted]
9 CLASS D
9a END NONE
12 RESTR 2
DONOR
[redacted]
5 DD 00000000761806
[redacted]



CLASS: D-Single Veh or combination up to 26,000 lbs. GVWR/GCWR
END: None
RESTR: Corr. Lenses

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, May 25, 2021 1:03 PM
To: Isanti Parks
Subject: RE: SEP - Jubilee Days

Isanti Fire approves the Rodeo Jubilee Days SEP for July 8-10, 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 25, 2021 12:48 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: SEP - Jubilee Days

Travis, Al,
Please see attached SEP for Jubilee Days. The app includes needs and details for the parade on Thurs, July 8 and for the family event down Main Street on Sat, July 10. Let me know if you have any questions or concerns. Otherwise, please send me approval **by June 8**.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Travis Muyres
Sent: Wednesday, May 26, 2021 7:58 AM
To: Isanti Parks
Subject: Re: SEP - Jubilee Days

approved

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, May 25, 2021 12:48 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: SEP - Jubilee Days

Travis, Al,
Please see attached SEP for Jubilee Days. The app includes needs and details for the parade on Thurs, July 8 and for the family event down Main Street on Sat, July 10. Let me know if you have any questions or concerns. Otherwise, please send me approval **by June 8**.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: June 1, 2021
Subject: Resolution 2021-XXX Approving a Preliminary and Final Plat Fairway Greens South

---

Background:
The Planning Commission held a public hearing to consider the preliminary and final plat of Fairway Greens South. In 2014, a preliminary plat for Fairway Greens Phase Seven was approved, the same plat configuration that is under consideration. In 2017 a final plat was approved for Fairway Greens Phase nine that platted the subject site into Outlot A Fairway Greens Phase Nine. The subject site is part of a Planned Unit that approved one master plan for development and permitted the plats to be done in phases. No changes are proposed to what has been previously approved. The proposal meets city code requirements and the conditions of the PUD.

At the public hearing a letter was read to the commission in opposition of the development and two people in the audience spoke on this item. They expressed concern about the additional traffic and asked that another road outlet be installed with the plat not just the stub road as shown. Staff explained that the city can't require them to develop on property they don't own. The Planning Commission had a vote of 3-3 to approve, therefore their recommendation is a tie. Staff recommends approval with the conditions listed in the resolution.

Request: Consider adopting the resolution

Attachments
- Resolution 2021-XXX
- Plat
- Planning Commission Report

RESOLUTION 2021-XXX

APPROVING THE PRELIMINARY AND PLAT FOR FAIRWAY GREENS SOUTH

WHEREAS, Anthony Hanson has made application for Preliminary and Final Plat approval for Fairway Greens South, PID 16.142.0020and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Preliminary and Final Plat on May 18, 2021; and,

WHEREAS, the Planning Commission had a split vote of 3-3 voicing concerns about an additional outlet; and,

WHEREAS, all required notices regarding the public hearing were posted and sent to property owners within 350' of the subject parcels;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that hereby approves the Preliminary and Final Plat of Fairway Greens South with the with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms of the development. Development fees will be charged to the developer 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. Any and all costs associated with the recording and processing of any agreements and Plat shall be assumed by the developer.

4. 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
Accessory Structure:	Five (5) feet

5. Trees and landscaping shall be planted on each lot according to Section 15 of the City Zoning Ordinance.

6. Dedication, if required, of utility and access easements are granted to the City of Isanti.

7. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.

8. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated May 7, 2021 to Community Development Director Sheila Sellman.

Adopted by the City of Isanti City Council this 1st day of June 2021.

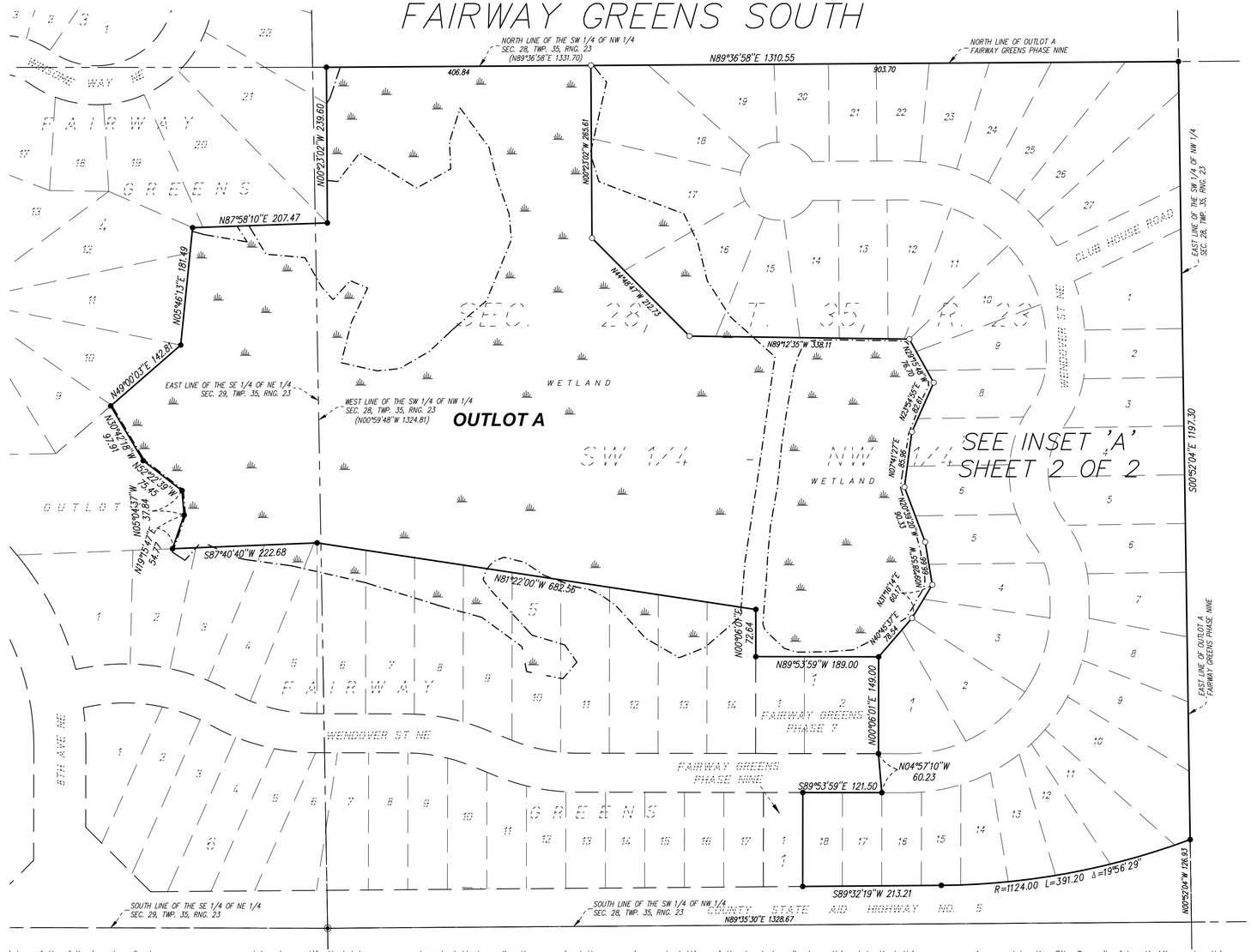
_____
Mayor Jeff Johnson

Attest:

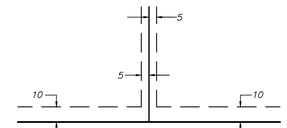
_____
Jaden Strand
City Clerk

FAIRWAY GREENS SOUTH

SEC. 28 & 29, TWP. 35, RNG. 23
CITY OF ISANTI
ISANTI COUNTY



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.

LEGEND

- ○ DENOTES SET IRON PIPE WITH CAP MARKED RLS 42627
- ● DENOTES FOUND MONUMENT

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 NORTH LINE OF OUTLOT A, FAIRWAY GREENS PHASE NINE, IS ASSUMED TO BEAR NORTH 89 DEGREES 36 MINUTES 58 SECONDS EAST.

KNOW ALL MEN BY THESE PRESENTS: That Anthony Hanson, owner and proprietor of the following described property situated in the County of Isanti, State of Minnesota, to wit:

Outlot A, FAIRWAY GREENS PHASE NINE, 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 FAIRWAY GREENS SOUTH and do hereby donate and dedicate to the public for public use forever the public ways shown on this plat and also dedicating the easements as shown on this plat for public utility and/or drainage purposes only.

In witness whereof said Anthony Hanson has hereunto set his hand this _____ day of _____, 20___.

_____
Signature

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument by _____, _____ of Homepride, Inc., a Minnesota 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. _____.

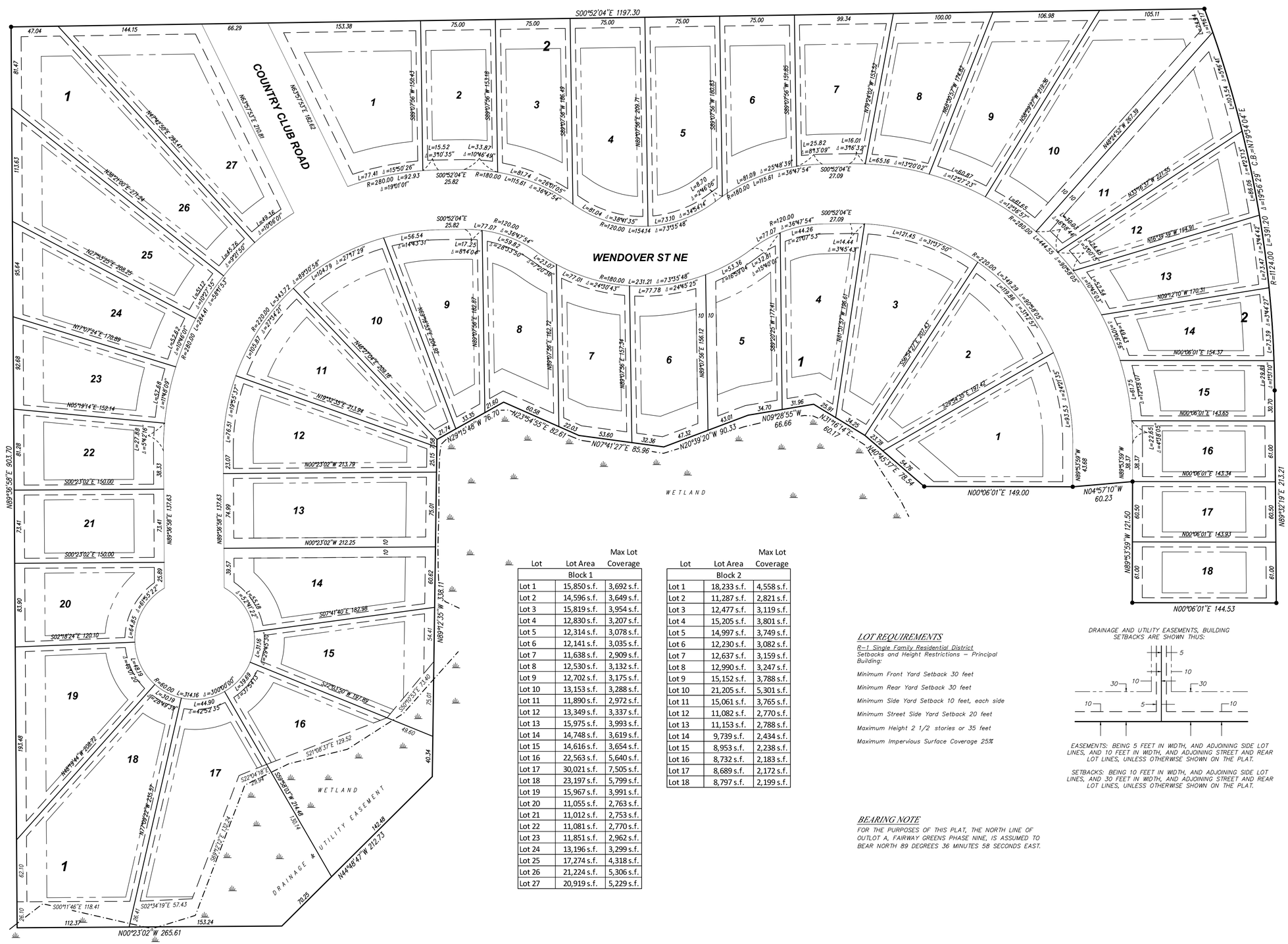
_____
County Recorder, Isanti County, Minnesota.

LHB
Cambridge, MN

FAIRWAY GREENS SOUTH
INSET 'A'

SEC. 28 & 29, TWP. 35, RNG. 23
CITY OF ISANTI
ISANTI COUNTY

0 25 50 100
(SCALE IN FEET)


S00°52'04"E 1197.30
COUNTRY CLUB ROAD
WENDOVER ST NE
WETLAND
WETLAND
DRAINAGE & UTILITY EASEMENT
N89°36'58"E 903.70
N00°23'02"W 265.61
N00°06'01"E 149.00
N00°06'01"E 144.53
N04°57'10"W 60.23
N29°15'48"W 76.70
N23°54'55"E 82.61
N07°41'27"E 85.96
N20°39'20"W 90.33
N09°28'55"W 66.66
N31°16'14"E 60.17
N40°45'37"E 78.54
N44°48'47"W 212.13
S00°11'46"E 118.41
S02°34'19"E 57.43
N00°23'02"W 213.79
N00°23'02"W 212.25
S07°41'40"E 182.98
S32°30'39"W 130.78
S21°08'37"E 129.52
S59°39'07"W 214.48
N89°32'19"E 213.21
N89°53'59"W 121.50
N89°53'59"W 43.68
N89°53'59"W 38.37
N89°53'59"W 38.37
N89°36'58"E 137.63
N89°36'58"E 137.63
N89°36'58"E 137.63
N89°42'19"E 338.11
N89°42'19"E 338.11
N89°42'19"E 338.11

A Community For Generations.

Isanti

MEMORANDUM

TO: Planning Commission

FROM: Sheila Sellman, Community Development Director

DATE: May 18, 2021

SUBJECT: Request by Anthony Hanson for approval for a Preliminary and Final Plat under City Ordinance 536, said request is for a development labeled Fairway Greens South located at PID 16.142.0020.

Request: The applicant is requesting Preliminary and Final Plat for Fairway Greens South for 45 single family lots.

Overview/Background: In 2014, a preliminary plat for Fairway Greens Phase Seven was approved, the same plat configuration that is under consideration. In 2017 a final plat was approved for Fairway Greens Phase nine that platted the subject site into Outlot A Fairway Greens Phase Nine. The applicant is requesting approval of the preliminary plat that was approved in 2014 and final plat. Since this site had a preliminary plat approved in 2014 and haven't made any changes Council can consider both preliminary and final at the same time. They will still need to enter into a development agreement and receive approval of said agreement through City Council.

Analysis of Application

The subject site is part of Fairway Greens Planned Unit Development, with many phases. The PUD has allowed for varying house sizes and lot sizes.

Zoning-The subject site is zoned R-1/PUD. The PUD Master Plan sets the parameters for lot size, setbacks, house size etc. Minimum requirements not spelled out in the PUD Master Plan will divert back to the Zoning Code for R-1. As proposed the plat is generally consistent with the PUD. The lot sizes range from 8,698 square feet to 30,021 square feet, these sizes are consistent with the PUD. Section 15 of the zoning code requires all residential lots to have two (2) trees per lot. lots that are 8,000 square feet or larger must provide three (3) trees and corner lots 12,000 square feet or larger require four (4) trees.

Comprehensive Plan – This proposal is consistent with the City's 2020 Comprehensive Plan Future Land-Use Map, which identifies this parcel as low density residential for future development.
City Engineer Comments – The City Engineer's memo is attached. With revisions laid out in the report Engineering is recommending approval.

Staff Recommendation:
Staff recommends approval of the Preliminary and Final Plat subject to the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms of the development. Development fees will be charged to the developer 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. Any and all costs associated with the recording and processing of any agreements and Plat shall be assumed by the developer.

4. 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
Accessory Structure:	Five (5) feet

5. Trees and landscaping shall be planted on each lot according to Section 15 of the City Zoning Ordinance.

6. Dedication, if required, of utility and access easements are granted to the City of Isanti.

7. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.

8. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated May 7,2021 to Community Development Director Sheila Sellman.

Attachments:
Proposed Plat
City Engineer's memo
Fire Chief memo

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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: May 7, 2021

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Fairway Greens South – Site Plan Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the Site Plan entitled "Fairway Greens South" with a signature date of April 13, 2021.

The site includes the construction of 45 single family lots. The submitted plan set includes the extension of city streets and utilities as well as site and storm water pond grading.

Also submitted was a stormwater management plan and modeling dated April 14, 2021.

We have reviewed the submitted documents and have the following comments:

Stormwater Management Plan:

1. Model the existing and proposed 2, 10, and 100yr pond bounce elevations and show in a table.
2. Verify the pond bounce will not rise outside the easements on the existing parcels on the south side of the pond.

Plan Set:

1. Sheet V002:
    a. Widen utility easement between lots 10 and 11 where sewer and water will be stubbed to the County Road.
    b. Verify the 100 yr pond elevation will stay within drainage easements along Block 1 lots.
    c. Change Wendover Street NE name to 12th Avenue NE at midpoint of curve.
    d. Create new street name for cul-de-sac north of Country Club Road.
    e. Add NE to Country Club Road name.
2. Sheet C202:
    a. 100-yr pond elevation appears to spread onto lots 2 and 3 block 1. Revise grading on all lots to hold 100-yr event in easements.
    b. Show grading on east side of Lots 5-10 Block 2 to prevent stormwater runoff from draining directly into buildings.

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3. Sheet C303:
    a. The end sanitary manhole PSMH-14 shall have a minimum cover over the pipe of 8-feet. Lower the run from Club House Road to the end.
        i. Verify the new sewer depth does not have sewer service conflicts with the watermain.
4. Sheet C304:
    a. Extend the watermain to 10 feet from the property line and place temp hydrant on end.
    b. Move proposed hydrant from STA 21+84 to intersection at approx. STA 20+30.
    c. Install an invert to the east on SSMH 15 and stub a pipe to 10' from the property line and plug.
5. Sheet C305:
    a. Stub the trunk 12" sanitary pipe out to the county road along the Lot 10 and 11 property line. Place a manhole in the County Road with a 12-inch plugged invert to the NE. It can reduce down to an 8-inch through the rest of the development, however, it will need to continue to maintain maximum depth to the end of Club House Road NE.
    b. The existing watermain is a 12-inch. Extend the 12-inch size to the watermain stub out to the county road along the lot 10 and 11 property line. It can reduce down to an 8-inch through the rest of the development.
    c. Place a hydrant on the end of the stub in the County Road ROW.
6. Sheet C402:
    a. Add a street sign at the property line of lots 9 and 10 block 2 changing the street name from Wendover Street NE to 12th Avenue NE.
    b. Extend the existing bituminous trail along CR 5 to the eastern limits of the plat.
7. Sheet C403:
    a. Add ped ramp into the end cul-de-sac.
    b. Add cross walk blocks at pedestrian crossing.
        i. Add advanced crosswalk signage for north bound and south bound traffic for this crossing.
    c. Add stop bar at stop sign.
    d. Add No Outlet sign to north of Club House Road NE intersection for permanent cul-de-sac.
    e. Add street name signs at Club House Road NE intersection as follows:
        i. 12th Avenue NE with an arrow to the south.
        ii. New street name to the north called XXXXX Court NE with an arrow to the north.

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Additional Information Needed:

1. Submit geotechnical report and recommended pavement section based on report findings.
2. Submit lighting plan.
3. Submit specifications
4. Submit construction cost estimate
5. Submit wetland delineation and mitigation approvals. Our records indicate the last delineation evaluated by the LGU was over 5 years old and no longer valid.

We recommend requiring the additional submittal documents be submitted for review and approved prior to approval of a development agreement.

Please contact me if you have any questions.

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May 3, 2021

City of Isanti
DRM Committee Sheila Sellman

FAIRWAY GREENS SOUTH PLAN REVIEW

Isanti Fire District reviewed the proposed design of Fairway Greens South, in the City of Isanti. Concerns listed below are referenced to applicable Minnesota State Fire Code (MSFC).

1) Fire apparatus access is currently limited to one street.
    a. **D107.1 One- or two-family dwelling residential developments.**
    Developments of one- or two-family dwellings where the number of dwelling units exceeds 30 shall be provided with two separate and approved fire apparatus access roads, and shall meet the requirements of Section D104.3.
    b. **D104.3 Remoteness.**
    Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses.

Thank you for your attention to these life safety concerns.

Alan Jankovich | Fire Chief
Isanti Fire District

City of Isanti

Gross Payroll	101,248.86
Social Security & Medicare	5,669.21
Public Employees Retirement	10,580.64
Total City Expense	117,498.71

Pay Date 5/28/2021

Pay Period 11 (5/9-5/22/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/19/2021	55949	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	664.12
05/21	05/19/2021	55950	53	BELLBOY CORPORATION	609-20200	8,451.79
05/21	05/19/2021	55951	9	BERNICKS PEPSI-COLA	609-20200	1,374.57
05/21	05/19/2021	55952	1500	BOLTON & MENK INC	601-20200	43,009.50
05/21	05/19/2021	55953	2319	BREAKTHRU BEVERAGE OF MN	609-20200	100.70
05/21	05/19/2021	55954	1815	CENTURYLINK	609-20200	701.99
05/21	05/19/2021	55955	2003	CLARK EQUIPMENT CO	920-20200	3,275.88
05/21	05/19/2021	55956	918	CRYSTAL SPRINGS ICE	609-20200	437.92
05/21	05/19/2021	55957	8	DAHLHEIMER DISTRIBUTING CO	609-20200	32,030.24
05/21	05/19/2021	55958	1941	DELTA DENTAL	861-20200	3,392.95
05/21	05/19/2021	55959	2478	EAST CENTRAL ENERGY	101-20200	42.85
05/21	05/19/2021	55960	55	ECM PUBLISHERS INC	609-20200	166.25
05/21	05/19/2021	55961	385	FEDERATED CO-OPS INC	101-20200	259.86
05/21	05/19/2021	55962	1682	FERGUSON WATERWORKS	603-20200	42.12
05/21	05/19/2021	55963	739	HACH COMPANY	601-20200	144.28
05/21	05/19/2021	55964	113	ISANTI TIRE & AUTO CARE INC	101-20200	77.56
05/21	05/19/2021	55965	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,264.23
05/21	05/19/2021	55966	5	KAWALEK TRUCKING	609-20200	237.20
05/21	05/19/2021	55967	434	LITTLE FALLS MACHINE INC	101-20200	142.46
05/21	05/19/2021	55968	1479	LOFFLER COMPANIES INC	108-20200	238.45
05/21	05/19/2021	55969	17	MCDONALD DISTRIBUTING CO	609-20200	11,941.75
05/21	05/19/2021	55970	275	MCFOA	101-20200	45.00
05/21	05/19/2021	55971	1536	MINNESOTA DEED	219-20200	833.33
05/21	05/19/2021	55972	176	MN DEPT OF REVENUE	101-20200	30,767.00
05/21	05/19/2021	55973	2080	MVTL LABORATORIES INC	601-20200	45.51
05/21	05/19/2021	55974	2553	O'REILLY	101-20200	18.68
05/21	05/19/2021	55975	617	PAUSTIS & SONS	609-20200	868.75
05/21	05/19/2021	55976	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,967.85
05/21	05/19/2021	55977	2396	SOUTHERN GLAZERS OF MN	609-20200	7,697.36
05/21	05/19/2021	55978	73	STAR	609-20200	291.57
05/21	05/19/2021	55979	2834	SUN MECHANICAL INC	101-20200	180.00
05/21	05/19/2021	55980	2614	SW WOLD CONSTRUCTION INC	505-20200	6,000.00
05/21	05/19/2021	55981	42	VIKING COCA-COLA BOTTLING CO	609-20200	235.70
05/21	05/19/2021	55982	1286	VINOCOPIA INC	609-20200	1,137.50
05/21	05/19/2021	55983	2757	WATCH GUARD INC	920-20200	7,335.00
05/21	05/19/2021	55984	4	WATSON CO INC	609-20200	2,034.70
Grand Totals:						172,454.62

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
05/21	05/26/2021	55989	2932	ALLIANT FINANCE LLC	601-20200	16.97	
05/21	05/26/2021	55990	692	ARC IRRIGATION LLP	104-20200	440.24	
05/21	05/26/2021	55991	9	BERNICKS PEPSI-COLA	609-20200	2,129.39	
05/21	05/26/2021	55992	2319	BREAKTHRU BEVERAGE OF MN	609-20200	4,205.50	
05/21	05/26/2021	55993	602	BURNET TITLE	601-20200	91.75	
05/21	05/26/2021	55994	2221	C & L DISTRIBUTING	609-20200	870.33	
05/21	05/26/2021	55995	1629	CITY OF ISANTI	609-20200	55.00	
05/21	05/26/2021	55996	2759	CIVICPLUS	609-20200	2,362.50	
05/21	05/26/2021	55997	120	CONNEXUS ENERGY	101-20200	20,870.11	
05/21	05/26/2021	55998	918	CRYSTAL SPRINGS ICE	609-20200	288.36	
05/21	05/26/2021	55999	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,835.70	
05/21	05/26/2021	56000	2807	DAUDT, BRANDON	101-20200	197.98	
05/21	05/26/2021	56001	2933	FALCON NATIONAL BANK	101-20200	10,334.24	
05/21	05/26/2021	56002	385	FEDERATED CO-OPS INC	101-20200	24.01	
05/21	05/26/2021	56003	1682	FERGUSON WATERWORKS	601-20200	110.31	
05/21	05/26/2021	56004	2028	FURTHER	861-20200	70.00	
05/21	05/26/2021	56005	1563	ISANTI ELECTRIC INC	226-20200	338.50	
05/21	05/26/2021	56006	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,591.13	
05/21	05/26/2021	56007	5	KAWALEK TRUCKING	609-20200	242.00	
05/21	05/26/2021	56008	17	MCDONALD DISTRIBUTING CO	609-20200	13,839.45	
05/21	05/26/2021	56009	616	MENARDS - CAMBRIDGE	226-20200	361.88	
05/21	05/26/2021	56010	870	M-R SIGN CO INC	101-20200	27.40	
05/21	05/26/2021	56011	2080	MVTL LABORATORIES INC	602-20200	136.43	
05/21	05/26/2021	56012	2553	O'REILLY	101-20200	37.96	
05/21	05/26/2021	56013	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,997.89	
05/21	05/26/2021	56014	2827	RATWIK ROSZAK & MALONEY P.A.	108-20200	6,995.88	
05/21	05/26/2021	56015	2341	RED BULL DISTRIBUTION CO INC	609-20200	314.00	
05/21	05/26/2021	56016	2625	RESULTS TITLE	601-20200	76.07	
05/21	05/26/2021	56017	2174	SCR INC ST CLOUD	609-20200	71,935.00	
05/21	05/26/2021	56018	2518	SEMLER CONSTRUCTION INC	601-20200	119.28	
05/21	05/26/2021	56019	1442	ST LOUIS MRO INC	603-20200	45.00	
05/21	05/26/2021	56020	1361	STAPLES ADVANTAGE	609-20200	68.36	
05/21	05/26/2021	56021	73	STAR	609-20200	507.70	
05/21	05/26/2021	56022	2156	SUMMIT FIRE PROTECTION	920-20200	.00	V
05/21	05/26/2021	56023	669	SUNSHINE PRINTING	108-20200	75.00	
05/21	05/26/2021	56024	1290	THE AMBLE GROUP	101-20200	425.16	
05/21	05/26/2021	56025	2944	UNIFIRST CORPORATION	609-20200	854.11	
05/21	05/26/2021	56026	3049	VASELAAR, KEN	601-20200	21.43	
05/21	05/26/2021	56027	42	VIKING COCA-COLA BOTTLING CO	609-20200	177.45	
05/21	05/26/2021	56028	2833	WATERMARK TITLE AGENCY	601-20200	9.90	
05/21	05/26/2021	56029	4	WATSON CO INC	609-20200	2,001.33	
05/21	05/26/2021	56030	2156	SUMMIT FIRE PROTECTION	920-20200	20,800.00	
05/21	05/26/2021	56031	2156	SUMMIT FIRE PROTECTION	101-20200	50.50	
Grand Totals:						188,951.20	

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: June 1, 2021

Subject: Resolution 2021-XXX Approving a Military Discount for all Military Personnel and Senior Citizen Discount at the Isanti Liquor Store

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Background:
Recommendation from Committee at the May 18th, 2021 Committee of the Whole meeting was to offer a 10% military discount for active duty and veterans of the military 7 days a week and a 10% senior citizen discount to individuals 65 years of age and older on Tuesdays.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- Resolution 2021-XXX Approving a Military Discount for all Military Personnel and Senior Citizen Discount at the Isanti Liquor Store

RESOLUTION 2021-XXX

APPROVING A MILITARY DISCOUNT FOR ALL MILITARY PERSONNEL AND SENIOR CITIZEN DISCOUNT AT THE ISANTI LIQUOR STORE

WHEREAS, on May 18, 2021 Committee of the Whole recommended offering a 10% military discount for active duty and veterans of the military and 10% senior citizen discount for individuals 65 years and older; and,

WHEREAS, military discount is valid any day of the week; and,

WHEREAS, the senior citizen discount is valid on Tuesdays; and,

WHEREAS, this resolution shall supersede any previous military and senior citizen discounts;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves a 10% senior citizen discount for individuals 65 years and older on Tuesdays and a military discount for all military personnel who present a military I.D. at the Isanti Liquor Store on all items purchased unless the items are currently on sale.

This resolution was duly adopted by the Isanti City Council this 1st day of June 2021.

Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE OFFER OF FULL-TIME POLICE OFFICER FOR ADAM RACKOW

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 Chief of Police and interview panel selected Adam Rackow as the most qualified candidate for the open Full-Time Police Officer position; and,

WHEREAS, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation, medical evaluation, drug test and psychological evaluation;

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

1. That Human Resources has offered the Full-Time Police Officer position to Adam Rackow for the City of Isanti and shall be eligible to start in that position after successfully meeting all conditions of pre-employment evaluations.
2. That Adam Rackow shall start at Step 5 of the Wage Scale at $35.5402 per hour.
3. That Adam Rackow shall be on probationary status per the Personnel Policy and current Collective Bargaining Agreement #217.
4. Adam Rackow's start date is effective after June 1, 2021, and will be determined when all above conditions have been met and paperwork is completed.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 1st day of June 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: June 1, 2021
Subject: Resolution 2021-XXX Accepting Quote for Backup Building Inspection Services and Authorizing to Enter into a Contract.

Background:
Council authorized staff to advertise for proposals for backup building inspection services on May 4, 2021. Staff received one proposal from Rum River Construction Consultants (RRCC).

Staff is recommending to enter into a contract with Rum River Construction Consultants through 2023 with on-going annual renewal if approved by Council. As proposed the general fees are broken down as follows:

- Permits processed by RRCC will be charged at $50 per permit, staff will likely process most permits.
- Plan review 70% of the plan review fee as established in the City's Fee Schedule (MNSPECT was 100%)
- Special investigation is 100% of the fee as established in the City's Fee Schedule
- Inspections an hourly rate of $85 (MNSPECT was 70% of the permit fee or minimum of $50)

Request: Consider adopting the resolution

Attachments

- Resolution 2021-XXX

RESOLUTION 2021-XXX

ACCEPTING QUOTE FOR BACKUP BUILDING INSPECTION SERVICES AND AUTHORIZING TO ENTER INTO A CONTRACT

WHEREAS, over time the City of Isanti has utilized contracted services provided by qualified professional firms as necessary; and,

WHEREAS, the City determined to hire an internal Building Official for beginning 2021; and,

WHEREAS, in the absence of a staff inspector backup building inspection services may be necessary; and,

WHEREAS, staff has prepared Request for Proposals to procure interim building inspection services; and,

WHEREAS, one quote/proposal was received for services by Rum River Construction Consultants; and,

WHEREAS, the contracted services will go through 2023 with on-going annual renewal if approved by Council;

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

1. The City Council hereby to hereby approves the proposal for interim backup building inspection services with Rum River Construction Consultants.
2. The following fees are accepted
    a. Permits Processed by Rum River Construction Consultants is charged at $50 per permit.
    b. Plan Review is charged at 70% of the plan review fee as established in the City's Fee Schedule.
    c. Inspections are charged at an hourly rate of $85
    d. Special Investigation is 100% of the fee established in the City's Fee Schedule.
    e. Response to emergency outside of normal business hours is charged at an hourly rate of $120 with a 2-hour minimum.

3. That the City Administrator is hereby authorized to enter into a contract with Rum River Construction Consultants.

This Resolution is hereby approved by the Isanti City Council this 1st day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Request for City Council Action- MEMO

To.	**Mayor Johnson and Members of City Council**
From:	Travis Muyres, Police Chief
Date:	June 1, 2021
Subject:	Resolution 2021-XXX Authorizing the City of Isanti to Act as the Fiscal Agent on Behalf of the Isanti County Special Response Team

Background:
The City of Isanti is part of a Joint Powers Agreement for the Isanti County Special Response Team. The board recently appointed Chief Muyres as Board Chairman.

The Board has appointed Lt. McCarty to be the Commander of the SRT. The Board expressed the desire to transfer the responsibility of the fiscal agent to the same agency as the Commander. The Board approved moving the fiscal agent from the Isanti County Sheriff to the City of Isanti. The responsibility of the fiscal agent is to hold the SRT funds and disbursements.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- Resolution 2021-XXX Authorizing the City of Isanti to Act as the Fiscal Agent on Behalf of the Isanti County Special Response Team

RESOLUTION 2021 -XXX

AUTHORIZING THE CITY OF ISANTI TO ACT AS THE FISCAL AGENT ON BEHALF OF THE ISANTI COUNTY SPECIAL RESPONSE TEAM

WHEREAS, The City of Isanti is part of a Joint Powers Agreement [JPA] for the Isanti Special Response Team [SRT] with the City of Brahm, City of Cambridge and the County of Isanti; and,

WHEREAS, The JPA board approved a motion to transfer the fiscal agent from Isanti County to the City of Isanti; and,

WHEREAS, operations are streamlined when the agency where the SRT Commander resides is also the fiscal agent; and,

WHEREAS, The JPA board approved a motion to appoint lieutenant McCarty the Commander of the SRT; and,

WHEREAS, The JPA board approved a motion to appoint Chief Muyres as the Board Chairman;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby authorizes the following:

1. The City of Isanti to be the Fiscal Agent for the Isanti County Special Response Team JPA
2. Allow for the transfer of funds from previous fiscal agent, Isanti County
3. Authorize the Finance Director, if advised to do so by our audit firm, Abdo, Eick & Meyers, to create a new fund within the General Ledger for the purposes of fiscal transparency.
4. Authorize Lieutenant McCarty to serve as the SRT Commander
5. Authorize Chief Muyres to serve as the SRT JPA Committee Chairman

This Resolution hereby approved by the Isanti City Council this 1st day of June 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2021-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 sand that was removed from Well II that is of no use to the City and is considered surplus property; and,

WHEREAS, approximately 300 cubic yards of sand was removed; and,

WHEREAS, Resolution No. 2016-197 provides guidelines for the disposal of surplus property;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorize the following:

1. To declare the above item 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 item identified per this Resolution.

This resolution was duly adopted by the Isanti City Council the 1st day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for City Council

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: June 1, 2021
Subject: Resolution 2021-XXX Approving a Neighborhood Park Survey

---

Background
In the April 2021 Parks, Recreation & Culture Board meeting during a discussion on park upgrades and inspections, it was determined that a survey was needed in order to assess the usage rate and preferences of the Isanti Hills Neighborhood Park, and the Rum River Meadows Park. That survey would be provided to approximately 225 total area residents via a physical mailing and would be returned to City Hall for review. A survey notice will be posted to the City website and Facebook page for additional response.

Feedback collected will be used by the Board and staff to determine next steps and potential future updates to the parks.

The attached survey includes a letter from the PRC Board to residents and would include a postage paid mailing envelope for easy return by respondents. An online survey option will also be provided.

Surveys will be distributed the first week of June with responses requested by June 30th, giving nearly a month for residents to return their feedback.

Request
Staff is requesting approval to distribute and collect survey responses from these neighborhood residents for future planning efforts.

Attachments
- Resolution 2021-XXX
- Park Survey

RESOLUTION 2021-XXX

APPROVING A NEIGHBORHOOD PARK SURVEY

WHEREAS, the Parks, Recreation & Culture Board would like to gather data on neighborhood park use; and,

WHEREAS, a survey was created to understand resident habits and interests; and,

WHEREAS, the survey will be distributed to approximately 125 residents in a 2-block radius surrounding the Isanti Hills Neighborhood Park (518 Dogwood St SW) and approximately 100 residents in a 2-block radius surrounding Rum River Meadows Park (1108 South Passage SW); and,

WHEREAS, a survey notice will be posted to the City website and Facebook page; and,

WHEREAS, a deadline of June 30, 2021 will be given to residents to return the survey to the City; and,

WHEREAS, a pre-paid stamped envelope will be provided with the survey for easy return of the completed physical survey; and,

WHEREAS, a digital survey option will also be provided; and,

WHEREAS, collected data will help guide future park amenities and development;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby authorize the distribution of the park survey and collection of provided data.

This resolution was duly adopted by the Isanti City Council the 1st day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Dear Community Member,

The City of Isanti and the Parks, Recreation and Culture Board are conducting research on City parks to determine how often residents of your neighborhood utilize your local park, what features are utilized most often, and if there are features the neighborhood wishes to see incorporated into future park plans.

As an Isanti resident, your feedback is highly valuable to the development and enhancement of our parks and trails. Your input on the attached survey will help ensure that our neighborhood parks continue to serve the needs and interests of our community members.

This survey is anonymous and your remarks will be used by the Parks, Recreation and Culture Board and City staff to gain a better understanding of the needs and interests of your neighborhood as we develop future plans for community development.

If you wish to provide additional feedback or be a part of future focus groups, please include your contact information at the end of the survey. Additionally, you can contact IsantiParks@CityofIsanti.us at any time with questions or to provide additional feedback regarding community parks, trails, programs and events.

We appreciate you taking the time to complete this brief survey and for supporting our efforts to create a desirable neighborhood for you and your family!

Thank you!

Parks, Recreation & Culture Board
City of Isanti

763-762-5754
IsantiParks@CityofIsanti.us

Once completed, simply place your survey in the postage-paid envelope and drop off at City Hall or mail **by June 30, 2021**. Postage is prepaid and no additional stamps are needed.

You may also complete this survey online at **bit.ly/3elPfpd**

Isanti Hills Neighborhood Park Survey

Thank you for taking part in our park survey! We appreciate your feedback as it will help us create a neighborhood that you and your family will continue to enjoy!

1. How many residents currently reside in your home?
   - ☐ 1-2
   - ☐ 3-5
   - ☐ 6 or more

2. Do you have children under the age of 19 that currently live at home with you?
   - ☐ Yes
   - ☐ No

   If yes, how old are your children? (Select all that apply)

   ☐ Infant - 3 yrs ☐ 4 - 6 yrs ☐ 7 - 10 yrs ☐ 11 - 14 yrs ☐ 15 - 18 yrs

3. How often does your household use the Isanti Hills Neighborhood Park?

   ☐ Daily ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Bi-Monthly ☐ Yearly ☐ Never

4. What are the primary reasons your household uses this park? (Select all that apply)

   ☐ Proximity ☐ Accessibility ☐ Playground Features ☐ Exercise Needs ☐ Leisure
   ☐ Other:

5. What park equipment does your household typically use? (Select all that apply)

   ☐ Slide Unit ☐ Swingset ☐ Jungle Gym ☐ Bouncing Characters ☐ Dirt Diggers ☐ Park Benches
   ☐ Picnic Shelter ☐ Open Recreational Space ☐ Other:

6. What about this park does your household enjoy?

   _____

   _____

7. What about this park does your household dislike?

   _____

   _____

8. What features would make your household use this park more often? (Select all that apply)
   - ☐ Sports Equipment (i.e. basketball hoop, volleyball net, disc golf basket, etc)
   - ☐ Fitness Equipment
   - ☐ Recreational Elements (i.e. ice rink, bike path, etc)
   - ☐ Natural Elements
   - ☐ Early Childhood Learning Features
   - ☐ ADA Accessible Elements
   - ☐ Other:

If you would like to be a part of future discussions regarding this park or are available to share further insights or feedback, please include your contact information below.

Name: _____

Phone: _____

Email: _____

To return this completed survey, place in postage-paid envelope and drop at City Hall or mail **by June 30, 2021**.

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 15, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/ Commendations/ Certificate Awards

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood

ADD K.3. Resolution 2021-XXX Approving a Special Event Permit Application for Splish Splash Summer Bash

ADD K.4. Resolution 2021-XXX Approving a Special Event Permit Application for a Fireworks Display

Renumbering K.5.-K.6.

City Engineer Jason Cook

5. Resolution 2021-XXX Awarding the Bid for the 2021 Pavement Management Project
6. Resolution 2021-XXX Awarding the Bid for the Main Street Reconstruction Project

L. Consent Agenda

M. Other Communications

Adjournment

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson - Parks, Recreation, and Events Coordinator
Date: June 15, 2021
Subject: Resolution 2021-XXX Approving a Special Event Request for the 2021 Splish Splash Summer Bash

Background

City staff has submitted a special event permit application to host the Splish Splash Summer Bash kids' day event at Bluebird Park on Friday, July 9, 2021. The event will take place from 11am to 3pm and will feature water slides, onstage entertainment, food trucks, and kid-focused activities run by community organizations.

The estimated number of people to be in attendance is 250 people. The event will be free to the public. Event parking will utilize the Bluebird Park parking lots. No major roadways will be closed for the event, however, a small portion of the road between parking lots in Bluebird Park will be closed for safety of attendees as they navigate through activities.

The event will utilize existing portable restrooms and trash receptacles with 1-2 portables being added to the event space. The city contracted portable restrooms company will provide restroom facilities for the event. City staff will clean up after the event. There will be a public addressing system and sound amplification provided outside by the group on stage. Public Works 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 City of Isanti Facebook page as early as possible.

The attached site plan shows the location of components for the event. The complete application as well as departmental review are attached.

Staff Request

City staff is requesting approval of the Splish Splash Summer Bash Special Event Permit application and attachments.

Attachments

- Resolution 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR SPLISH SPLASH SUMMER BASH

WHEREAS, City staff have submitted a Special Event Permit application requesting a permit to host the Splish Splash Summer Bash; and,

WHEREAS, the event is scheduled to take place at Bluebird Park on Friday, July 9 from 11am to 3pm; and,

WHEREAS, the estimated number of people to be in attendance is 250; and,

WHEREAS, the City contracted portable restroom provider will provide additional restrooms for the event; and,

WHEREAS, parking during the event will be restricted to paved surfaces at Bluebird Park; and,

WHEREAS, the applicant 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 not require a $100 clean-up deposit fee;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event permit request for Splish Splash Summer Bash;

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This Resolution is hereby approved by the Isanti City Council this 15th day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
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: May 26, 2021

APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

Contact Person: Alyssa Olson

Address: 110 1st Avenue NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 762 - 5754 Fax: ___ - ___ - ___ Cell: ___ - ___ - ___

E-mail: isantiparks@cityofisanti.us

Secondary Contact Person: Matt Sylvester

Address: _____

City: _____ State: _____ Zip: _____

Phone: 763 - 762 - 5757 Cell: ___ - ___ - ___ E-mail: _____

EVENT INFORMATION

Event Name: Splish Splash Summer Bash

Date(s) of Event: July 10, 2021

Hours of Event: 11:00am - 3:00pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Summer kids and family-friendly event at Bluebird Park that will feature water slides, games, food trucks and live entertainment.

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):
Bluebird Park

Estimated Number of People in Attendance (includes staff, participants, and spectators):
250

Parking Impact – Describe in detail:
Guests will use Bluebird Park parking lots

Tents, equipment, amusement rides, etc.
Type: Pop-up tents, stage, water slides
Size: 10x10 tents, 18'x20' water slides
Location: BLUEBIRD PARK

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Not needed onsite

Are you requesting any street closures? If yes, list streets:
YES, REQUESTING CLOSURE ON 1ST AVE NW AT END OF NE PARKING LOT UNTIL END OF SOUTH LOT.

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.

1-2 additional restrooms will be added to site

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
None needed

Clean-up Plans – Describe in detail:
Vendors will be responsible for maintaining their area. Public Works and event staff will clear the space after the event.

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Live entertainment – Describe in detail:
A stage will be setup to feature STEM presentations and a DJ throughout the event.

Will any other **public addressing system or sound amplification** be used? If so, describe:
Just for stage appearances

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?
Vendor fees may be collected and will be used to offset costs of producing 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: VIA EMAIL (ATTACHED)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: VIA EMAIL (ATTACHED)

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: [signature]

Parks, Recreation and Culture Manager
__X__ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Travis Muyres
Sent: Friday, June 11, 2021 10:37 AM
To: Isanti Parks
Subject: Re: SEP - Splish Splash Summer Bash

approved

and yes I would like to have a presence and will have someone avail

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401 First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Thursday, June 10, 2021 10:49 AM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - Splish Splash Summer Bash

Hi Guys,
Attached is a permit application for our kids day event on July 9 in Bluebird Park. I need to get this into next week's agenda so if you could get me approval back ASAP that would be appreciated.

On a similar note, if you are able and interested in participating again this year, let me know! I know Jubilee Days & the rodeo probably have you pretty tied up, but I can set aside space for some vehicles and/or an activity if you're interested.

Thank you!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, June 10, 2021 11:31 AM
To: Isanti Parks
Subject: RE: SEP - Splish Splash Summer Bash

Isanti Fire approves the July 9 kids day SEP as presented. Thank you.

I can not commit to be there, sorry.

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, June 10, 2021 10:50 AM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - Splish Splash Summer Bash

Hi Guys,
Attached is a permit application for our kids day event on July 9 in Bluebird Park. I need to get this into next week's agenda so if you could get me approval back ASAP that would be appreciated.

On a similar note, if you are able and interested in participating again this year, let me know! I know Jubilee Days & the rodeo probably have you pretty tied up, but I can set aside space for some vehicles and/or an activity if you're interested.

Thank you!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

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

VENDOR LIST

Special Event Name: Splish Splash Summer Bash

Special Event Date(s): July 9, 2021

Coordinator Name: Alyssa Olson

Coordinator Phone Number: 763-762-5754 Email: isantiparks@cityofisanti.us

Provide the following information for all vendors participating in the above Special Event.

Business Name	Contact Name	Items for Sale
Will provide prior to event		

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: Splish Splash Summer Bash

Date(s) of Event: July 9, 2021

Contact Person: Alyssa Olson

Equipment Drop Off/Pick Up Location: Bluebird Park

Equipment Drop Off Date/Time: July 9, 2021 at 10:00am

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: _____

Picnic Tables: 8

Barricades: 6

Stage: 1

Road Closed Signs: 2

No Parking Signs: _____

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____



Picnic Tables Launch zone Barricades/Road Closed Signs

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson - Parks, Recreation, and Events Coordinator
Date: June 15, 2021
Subject: Resolution 2021-XXX Approving a Special Event Request for the 2021 City Fireworks

Background

City staff has submitted a special event permit application to host fireworks at Bluebird Park on Thursday, July 8, 2021. The fireworks will begin at 10pm with a 15-minute display. Food trucks may also be available onsite.

The estimated number of people to be in attendance is 1,500 people. The event will be free to the public. Event parking will utilize the Bluebird Park parking lots. Parking may overflow into neighborhood lots and permission has been received by BMX Indoor Arena, CISC, Isanti Civic Arena, and Redbirds to utilize those lots. No major roadways will be closed for the event. A 350' diameter safety perimeter will be blocked off by Public Works surrounding the fireworks launch area and access to the Dog Park parking lot and back entrance to the Isanti Civic Arena will be blocked.

The event will utilize existing portable restrooms and trash receptacles, as well as restrooms being added to the vicinity for Jubilee Days and IFRA Rodeo activities. City staff, the fireworks provider, and vendors will clean up after the event. Public Works and Isanti Fire District will be providing assistance with the event.

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 City of Isanti Facebook page as early as possible.

The attached site plan shows the location of components for the event. The complete application as well as departmental review are attached.

Staff Request

City staff is requesting approval of the fireworks Special Event Permit application and attachments.

Attachments

- Resolution 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR A FIREWORKS DISPLAY

WHEREAS, City staff have submitted a Special Event Permit application requesting a permit to host fireworks; and,

WHEREAS, the event is scheduled to take place at Bluebird Park on Thursday, July 8 at 10pm; and,

WHEREAS, the estimated number of people to be in attendance is 1,500; and,

WHEREAS, parking during the event will be provided at Bluebird Park and neighboring lots such as CISC, BMX Indoor Arena, Isanti Civic Arena, and Redbirds field; and,

WHEREAS, the applicant has submitted a complete request with the application materials; and,

WHEREAS, public addressing systems and live entertainment will not be utilized during the event; and,

WHEREAS, the application submittal does not require a $100 clean-up deposit fee;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event permit request for fireworks;

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This Resolution is hereby approved by the Isanti City Council this 15th day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

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
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [x] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [x] Vendor List
- [ ] 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: June 9, 2021

APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

Contact Person: Alyssa Olson

Address: 110 1st Avenue NW, PO Box 428

City: Isanti State: MN Zip: 55040

Phone: 763 - 762 - 5754 Fax: ___ - ___ - ___ Cell: ___ - ___ - ___

E-mail: isantiparks@cityofisanti.us

Secondary Contact Person: Matt Sylvester

Address: _____

City: _____ State: _____ Zip: _____

Phone: 763 - 762 - 5757 Cell: ___ - ___ - ___ E-mail: _____

EVENT INFORMATION

Event Name: Fireworks

Date(s) of Event: July 8, 2021

Hours of Event: 9:00pm-10:30pm

Type of Event: ☑ Open to the Public ☐ Private ☐ Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

Fireworks in Bluebird Park with vendors

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):
Bluebird Park

Estimated Number of People in Attendance (includes staff, participants, and spectators):
1,500

Parking Impact – Describe in detail:
Attendees will use parking lots in Bluebird Park, the BMX Indoor Arena, the CISC, Isanti Civic Arena and street parking in nearby neighborhoods.

Tents, equipment, amusement rides, etc.
Type: Food trucks and 10x10 tents
Size: Varies
Location: Bluebird Park

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
ISANTI FIRE DISTRICT WILL BE ONSITE FOR SUPERVISION OF DISPLAY.

Are you requesting any street closures? If yes, list streets:
No

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

We will utilize existing portable restrooms and nearby facilities.

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:
Vendors will be responsible for clean up of their area. Pyrotechnic Displays will clear major debris from the fireworks. Public Works and PRC team will clean up park.

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:
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?
Vendors will pay a fee to be able to sell product onsite. Fees collected will support future events.

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: VIA EMAIL (ATTACHED)

Police Chief
X Approved _____ Denied _____ N/A Signature: VIA EMAIL (ATTACHED)

Public Services Director
X Approved _____Denied _____N/A Signature: [signature]

Parks, Recreation and Culture Manager
X Approved _____Denied _____N/A Signature: [signature]

Community Development Director
X Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
X Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Travis Muyres
Sent: Friday, June 11, 2021 10:35 AM
To: Isanti Parks
Subject: Re: SEP - Fireworks

approve

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401 First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Thursday, June 10, 2021 4:23 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - Fireworks

Hi Guys,
Attached is the SEP for the fireworks on July 8. If you could get me approval/concerns back ASAP that would be great so I can get this into next week's agenda. Apologies, again, for the urgency.

Thank you!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Friday, June 11, 2021 7:57 AM
To: Isanti Parks
Subject: RE: SEP - Fireworks

Isanti Fire approves the July 8 fireworks SEP 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

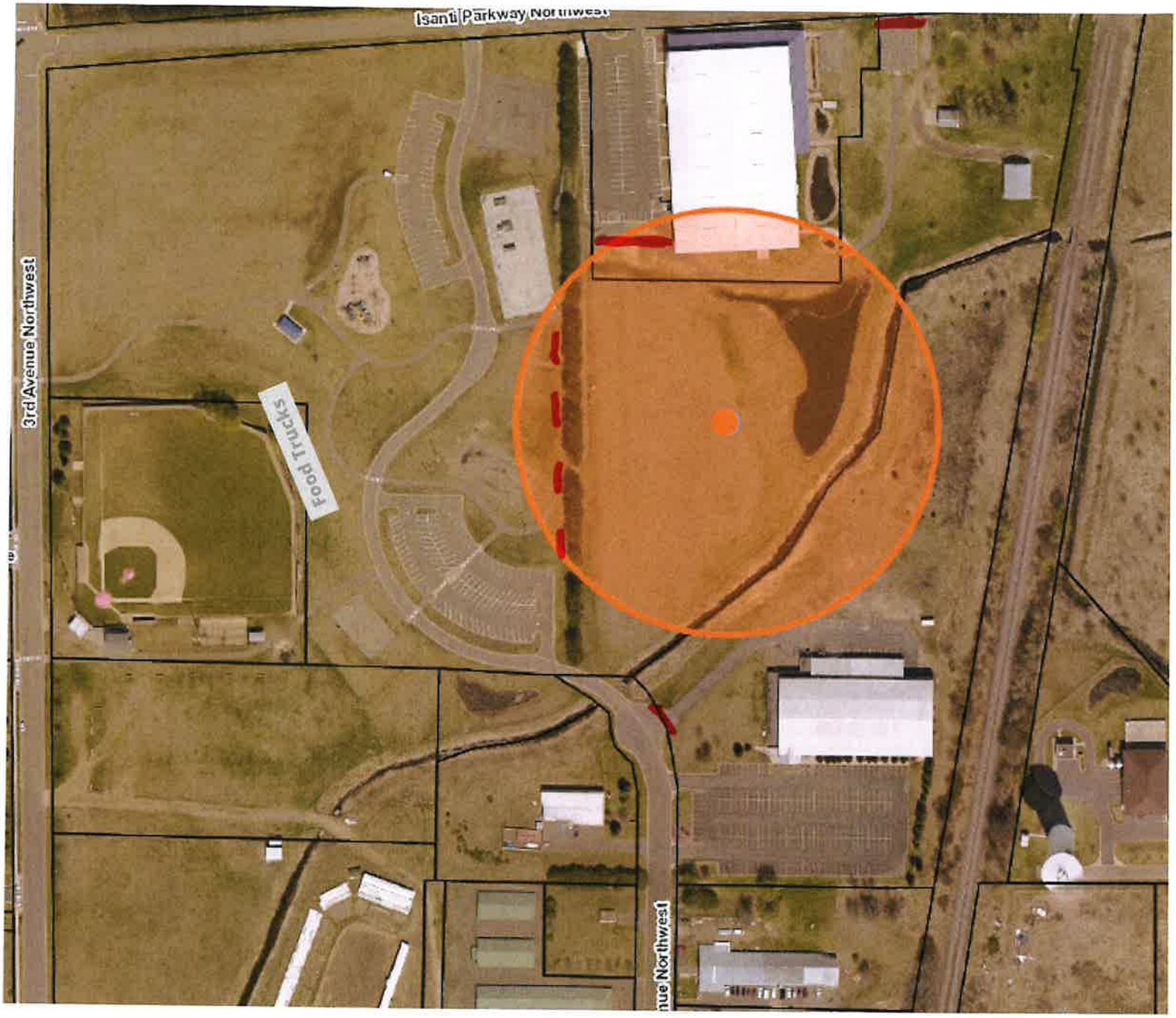
From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Thursday, June 10, 2021 4:23 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - Fireworks

Hi Guys,
Attached is the SEP for the fireworks on July 8. If you could get me approval/concerns back ASAP that would be great so I can get this into next week's agenda. Apologies, again, for the urgency.

Thank you!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754



Launch zone

Barricades/Road Closed Signs

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: Fireworks

Date(s) of Event: July 8, 2021

Contact Person: Alyssa Olson

Equipment Drop Off/Pick Up Location: Dog Park

Equipment Drop Off Date/Time: July 8, 2021 at 8:00pm

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: _____

Barricades: 10

Road Closed Signs: _____

Picnic Tables: _____

Stage: _____

No Parking Signs: _____

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

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

VENDOR LIST

Special Event Name: Fireworks

Special Event Date(s): July 8, 2021

Coordinator Name: Alyssa Olson

Coordinator Phone Number: 763-762-5754 Email: isantiparks@cityofisanti.us

Provide the following information for all vendors participating in the above Special Event.

Business Name	Contact Name	Items for Sale
WILL PROVIDE PAYFAN OF EVENT		

APPLICATION FOR OUTDOOR DISPLAY OF FIREWORKS/PYROTECHNIC SPECIAL EFFECTS

Applicant instructions: This application must be completed and returned at least 15 days prior to date of display.

Name of applicant (Sponsoring Organization): City of Isanti, Minnesota

Address of applicant: 110 1st Avenue Northwest, Isanti, Minnesota 56040

Name of authorized agent of applicant: Pyrotechnic Display, Inc.

Address of agent: 9405 River Road SE, Clear Lake, MN 55319

Telephone number of agent: 320-743-6496 Ext. 1

Date of display: July 8, 2021 Time of display: about 10 pm

Location of display: Bluebird Park, 201 Isanti Parkway, Isanti, MN - please see aerial map

Manner and place of storage of fireworks/pyrotechnic special effects prior to display:

Delivery and storage in truck on day of display

Type & number of fireworks/pyrotechnic special effects to be discharged:

1.3G Aerial product – and Special effect box items and large Roman Candles

Minnesota State law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshal.

Name of supervising operator: David Englund Certificate No.: O 0146

Required attachments. The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in amount of at least $ 5,000,000.00.
2. A diagram of the grounds at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks/pyrotechnic special effects are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display. Patrick Liebl, 43

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any:

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority, and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of applicant (or agent): Becky Hanson Date of application: 5-30-21

Signature of Fire chief: Date: 6/2/21

Printed name of above official: Alan Jankovich Phone: (763) 444-8019

Signature of issuing authority: Date: 6-2-2021

Printed name of above official: Jeff Johnson Phone: 612-236-7513

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/30/2021

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
Britton Gallagher
One Cleveland Center, Floor 30
1375 East 9th Street
Cleveland OH 44114

CONTACT NAME:
PHONE (A/C, No, Ext): 216-658-7100 FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Axis Surplus Ins Company	
INSURER B : Everest Indemnity Insurance Co	
INSURER C : Everest Denali Insurance Company	16044
INSURER D : MN WC Assigned Risk Plan	
INSURER E :	
INSURER F :	

INSURED
Pyrotechnic Display Inc.
8450 W. St. Francis Road
Frankfort IL 60423

COVERAGES **CERTIFICATE NUMBER:** 120727116 **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	
B	**GENERAL LIABILITY** X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC			SI8ML00006-201	9/30/2020	9/30/2021	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 $ 500,000 $ $ 1,000,000 $ 2,000,000 $ 2,000,000 $
C	**AUTOMOBILE LIABILITY** X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			SI8CA00006-201	9/30/2020	9/30/2021	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
A	**UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** CLAIMS-MADE DED RETENTION $			P-001-000209498-02	9/30/2020	9/30/2021	EACH OCCURRENCE AGGREGATE $	$ 4,000,000 $ 4,000,000 $
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WCMN00370300 (MN)	9/30/2020	9/30/2021	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
DISPLAY DATE: July 8, 2021
LOCATION: Bluebird Park, Isanti, Minnesota
ADDITIONAL INSURED: City of Isanti, Minnesota

CERTIFICATE HOLDER

City of Isanti
Ms. Alyssa Olson
110 1st Ave 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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350'
350'
350'
350'
Shoot Site
1st Avenue Northwest
Isanti 2020 Shoot Site
350' radius – Max 5" shell
Google Earth
400 ft
N

Isanti Parks BMX INDOOR ARENA

From: Larry Merchlewitz <larry@rumriverbmx.com>
Sent: Thursday, June 10, 2021 8:40 PM
To: Isanti Parks
Subject: Re: Fireworks on July 8

Alyssa,
That would be fine. We will be closed the 8th.
There will be some cars in the lot from riders that were in the parade.
Thank you.
Larry.

On Thu, Jun 10, 2021, 2:40 PM Isanti Parks <IsantiParks@cityofisanti.us> wrote:
Hi Larry,
I wanted to let you know that the City will be hosting fireworks at Bluebird Park on July 8 following the Jubilee Days parade. We will be launching from the grass area south of the arena and will be blocking off the full grass area that day for any public access. Is it alright if attendees overflow from the park into your lot?

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

[Isanti City Logo]
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks ISANTI CIVIC ARENA

From: JP Wright <isantiicearena@gmail.com>
Sent: Thursday, June 10, 2021 5:19 PM
To: Isanti Parks
Subject: Re: Fireworks on July 8

I have no issues with anyone using our lot for overflow.

Thank you,

JP Wright
General Manager
Isanti Civic Arena

763-444-6432 - Office

On Thu, Jun 10, 2021 at 2:35 PM Isanti Parks <IsantiParks@cityofisanti.us> wrote:

Hello,

I wanted to send you a quick note to let you know that the City will be hosting a fireworks display following the Jubilee Days parade on July 8. The fireworks will be launched from the grass area south of the BMX arena, and just north of your facility.

As the Bluebird Park parking lots may fill quickly, is it alright if event attendees overflow into your lot or would you need us to block the entrance?

Thank you,

Alyssa Olson

Parks, Recreation & Events Coordinator

Isanti Parks RedBirds

From: Steve Allen <sallen958@gmail.com>
Sent: Friday, June 11, 2021 10:20 AM
To: Isanti Parks
Cc: David Englund
Subject: Re: Fireworks on July 8

Alyssa,
Yes, that will be fine with us. I'm copying this to Dave Englund so that we remember to rope off the grass area. Thanks for keeping us informed!
Steve

On Thu, Jun 10, 2021 at 4:16 PM Isanti Parks <IsantiParks@cityofisanti.us> wrote:

Hello,

I wanted to let you know that the City will be hosting fireworks at Bluebird Park on July 8 following the Jubilee Days parade. We will be launching from the grass area south of the BMX arena and so the full park will be available for viewing.

Is it alright if attendee parking overflows from the park into your lot? I assume that folks who come out to your games will naturally park in the same area, so want to make sure that is alright.

Thanks!

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 15, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. June 1, 2021- Regular Meeting of the City Council
2. May 4, 2021- Economic Development Authority Minutes
3. May 18, 2021- Economic Development Authority Special Meeting Minutes

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, June 22, 2021 at 6:00 p.m.
2.	**CITY OFFICES CLOSED**	Monday, July 5, 2021 *(In Observance of Independence Day)*
3.	City Council Meeting	Tuesday, July 6, 2021 at 7:00 p.m.
4.	Economic Development Authority Meeting	Tuesday, July 6, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Interview Applicant for Vacant Parks, Recreation and Culture Board Seat

City Administrator Josi Wood
2. Resolution 2021-XXX Accepting New Liquor Store Signage

City Engineer Jason Cook
3. Resolution 2021-XXX Awarding the Bid for the 2021 Pavement Management Project
4. Resolution 2021-XXX Awarding the Bid for the Main Street Reconstruction Project

L. Approve Consent Agenda
1. Consider Payroll in the Amount of $127,417.39 Accounts Payable in the Amount of $717,381.94
2. Resolution 2021-XXX Approving Application for a Local Gambling Permit for St. Elizabeth Ann Seton Church
3. Resolution 2021-XXX Accepting Quote for Fire Extinguisher and Fire Protection Services and Authorizing to Enter into a Contract for Fire Extinguisher and Fire Protection Services
4. Resolution 2021-XXX Accepting Quote for Outsourcing the Mowing of Nuisance Weed/ Grass Abatement Lots
5. Resolution 2021-XXX Approving the Extension of Recording of the Final Plat for Fairway Greens North Phase I
6. Resolution 2021-XXX Approving the Offer for Kevin Morelli the Position of Liquor Store Manager
7. Resolution 2021-XXX Approving New Position: Part-Time Police Secretary

8. Resolution 2021-XXX Approving a Mutual Aid Agreement Between the City of Isanti and the City of North Branch for the Sharing of Equipment and Personnel Resources

M. Other Communications

1. May Police Department Reports
2. May Code Enforcement Officer Report
3. May Building Inspector Report
4. June Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 1, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Parks, Recreation and Events Coordinator Alyssa Olson, Economic Development/ Marketing Intern Will Bucheger and City Engineer Jason Cook

Others Present: Luke Merrill, Malinda Gahm, Tony Byington, Zach Gahm, Michelle Sanders, Anthony Hanson, Steve Siedlecki, Alexander Buyington, Tim Fairbanks and Josh Savageau

D. Public Comment

Zach Gahm, 1000 Wendover ST, requested a public forum and the ability to speak on item K.5.

A motion was made by Bergley, seconded by Lundeen to have a public forum in regards to K.5. Motion passed 5-0. Motion carried.

E. Adopt Agenda

ADDENDUM:
ADD K.5 Resolution 2021-121 Approving the Development Agreement for Fairway Greens North

ADD K.6 Bluebird Park Performance Center

a. **Resolution 2021-122** Approving Bluebird Park Lighting and Sidewalk
b. **Resolution 2021-123** Approving Bluebird Park Performance Center

ADD L.8 Resolution 2021-130 Approving the Offer of the Position of Permit Technician to Candy Conrad

A motion was made by Lundeen, seconded by Collison to approve the agenda with the modifications listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Award

None

G. Approve City Council Minutes

1. May 18, 2021- Regular Meeting of the City Council
2. May 18, 2021- Committee of the Whole Meeting
3. March 16, 2021- Planning Commission Meeting

A motion was made by Lundeen, seconded by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1. Committee of the Whole — Tuesday, June 15, 2021 at 5:00 p.m.
2. City Council Meeting — Tuesday, June 15, 2021 at 7:00 p.m.
3. Planning Commission Meeting — Tuesday, June 15, 2021 *(Immediately following the City Council Meeting)*
4. **CITY OFFICES CLOSED** — Monday, July 5, 2021 *(In Observance of Independence Day)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

City Administrator Josi Wood

1. **Resolution 2021-117** Approving a Special Event Permit Application for the CISC Recreational Soccer Tournament

   City Administrator Josi Wood shared that this is a special event permit request for the Cambridge-Isanti Soccer Club for recreational soccer tournament on June 26th at the Soccer Complex. They are expecting approximately 300 people to attend along with food trucks and games. They have submitted all applicable documents and staff is recommending approval.

   A motion was made by Bergley, seconded by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

2. **Resolution 2021-118** Approving a Special Event Permit Application for the 2021 Isanti Firefighters PRCA Rodeo

   City Administrator Josi Wood shared that this is a special event permit request for the Isanti Firefighters Rodeo Association for the annual rodeo on July 7th through July 11th. They are expecting approximately 11,000 people to attend. They have submitted all applicable documents and staff is recommending approval.

   A motion was made by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

3. **Resolution 2021-119** Approving a Special Event Permit Application for the 2021 Jubilee Days
City Administrator Josi Wood shared that this is a special event permit request for the North 65 Chamber of Commerce for an event on July 8th from 3:00 p.m. to 10:00 p.m. and July 10th from 7:00 a.m. to 4:00 p.m. They are expecting approximately 10,000 people to attend the parade and approximately 3,000 people to attend for Kid's Day activities. They have submitted all applicable documents and staff is recommending approval.

Mayor Johnson asked if the fireworks will follow the parade.

Wood confirmed that the fireworks will follow the parade at 10:00 p.m. that day.

A motion was made by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

Community Development Director Sheila Sellman

4. **Resolution 2021-120** Approving the Preliminary and Final Plat Fairway Greens South

Community Development Director shared that this is to approve a preliminary and final plat for Fairway Greens South. The Planning Commission held a public hearing regarding this matter at the last Planning Commission meeting. In 2014, a preliminary plat for Fairway Greens Phase Seven was approved, the same plat configuration that is under consideration now. In 2017, a final plat was approved for Fairway Greens Phase Nine that platted the subject site into Outlot A Fairway Greens Phase Nine. No changes are proposed to what was previously approved. The proposal meets city code requirements and the conditions of the PUD. The County Engineer stated that this plat has restricted access along County Road 5 so a second access will not be able to be done. A petition was received from those who would like a second access for the development. 54 people signed the petition with 26 that are not in Isanti and 5 people that did not provide an address.

Mayor Johnson asked how many residents are in the development.

Sellman stated there are 24 lots.

Fairway Greens Developer Anthony Hanson shared that he purchased the site to develop as previously approved.

Luke Merrill, 223 Broadway, shared that he was in favor of a second access for the development.

Malinda Gahm, 1000 Wendover ST, shared that the development will jeopardize the wildlife she sees in her backyard, create significant amount of traffic for the street and will change the character of the development.

Anthony Byington, 912 Wendover ST, shared that the development will bring in high speeds to the area.

Councilor Collison suggested for citizens to go to the County Board meeting to address concerns to allow another access for the development onto County Road 5.

Zach Wendover, 1000 Wendover ST, shared that the development will bring in a large amount of traffic and asked Council to postpone until the concerned residents can address the County about another access for the development.

Collison asked City Engineer Jason Cook what lots he thought the County would use to make another access road.

City Engineer Jason Cook responded with lots 10, 11 and 12.

Michelle Sanders, 915 Wendover ST, shared her concerns with the potential traffic that will be brought in and safety concerns for her granddaughter when she visits.

Steve Siedlecki, 900 Wendover ST, shared that he was in favor of sectioning off the three lots for an additional access.

Tim Fairbanks, 1006 Wendover ST, shared that he bought his house because he was on a cul-de-sac and wishes to keep it that way.

Alexander Byington, 912 Wendover ST, shared his concerns regarding playing with his friends in a potentially high traffic area.

A motion was made by Mayor Johnson to postpone to the July 6th City Council meeting. There was no second.

A motion was made by Councilor Gordon to approve resolution as presented. There was no second.

A motion was made to approve resolution with a First Right Refusal with the City for lots 10, 11 and 12 for possible road connection and for staff to draft agreement between the City and the developer by Collison, seconded by Bergley. Motion passed 5-0. Motion carried.

5. Resolution 2021-121 Approving the Development Agreement for Fairway Greens North

Community Development Director Sheila Sellman shared that on April 6th, 2021 the City approved the final plat for Fairway Greens North (Phase I.) Staff is still working with the developer and City Attorney about park dedication fees. In this phase they are dedicating a 3+ acre park. Also, in the agreement staff is requesting a $30,000.00 escrow based on the size of the development and expenditures in time that has already been spent on this development. The developer has reviewed the agreement and would like to discuss the escrow amount.

Fairway Greens North Developer Josh Savageau shared his concerns regarding the escrow amount requirement of $30,000.00

A motion was made by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

Parks, Recreation and Events Coordinator Alyssa Olson

6. Bluebird Park Performance Center
   - **a. Resolution 2021-122** Approving Bluebird Park Lighting and Sidewalk
   - **b. Resolution 2021-123** Approving Bluebird Park Performance Center

Parks, Recreation and Events Coordinator Alyssa Olson shared that staff has received revised estimates in regards to the amphitheater. The allocated budget in the CIP plan is $248,230.00, however increased materials and labor costs will require an increased budget for this project. The unit cost will be $159,628.00 to purchase with shipping. This cost does not include groundwork or construction. The estimate for installation by Jeff Busby Enterprises, LLC is $74,500.00. Electrical costs are estimated at $15,000.00. Inspection, grading and testing is estimated at $20,500.00. The revised total estimated cost to build the Performance Center is $269,628.00 A sidewalk will need to be installed along the perimeter of the Performance Center for ADA-accessibility. Public Works can install this sidewalk with an estimated cost of materials of $3,300.00. The estimated costs to add two lights near the sledding hill to illuminate the basin in front of the Performance Center is $25,956.00, bringing the total projected cost to $298,884.00. There is an option to delay lighting and walk to next year if needed but a temporary sidewalk would need to be created for accessibility until the permanent walk can be installed. The additional funds can be allocated from Fund 920 to cover these increased costs.

A motion was made by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 3-2 with Bergley and Gordon voting nay. Motion carried.

L. Approve Consent Agenda

1. Consider Payroll in the Amount of $117,498.71 Accounts Payable in the Amount of $361,405.82
2. **Resolution 2021-124** Approving a Military Discount for all Military Personnel and Senior Citizen Discount at the Isanti Liquor Store
3. **Resolution 2021-125** Approving the Offer of Full-Time Police Officer for Adam Rackow
4. **Resolution 2021-126** Accepting Quote for Backup Building Inspection Services and Authorizing Entering into a Contract
5. **Resolution 2021-127** Authorizing the City of Isanti to Act as the Fiscal Agent on Behalf of the Isanti County Special Response Team

6. **Resolution 2021-128** A Resolution to Declare Certain Property as Surplus and Authorize its Sale by Public Auction
7. **Resolution 2021-129** Approving a Neighborhood Park Survey
8. **Resolution 2021-130** Approving the Offer for the Position of Permit Technician to Candy Conrad

A motion was made by Lundeen, seconded by Collison to approve consent agenda with the added modification of L.8. Motion passed 5-0. Motion carried.

M. Other Communications
None

Adjournment
A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 9:11 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

Economic Development Authority
Meeting Minutes
May 4, 2021

1. **Call to Order:** Meeting was called to order by Chair Johnson at 8:26pm
a. **Pledge of Allegiance**
b. **Roll Call:** Members present: Jeff Johnson, Steve Lundeen, Paul Bergley, Jimmy Gordon, Luke Merrill. Absent: Justin Nielson. Staff present: Sheila Sellman
c. **Agenda Modifications:** None
d. **Adopt Agenda:** Motion by Lundeen, second by Merrill to adopt agenda, motion passed 6-0.

2. **Approve Minutes of April 6, 2021 Regular Economic Development Authority Meeting and Minutes from Special Meeting of April 20, 2021:** Motion by Lundeen, second by Bergley to approve, motion passed 6-0.

3. **Closed Session**
Consider sale of EDA land pursuant to Minnesota Statutes Section 13D.05 Subd. 3 (c) PID 16.090.0140 and 161150010: The EDA went into closed session. After closed session the EDA directed staff to proceed.

4. **Call for Special EDA meeting on May 18, 2021 at 6:30pm to Award Bonds and approve Lease Agreement and Trust Indenture:** Motion by Bergley, second by Collison, motion passed 6-0.

5. **Other Business / Updates / Communications**

6. **Adjournment:** Motion by Lundeen, second by Collison, motion passed 6-0, meeting adjourned at 8:47pm.

Respectfully Submitted by Sheila Sellman, Community Development Director/EDA Secretary

Economic Development Authority
Special Meeting Minutes
May 18, 2021

1. **Call to Order:** Mayor Johnson called the meeting to order at 6:40pm
a. **Pledge of Allegiance**
b. **Roll Call:** Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordon, Paul Bergley, Luke Merrill and Justin Nielson. Absent Dan Collison. Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood, Finance Director Mike Betker. Financial Advisor Jessica Green Northland Securities
c. **Agenda Modifications:** None
d. **Adopt Agenda:** Motion by Merrill, second by Lundeen motion passed 6-0

2. **Resolution (and supporting documentation) authorizing the issuance of $3.28 Million lease revenue bonds 2021A:** Jessica Green with Northland Securities gave a summary of the Bond Sale. The sale was for $3,165,000 in Public Project Lease Revenue Bonds, Series 2021A (City of Isanti, Minnesota Lease with Option to Purchase). The Bonds have been structured to result in relatively level annual debt service payments over 15 years. Rental Payments to be made b the City to the EDA. A debt reserve fund will also be established. The sale was negotiated and the Bonds are underwritten by Northland Securities. S&P rating of A+. Final maturity date is December 15, 2036 with option call on December 15, 2029.

3. **Adjournment:** Motion by Lundeen, second by Bergley to adjourn, motion passed 6-0 meeting adjourned at 6:49pm

Respectfully Submitted by Sheila Sellman Community Development Director/EDA Secretary

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: June 15, 2021

Subject: Resolution 2021-XXX Amending Resolution 2021-001 Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

Background:

Currently, there is two seat vacancies on the Parks, Recreation and Culture Board. The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant seats. One application and Interest Disclosure form was received from Zachary Gahm. The applicant lives within the City limits.

Request:

- Staff is requesting City Council action on this item.

Attachment:

- Resolution 2021-XXX Amending Resolution 2021-001 Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

RESOLUTION 2021-XXX
Amending Resolution 2021-001

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2021

WHEREAS, the City is required to make certain official appointments at the beginning of each year and throughout the year as needed; 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 2021:

Committee of the Whole	Mayor and Council
Economic Development Authority	Mayor and Council
Parks, Recreation & Culture Board	Gordon
Planning Commission	Mayor and Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Bergley
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor- Guest Representative
Weed Inspector	Mayor

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

3. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2021:

Open Seat	*(term expiration 12-31-2023)*
Aaron Zdon	*(term expiration 12-31-2022)*
James Witte	*(Appointed 7-5-2016; term expiration 12-31-2021)*
Open Seat	*(term expiration 12-31-2022)*
James Gordon	**Council Representative** (*term expiration 12-31-2021)*
Open Seat	**Student Representative** *(term expiration 12-31-2021)*

4. That the City Council designates the following individuals to the Planning Commission for year 2021:

Mayor and City Council:	
Jeffrey Johnson	(*Appointed 1-5-2021; term expiration 12-31-2021)*
Dan Collison	(*Appointed 1-5-2021; term expiration 12-31-2021*)
James Gordon	(*Appointed 1-5-2021; term expiration 12-31-2021*)
Paul Bergley	(*Appointed 1-5-2021; term expiration 12-31-2021*)
Steve Lundeen	*(Appointed 1-5-2021; term expiration 12-31-2021*)
Appointed Members:	
Alexander Collins	*(Appointed 5-7-2019; term expiration 12-31-2021)*
Arissya Simon	*(Appointed 1-7-2020; term expiration 12-31-2022)*

5. That the City Council Economic Development Authority Board membership terms are as follows for year 2021:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Dan Collison	*(Appointed 1-5-2021; term expiration 12-31-2021)*
James Gordon	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Paul Bergley	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Steve Lundeen	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Appointed Members:	
Justin Nielsen	*(Appointed 2-18-2020; term expiration 12-31-2024)*
Luke Merrill	*(Appointed 1-5-2021; term expiration 12-31-2026)*

This Resolution is hereby approved by the Isanti City Council this 15th day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

City of Isanti Board Member Application

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

Name: Zachary Gahm E-mail: [redacted]

Address: [redacted]

Phone Number [redacted]

Board Seat for which you are applying for:

Parks, Recreation, and Culture Board Economic Development Authority

Planning Commission

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

City of Isanti Resident Non-Resident of Isanti

State:

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

I currently hold a bachelor of science - social science degree from the University of Northwestern, Roseville, MN. Upon graduation in 2004, I was hired by the Department of Corrections as a Corrections Agent. In 2010, I began a Hearing Officer with the Department of Corrections and promoted to Senior Hearing Officer in 2012 in which I still hold this current position. This education and experience have allow me to develop exceptional prioritization and organizational skills amid a change oriented, deadline driven environment which allows me to manage multiple complex projects at once. My highly developed communication skills enhance my ability to foster relationships and collaborate between internal and external stakeholders. Using creative problem solving analysis and techniques, I can trouble shoot issues as they arise while focusing on community needs and mission.

Why you are interested on being on the Board?

I am eager to be more engaged in my community and take an active role in the planning and development of our parks and local activities. The local events and parks are a pillar of our community. The parks provide a safe place for our community to congregate and play. Maintaining and enhancing these pieces are my desire for the community.

What is your vision of Isanti?

.

.

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

A Community For Generations.
Isanti

Memo for Council

To: Mayor Johnson and Members of the City Council
From: City Administrator Josi Wood
Date: June 15, 2021
Subject: Resolution 2021-XXX Accepting Quote for New Liquor Store Signage

---

Background:

Staff solicited quotes for signage of the new liquor store; two were received. The breakdown on the two quotes is provided below.

The recommendation from Committee of the whole was to have an illuminated large sign above the entrance and non-lit signs on the sides of the facility that are illuminated with sconces above. Prices for lit side signs was also included below for reference.

The cost per sconce is $546 plus installation. Three (3) sconces would be required above each "Isanti Liquor" and "Curbside Pickup" sign which would cost a total of $3,276.00 (not including installation).

	Scenic Sign Corp.	Crosstown Sign
Entrance: "Isanti Liquor"	$5225.00	
North Side: "Isanti Liquor" 24"	$1995.00 *($4225 lit)*	
South Side: "Curbside Pickup" 18"	$1895.00 *($4380 lit)*	
TOTAL	**$9,115.00**	**$9,605.00**
Optional		
Windows: "Beer" "Wine" "Spirits"	$6,400.00	$2,785.000

Request:
Staff is requesting discussion to determine the following:

- Are non-lit signs with sconces still preferred on the sides of the facility?
- The recommendation for the static non-lit letters is blue (or black) due to the light color of the siding. The blue would be similar to the blue lettering on the front.
- Due to zoning sign requirements, there can only be two sides that have exterior signage. Does Council want to place illuminated signage for "Beer" "Wine" "Spirits" from the inside to caste out through the windows (optional cost above)?

Attachments:

- Resolution 2021-XXX
- Sign images

RESOLUTION 2021-XXX

ACCEPTING QUOTE FOR LIQUOR STORE SIGNAGE

WHEREAS, the Liquor Store Project will require signage to be provided by the City; and,

WHEREAS, staff solicited quotes and Scenic Sign was found to have the lowest sign costs for the exterior and is in the best interest of the City; and,

WHEREAS, the approved exterior sign designs are as follows:

- Front Sign - Back lit white letters with blue river and tree logo
- Side Signs - Blue non-lit letters lit by sconces; and,

WHEREAS, the total cost including 5% contingency is $9,570.75 which does not include electrical;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to accept exterior signage by Scenic Sign in a total amount, not to exceed, $9,570.75 with funding from the 2021A bond issue and to authorize staff to enter into an agreement for such service.

This resolution was duly adopted by the Isanti City Council this 15th day of June 2021.

Attest: _____
Mayor Jeff Johnson

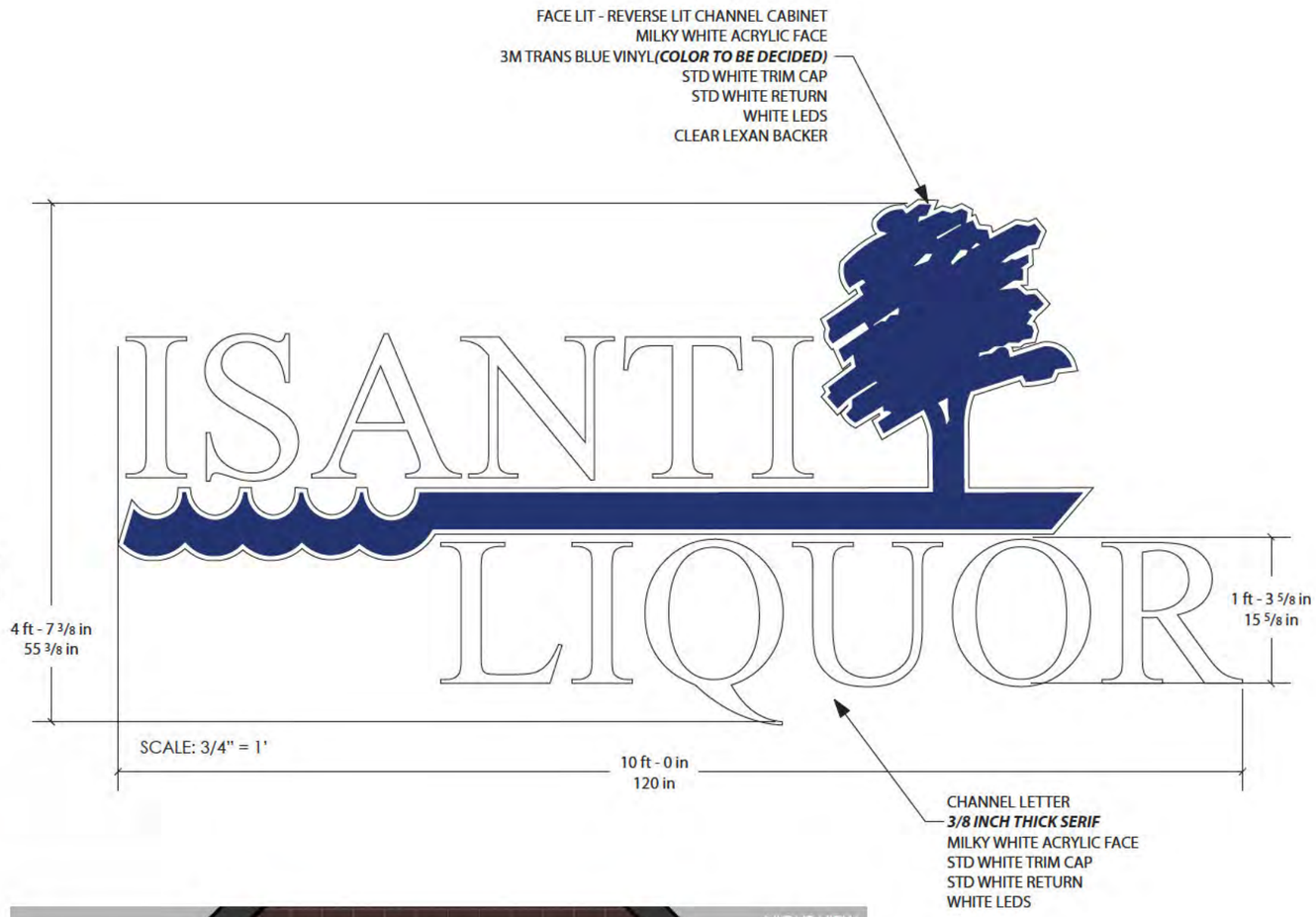
_____
Jaden Strand
City Clerk

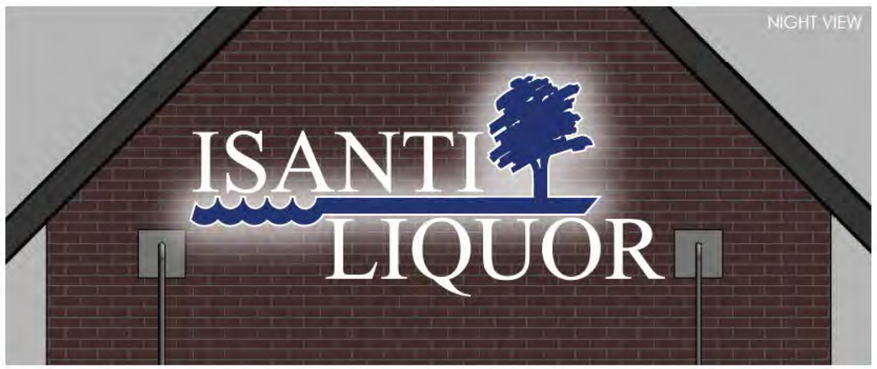
All original designs are exclusive property of Scenic Sign Corp. BOX 881 ST. CLOUD MN 56302 (320) 252-9400 | 1320 5th AVE NE FARGO, ND 58078 1-800-486-8517

The client warrants that the subject matter to be printed is not copyrighted by a third party. The client also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law absence of such notice does not necessarily assure a right to reproduce. The client further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties the c lient agrees to indemnify and hold Scenic Sign harmless for a l liabil ity damages and attorney fees that may be incurred in any legal action connected with copyright infringement involving the work production of provided.

ELECTRICAL: THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUND AND BONDING OF THE SIGN.







DIRECT MOUNT CHANNEL LETTER/LOGO

DATE: 4/8/21 | SALESMAN: DARYL KIRT | DRAWN BY: TONY OLAUSON | LOCATION: ISANTI | SQ FT: | VOLTAGE: 120/277 | PHOTO EYE: NO | WO: #

All original designs are exclusive property of Scenic Sign Corp. BOX 881 ST. CLOUD MN 56302 (320) 252-9400 | 1320 5th AVE NE FARGO, ND 58078 1-800-486-8517

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SCALE: 3/4" = 1'

18 ft - 9 1/2 in
225 1/2 in

1 ft - 6 in
18 in

CURBSIDE PICKUP

13MM ROUTED SINTRA
PAINTED BLUE(***COLOR TO BE DECIDED)***
3/8 INCH THICK SERIF
FLUSH MOUNTED



ROUTED DIMENSIONAL LETTERS

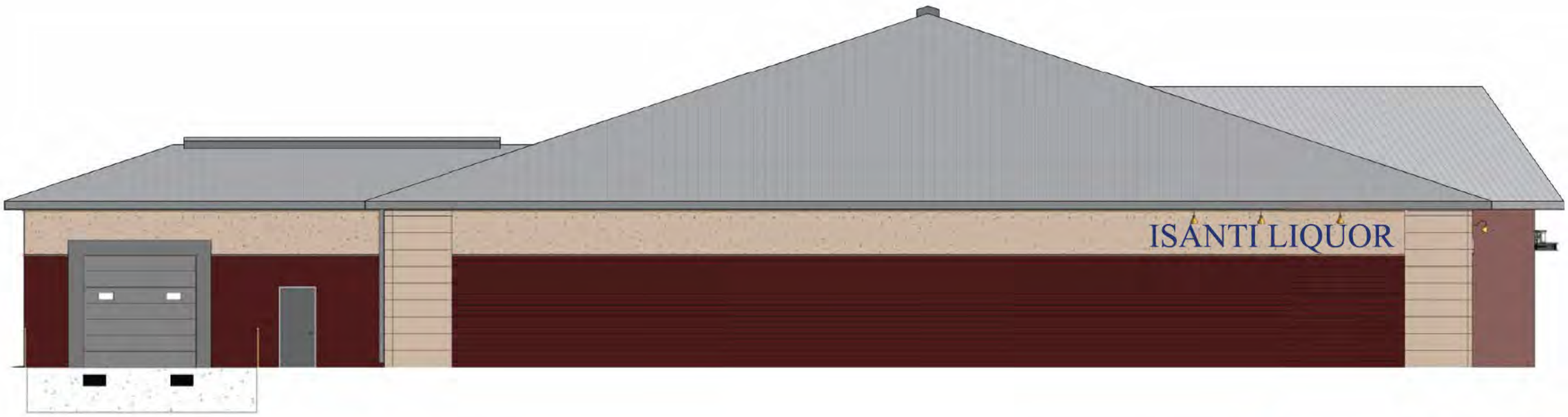
DATE: 4/8/21 | SALESMAN: DARYL KIRT | DRAWN BY: TONY OLAUSON | LOCATION: ISANTI | SQ FT: | VOLTAGE: 120/277 | PHOTO EYE: NO | WO: #

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ROUTED DIMENSIONAL LETTERS

DATE: 4/8/21 | SALESMAN: DARYL KIRT | DRAWN BY: TONY OLAUSON | LOCATION: ISANTI | SQ FT: | VOLTAGE: 120/277 | PHOTO EYE: NO | WO: #

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

June 7, 2021

Mayor Johnson and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – 2021 Pavement Management Project
City of Isanti, Minnesota
BMI Project No. 0R1.123133

Honorable Mayor Johnson and Members of the City Council:

Two bids were received on June 3, 2021 for the 2021 Pavement Management Project. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
ASTECH, Corp.	$289,825.17
Allied Blacktop Co.	$380,843.23
Engineer's Estimate	*$300,250.00*

ASTECH, Corp.'s bid is within the anticipated budget. We recommend award of this project to ASTECH Corporation in the amount of $289,825.17.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Jason W Cook, P.E.
City Engineer

RESOLUTION 2021-XXX

AWARDING THE BID FOR THE 2021 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has planned for the 2021 Pavement Management Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, a public bid opening was held on June 3rd, 2021; and,

WHEREAS, two bids were received; and,

WHEREAS, ASTECH Corporation was the responsible low bidder with a bid of $289,825.17; and,

WHEREAS, this bid price is within the anticipated budget range;

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 "2021 Pavement Management Project" to ASTECH Corporation in the amount of $289,825.17.

2) Funding for the project shall come from Utility Franchise Fees.

This resolution was duly approved by the Isanti City Council this 15th day of June 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
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

June 7, 2021

Mayor Johnson and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – 2021 Pavement Management Project
City of Isanti, Minnesota
BMI Project No. 0R1.123133

Honorable Mayor Johnson and Members of the City Council:

Six bids were received on June 3, 2021 for the Main Street Reconstruction Project. This project included one base bid for the Main Street reconstruction work and two alternate bids, one for the Heritage Walk Improvements and another for the Eagle Park Improvements. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Base Bid: Main Street	Alternate 1: Heritage Walk	Alternate 2: Eagle Park	Base Bid + Alternate 1 and 2
North Valley, Inc.	$406,786.65	$105,790.25	$54,991.63	$567,568.53
Douglas-Kerr Underground, LLC.	$414,740.77	$120,124.75	$45,370.00	$580,235.52
Meyer Contracting	$426,718.37	$121,648.58	$55,768.87	$604,135.82
New Look Contracting	$441,704.25	$110,019.25	$58,497.55	$610,221.05
ASTECH Corp.	$470,067.71	$115,773.40	$66,118.45	$651,959.56
Dresel Contracting	$472,571.03	$127,863.44	$71,794.03	$672,228.50
Engineer's Estimate	*$467,000.00*	*$97,000.00*	*$57,000.00*	*$621,000.00*

The Main Street assessments are estimated to be reduced approximately 11% based on the low bid received.

The Council may elect to award the Base bid with any combination of the alternates. North Valley, Inc is the low responsible bidder for all combinations of bids with the exception of one scenario. If only Eagle Park is awarded with the Main Street Reconstruction, then Douglas-Kerr Underground would be the low bidder at $460,110.77.

We recommend award of the base bid with both alternates to North Valley, Inc. in the amount of $567,568.53.

If you have any questions, please contact me.

Sincerely,

Jason W Cook, P.E.
City Engineer

HERITAGE WALK IMPROVEMENTS

ISANTI, MN

FIGURE 1 - PROPOSED IMPROVEMENTS

MARCH 2021

BOLTON & MENK

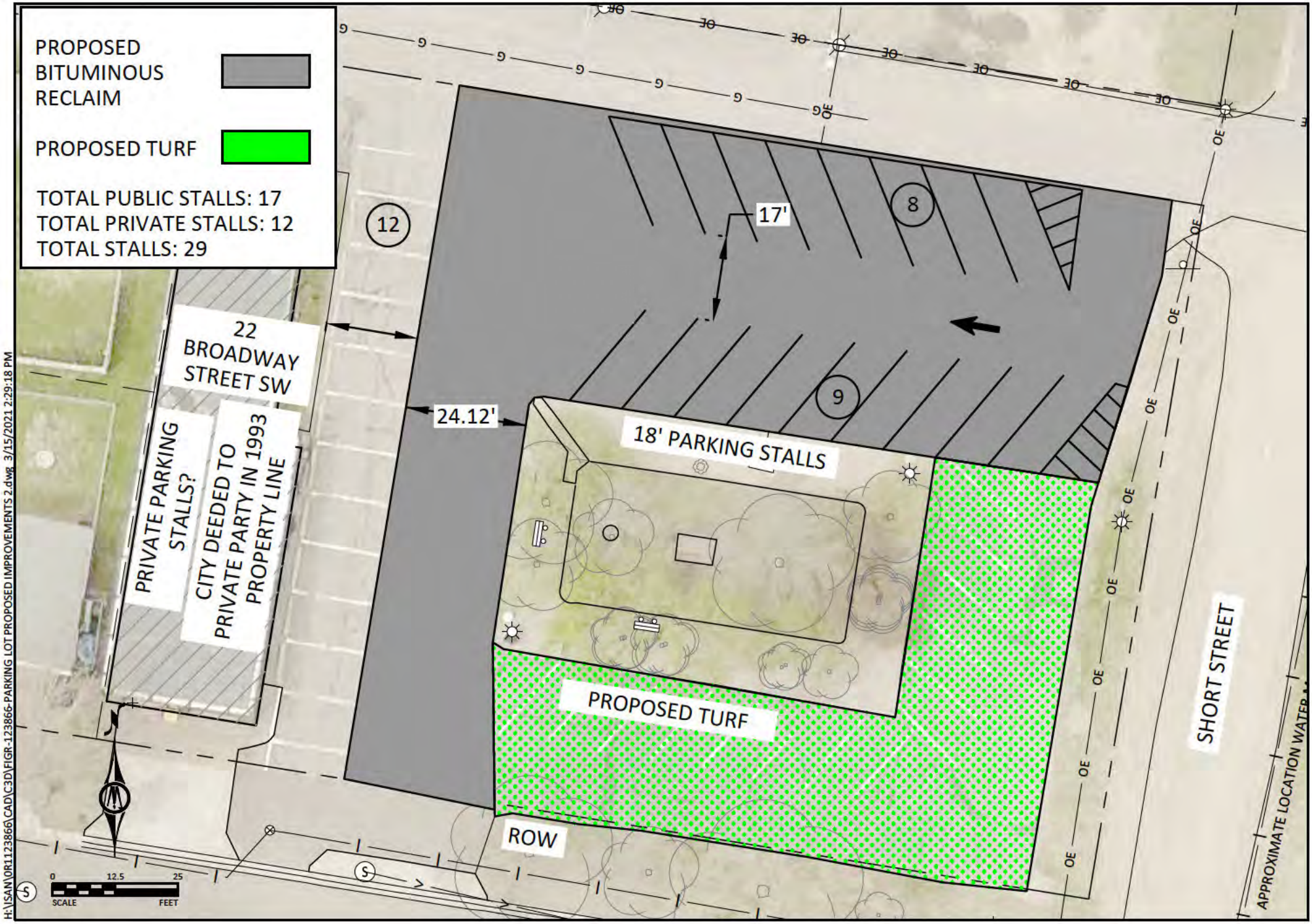


H:\SAN\0R1123867\CAD\C3D\123867 C BASE N1.dwg 3/15/2021 9:55:16 AM

EAGLE PARK IMPROVEMENTS
ISANTI, MN

FIGURE 2 - PROPOSED IMPROVEMENTS (EXPANDED TURF)
MARCH 2021

BOLTON & MENK



RESOLUTION 2021-XXX

AWARDING THE BID FOR THE MAIN STREET RECONSTRUCTION PROJECT

WHEREAS, the City has planned for the Main Street Reconstruction Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, the funding for this project is, in part, planned to use State Aid funds, and special assessments following the MS 429 process; and,

WHEREAS, The bid documents included Heritage Boulevard Walk as Alternate No 1 and Eagle Park Parking lot as Alternate No 2; and,

WHEREAS, a public bid opening was held on June 3rd, 2021; and,

WHEREAS, six bids were received; and,

WHEREAS, The City has elected to award the Base bid +_____; and,

WHEREAS, _____ was the responsible low bidder with a bid of $_____; 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 "Main Street Reconstruction" including Alternate _____ to _____ in the amount of _____.

2) Funding for the project shall come from Municipal State Aid funds, Special Assessments, and general funds.

This resolution was duly approved by the Isanti City Council this 15th day of June 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

City of Isanti

Gross Payroll	110,548.53
Social Security & Medicare	6,213.62
Public Employees Retirement	10,655.24
Total City Expense	127,417.39

Pay Date 6/11/2021

Pay Period 12 (5/23-6/5/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/28/2021	56032	120	CONNEXUS ENERGY	609-20200	750.00
Grand Totals:						750.00

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/02/2021	56033	2873	ADAPCO LLC	101-20200	432.50
06/21	06/02/2021	56034	3038	ALLIANCE BUILDING CORPORATION	609-20200	263,092.05
06/21	06/02/2021	56035	2030	ARTISAN BEER COMPANY	609-20200	107.00
06/21	06/02/2021	56036	53	BELLBOY CORPORATION	609-20200	3,238 95
06/21	06/02/2021	56037	9	BERNICKS PEPSI-COLA	609-20200	3,303.46
06/21	06/02/2021	56038	2020	BOYLE, EUGENE	101-20200	2,243 20
06/21	06/02/2021	56039	1629	CITY OF ISANTI	226-20200	19,282.81
06/21	06/02/2021	56040	918	CRYSTAL SPRINGS ICE	609-20200	411.98
06/21	06/02/2021	56041	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,991 25
06/21	06/02/2021	56042	2720	DEFIANT DISTRIBUTORS	609-20200	1,075.18
06/21	06/02/2021	56043	613	E H RENNER & SONS	601-20200	33,802.01
06/21	06/02/2021	56044	385	FEDERATED CO-OPS INC	101-20200	134.17
06/21	06/02/2021	56045	2028	FURTHER	861-20200	35.00
06/21	06/02/2021	56046	2830	GDO LAW	101-20200	4,083 33
06/21	06/02/2021	56047	739	HACH COMPANY	601-20200	75.24
06/21	06/02/2021	56048	1563	ISANTI ELECTRIC INC	602-20200	1,329.73
06/21	06/02/2021	56049	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,558 51
06/21	06/02/2021	56050	5	KAWALEK TRUCKING	609-20200	200.80
06/21	06/02/2021	56051	17	MCDONALD DISTRIBUTING CO	609-20200	14,416.85
06/21	06/02/2021	56052	616	MENARDS - CAMBRIDGE	226-20200	348.04
06/21	06/02/2021	56053	2080	MVTL LABORATORIES INC	602-20200	181.94
06/21	06/02/2021	56054	3051	PAUL EMMERICH CONSTRUCTION	505-20200	6,000 00
06/21	06/02/2021	56055	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,916 25
06/21	06/02/2021	56056	1113	RJM DISTRIBUTING INC	609-20200	519.60
06/21	06/02/2021	56057	2396	SOUTHERN GLAZERS OF MN	609-20200	4,488 87
06/21	06/02/2021	56058	73	STAR	101-20200	7.18
06/21	06/02/2021	56059	3050	STERNGBERG LANTERNS, INC	920-20200	8,340 00
06/21	06/02/2021	56060	2614	SW WOLD CONSTRUCTION INC	505-20200	16,000.00
06/21	06/02/2021	56061	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
06/21	06/02/2021	56062	626	THE WINE COMPANY	609-20200	457.00
06/21	06/02/2021	56063	686	VERIZON WIRELESS	101-20200	1,551 07
06/21	06/02/2021	56064	42	VIKING COCA-COLA BOTTLING CO	609-20200	378.81
06/21	06/02/2021	56065	1286	VINOCOPIA INC	609-20200	277.50
06/21	06/02/2021	56066	4	WATSON CO INC	609-20200	2,852.65
06/21	06/02/2021	56067	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938 00
06/21	06/02/2021	56068	780	WINE MERCHANTS	609-20200	680.00
Grand Totals:						413,369.93

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/09/2021	56069	1231	ACE SOLID WASTE INC	101-20200	3,166.70
06/21	06/09/2021	56070	2343	ADVANTAGE SIGNS & GRAPHICS INC	101-20200	125.70
06/21	06/09/2021	56071	953	ALL AMERICAN TITLE CO INC	601-20200	18.78
06/21	06/09/2021	56072	3052	ANGELAS PAINTING LLC	920-20200	2,525 00
06/21	06/09/2021	56073	692	ARC IRRIGATION LLP	101-20200	405.00
06/21	06/09/2021	56074	53	BELLBOY CORPORATION	609-20200	4,873.11
06/21	06/09/2021	56075	2853	BENEFIT EXTRAS INC	609-20200	33.00
06/21	06/09/2021	56076	9	BERNICKS PEPSI-COLA	609-20200	930.05
06/21	06/09/2021	56077	2319	BREAKTHRU BEVERAGE OF MN	609-20200	6,923.13
06/21	06/09/2021	56078	2221	C & L DISTRIBUTING	609-20200	553.95
06/21	06/09/2021	56079	1792	CARLOS CREEK WINERY	609-20200	1,386 00
06/21	06/09/2021	56080	3054	CARPENTER, BRIDGET	601-20200	73.90
06/21	06/09/2021	56081	1198	CENTER POINT ENERGY	601-20200	1,400.71
06/21	06/09/2021	56082	1822	CENTURYLINK BUSINESS SERVICES	101-20200	17.17
06/21	06/09/2021	56083	2751	CMS MONITORING	101-20200	60.00
06/21	06/09/2021	56084	918	CRYSTAL SPRINGS ICE	609-20200	565.86
06/21	06/09/2021	56085	8	DAHLHEIMER DISTRIBUTING CO	609-20200	41,523.30
06/21	06/09/2021	56086	484	EKLUND AG SERVICE	101-20200	90.00
06/21	06/09/2021	56087	2028	FURTHER	861-20200	600.00
06/21	06/09/2021	56088	134	GOPHER STATE ONE-CALL INC	601-20200	187.65
06/21	06/09/2021	56089	2761	GRATITUDE FARMS	101-20200	250.00
06/21	06/09/2021	56090	160	HAWKINS INC	602-20200	11,328.09
06/21	06/09/2021	56091	2302	HOME SECURITY ABSTRACT & TITLE CO	601-20200	22.27
06/21	06/09/2021	56092	2209	INNOVATIVE OFFICE SOLUTIONS INC	108-20200	148.87
06/21	06/09/2021	56093	1563	ISANTI ELECTRIC INC	920-20200	2,488 00
06/21	06/09/2021	56094	2574	ITL PATCH COMPANY INC	101-20200	111.00
06/21	06/09/2021	56095	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,969.41
06/21	06/09/2021	56096	5	KAWALEK TRUCKING	609-20200	212.40
06/21	06/09/2021	56097	1479	LOFFLER	108-20200	119.99
06/21	06/09/2021	56098	17	MCDONALD DISTRIBUTING CO	609-20200	23,718.00
06/21	06/09/2021	56099	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
06/21	06/09/2021	56100	2978	MILBANK WINWATER WORKS	601-20200	9,380 00
06/21	06/09/2021	56101	2208	MINNESOTA EQUIPMENT INC	101-20200	94.04
06/21	06/09/2021	56102	823	MINNESOTA WISCONSIN PLAYGROUND	920-20200	79,814.00
06/21	06/09/2021	56103	2992	NEXTERA COMMUNICATIONS	108-20200	496.89
06/21	06/09/2021	56104	1821	NORTH AMERICAN TITLE CO	601-20200	30.85
06/21	06/09/2021	56105	1279	NOVAK-FLECK INC	505-20200	20,000.00
06/21	06/09/2021	56106	283	OLSON POWER & EQUIPMENT	101-20200	30.33
06/21	06/09/2021	56107	2553	O'REILLY	101-20200	57.73
06/21	06/09/2021	56108	2288	PARTNERS TITLE	601-20200	68.56
06/21	06/09/2021	56109	2288	PARTNERS TITLE	601-20200	100.00
06/21	06/09/2021	56110	617	PAUSTIS & SONS	609-20200	397.42
06/21	06/09/2021	56111	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,422 37
06/21	06/09/2021	56112	2130	PROGRESSIVE BUILDERS	505-20200	30,000.00
06/21	06/09/2021	56113	1455	RAILROAD MANAGEMENT CO	601-20200	569.70
06/21	06/09/2021	56114	3055	RUM RIVER CONSTRUCTION CONSULTANTS	101-20200	3,315 00
06/21	06/09/2021	56115	2518	SEMLER HOMES	505-20200	22,000.00
06/21	06/09/2021	56116	2001	SHRED-N-GO INC	101-20200	198.29
06/21	06/09/2021	56117	1361	STAPLES ADVANTAGE	603-20200	199.99
06/21	06/09/2021	56118	73	STAR	609-20200	80.00
06/21	06/09/2021	56119	2156	SUMMIT FIRE PROTECTION	101-20200	268.25
06/21	06/09/2021	56120	2598	T.A. SCHIFSKY & SONS INC	101-20200	636.16
06/21	06/09/2021	56121	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/09/2021	56122	1503	THE AMERICAN BOTTLING COMPANY	609-20200	166.50
06/21	06/09/2021	56123	97	TOTAL CONTROL SYSTEMS INC	602-20200	20,048.69
06/21	06/09/2021	56124	1820	URBANS HARDWARE INC	602-20200	219.42
06/21	06/09/2021	56125	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
06/21	06/09/2021	56126	42	VIKING COCA-COLA BOTTLING CO	609-20200	454.95
06/21	06/09/2021	56127	2833	WATERMARK TITLE AGENCY	601-20200	43.68
06/21	06/09/2021	56128	4	WATSON CO INC	609-20200	1,985 90
06/21	06/09/2021	56129	780	WINE MERCHANTS	609-20200	486.00
06/21	06/09/2021	56130	1623	YERIGAN, KRISTI	603-20200	69.66
Grand Totals:						303,262.01

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

RESOLUTION 2021-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR ST. ELIZABETH ANN SETON

WHEREAS, the City has received an application for exempt gambling permit from St. Elizabeth Ann Seton to hold an event on August 22, 2021 at 207 Co Rd 23 NW, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is more than $1,500.00 for the event and will require state approval; 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, Donald Joseph Wagner, 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 applications for an exempt gambling permits is approved for the following date: August 22, 2021 at Elizabeth Ann Seton Church;

This Resolution is hereby approved by the Isanti City Council this 15th day of June 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

A Community For Generations.
Isanti

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: June 15, 2021

Subject: Resolution 2021-XXX Accepting Quote and Authorizing to Enter into a Contract for Fire Extinguisher and Fire Protection Services

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Background:
Council authorized staff to advertise for proposals for cleaning services on May 18th, 2021. Staff received one proposal from Summit Fire Protection.

Recommendation:
Staff is recommending to enter into a two-year contract with Walz Enterprises for cleaning services as they are lower overall for services per the specifications outlined in the request for proposal.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- Resolution 2021-XXX Accepting Quote and Authorizing to Enter into a Contract for Fire Extinguisher and Fire Protection Services
- Quote

RESOLUTION 2021-XXX

ACCEPTING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR FIRE EXTINGUISHER AND FIRE PROTECTION SERVICES

WHEREAS, the City of Isanti has determined it is in the city's best interest to receive quotes for fire extinguisher and fire protection services from qualified contractors for City buildings and facilities as outlined in the attached Specifications for Services; and

WHEREAS, an ad was placed in the official newspaper requesting quotes for fire extinguisher and fire protection services; and,

WHEREAS, one quote for fire extinguisher and fire protection services from a qualified contractors were received by the due date;

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

1. The City Council hereby awards the quote to Summit Fire Protection as the lowest responsible quoter.
2. That the City Administrator is hereby authorized to enter into a contract with Summit Fire Protection for the provision of fire extinguisher and fire protection services for the City of Isanti for a six-year period starting July 1, 2021 and ending June 30, 2027, unless terminated sooner as provided in the contract.
3. That a copy of the said contract is attached to this resolution that provides for the responsibilities of both parties for the service.
5. Any issues that may arise between the Contractor and City shall be managed by the City Administrator.

This resolution was duly adopted by the Isanti City Council this 15th day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI REQUEST FOR PROPOSAL FIRE EXTINGUISHER AND FIRE PROTECTION SERVICES QUOTE WORKSHEET

All categories must be completed to be considered in the award of the quote per the attached specifications.

I (we) submit the following quote for fire extinguisher and fire protection services for the City of Isanti.

FIRE SPRINKLER SYSTEM INSPECTION SERVICES

Facility	Annual Cost
Isanti City Hall	$ 236.25
Isanti Community Center	$ 236.25
Isanti Police/ Fire Department	$ 236.25
Isanti Indoor Arena	$ 236.25
Isanti Liquor Store	$ 236.25 If Applicable
Public Works Buildings	$ 236.25 If Applicable

Fire Suppression/ Sprinkler System Repair	Hourly Rates
Regular Rate (Monday to Friday 8:00 a.m. to 4:30 p.m.	$ 105.00
Overtime Rate (After Hours)	$ 150.00
Overtime Rate (Weekends/ Holidays)	$ 170.00

Materials- System Repairs	
Materials Cost Plus Percentage Mark-Up	10 %
Annual Rate Adjustment	3 %

*An invoice that shows vendor material costs plus mark-up shall be submitted to the City.

FIRE EXTINGUISHER SERVICES

Annual Inspection Service of City Extinguishers

Annual Service:	
2.5 lb. Dry Chemical	$ 4.25
5 lb. Dry Chemical	$ 4.25
10 lb. Dry Chemical	$ 4.25
6 lb. Wet Chemical	$ 4.25

6 Year Maintenance/ Tear Down:	
2.5 lb. Dry Chemical	$ 27.50 Includes recharge
5 lb. Dry Chemical	$ 35.50 Includes recharge
10 lb. Dry Chemical	$ 38.50 Includes recharge
6 lb. Wet Chemical	$ N/A

12 Year Hydrostatic Test:	
2.5 lb. Dry Chemical	$ 43.00 Includes recharge
5 lb. Dry Chemical	$ 49.50 Includes recharge
10 lb. Dry Chemical	$ 54.00 Includes recharge
6 lb. Wet Chemical	$ 144.00 Includes chemical agent charge

Recharge:	
2.5 lb. Dry Chemical	$ 24.50
5 lb. Dry Chemical	$ 31.00
10 lb. Dry Chemical	$ 35.50
6 lb. Wet Chemical	$ 132.00 Includes chemical agent charge

Mobile Charges Per Visit/ Building/ Location	
Isanti City Hall	$ 14.00
Isanti Community Center	$ 14.00
Isanti Police/ Fire Department	$ 14.00
Isanti Indoor Arena	$ 14.00
Isanti Liquor Store	$ 14.00
Public Works Buildings	$ 14.00

Total Annual Inspection Quote $ 716.00

SERVICING OF PUBLIC EXTINGUISHERS

Service:	
2.5 lb. Dry Chemical	$ 8.00
5 lb. Dry Chemical	$ 8.00
10 lb. Dry Chemical	$ 8.00

6 Year Maintenance/ Tear Down:	
2.5 lb. Dry Chemical	$ 27.50 Includes recharge
5 lb. Dry Chemical	$ 35.50 Includes recharge
10 lb. Dry Chemical	$ 38.50 Includes recharge

Recharge:	
2.5 lb. Dry Chemical	$ 24.50
5 lb. Dry Chemical	$ 31.00
10 lb. Dry Chemical	$ 35.50

Total Public Service Quote $ 216.50

Proposal submitted by: (Please Print)

Summit Fire Protection
Company Name

651-288-0787
Phone Number

575 Minnehaha Ave West
Mailing Address

St. Paul, Minnesota 55103
City, State Zip code

Robert Allee
Contact Person/Person Submitting Proposal

rallee@summitfire.com
Email

Signature of Person Submitting Proposal

6/8/2021
Date

REFERENCES:

Commercial References: Please print or type.

Jim Meier
Contact Name

Certainteed
Company Name

Address

[redacted]
Phone Number

David Galloway
Contact Name

Concordia University
Company Name

Address

[redacted]
Phone Number

Dan Kocher
Contact Name

Kocher Construction (BNSF)

Company Name

Address

[redacted]

Phone Number

RESOLUTION 2021-XXX

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, only one quote was received;

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 **First Rate Outdoors LLC** for the 2021 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 **First Rate Outdoors LLC** for the 2021 mowing season.
3. That **First Rate Outdoors LLC** provides a Certificate of Compliance as required under the Minnesota Workers' Compensation Law (if required).
4. That **First Rate Outdoors 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 2021 Growing Season constitutes a contract with the City of Isanti for said services. Mowing rates are listed in Attached Quotation.
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 is hereby approved by the Isanti City Council this 15th day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

2021 REQUEST FOR QUOTATION
For Nuisance Weed Abatement on Private Property

Company Name/Address:

First-Rate Outdoors LLC

[redacted]

Phone: [redacted] Email address: [redacted]

Quotations will be received until 12:00 pm on Friday, MAY 28th, 2021. 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 2021 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.

- 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** $ 80.00

2. **Mobilization Fee** (if owner has cut) $ 30.00

3. **Base Fee Plus Hourly Mowing Fee for Large Tracts*** $ 150.00

*The City reserves the right to consider this quote separately

Please provide a list of EQUIPMENT available to fulfill requirements of contract:

1. Hustler Super Z Hyperdrive 60" 35 HP
2. Husqavarna MZ 54"
3. DR All-Terrain Walk Behind Brush cutter

Please provide 3 references that you provided commercial mowing services in 2019.
(Name/Contact Information)

1. J Bebeau LLC [redacted] (Platinum Land)
2. Joes Custom Cabinetry - Dory otto [redacted]
3. Mark Blanketship [redacted]

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: Walter Flehr Date: 5-27-2021

Firm Name: First-Rate outdoors LLC

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:

Jaden Strand, City Clerk
City of Isanti
P.O. Box 428
Isanti, MN 55040

For further information or questions, please call: (763) 444-5512.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: June 15, 2021
Subject: Resolution 2021-XXX Approving the Extension of Recording the Final Plat for Fairway Greens North Phase I

Background:
At the January 19, 2021 City Council meeting, the Council approved the Preliminary Plat and Planned Unit Development for Fairway Greens North with conditions. The Final Plat for Phase I was approved on April 6, 2021 for 56 lots. The applicant Home Pride, Inc has requested an extension on recording the plat, as bids are hard to secure right now and they are working out some things with their Engineer. City Code required final plats to be recorded within 90-days of approval, the Council may extend that time period on request.

Request:
Consider resolution 2021- XXX approving an extension of recording the final plat for Fairway Greens North Phase I

Attachments:
- Resolution 2021-XXX

RESOLUTION 2021-XXX

APPROVING THE EXTENSION OF RECORDING OF THE FINAL PLAT FOR FAIRWAY GREENS NORTH PHASE I

WHEREAS, Home Pride Inc. has an approved final plat known as Fairway Greens North Phase I consisting of 56 residential lots; and,

WHEREAS, a Development Agreement for Fairway Greens North Phase I has been approved by the City Council of the City of Isanti; and,

WHEREAS, Subdivision Ordinance 536, Article 6, Subdivision 1 (I) requires all plats shall be recorded with the County Recorder's Office within ninety days after the date of approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the extension for 6 months to record the plat.

This Resolution hereby approved by the City Council of the City of Isanti this 15th day of June 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE OFFER FOR KEVIN MORELLI IN THE POSITION OF LIQUOR STORE MANAGER

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, exempt, Liquor Store Manager position with full benefits package; and,

WHEREAS, Kevin Morelli is selected as the most qualified candidate for the open Liquor Store Manager position and Employment Agreement is in EXHIBIT A; and,

WHEREAS, the candidate's offer is contingent on successfully passing a background investigation and reference check;

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

1. That Human Resources has offered the Liquor Manager position to Kevin Morelli and that he is eligible to start in that position on July 6, 2021 after successfully passing a background investigation and reference check.

2. That Kevin shall start at Step 7 of the wage scale $81,3250.50 annually, $39.09 per hour.

3. That Kevin will start with 80 hours of banked vacation that will be ineligible for payout if separation of employment occurs in the first year by employee or employer's discretion.

4. That Kevin will accrue vacation at year two (2) in the current Personnel Policy.

5. That Human Resources is directed to complete all required documentation for the completion of employment offer and place a copy of this resolution in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 15th day of June 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

EXHIBIT A

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into on July 6, 2021 by and between the City of Isanti, Minnesota, a municipal corporation, herein called EMPLOYER, and Kevin Morelli, herein called EMPLOYEE. This Agreement shall become effective on the EMPLOYEE'S first day of employment of July 6, 2021.

EMPLOYER desires to employ the services of Kevin Morelli as Liquor Store Manager for the City of Isanti as provided by applicable Minnesota law and applicable ordinances of the City of Isanti, Minnesota.

It is the desire of the EMPLOYER to employ the EMPLOYEE and it is the EMPLOYEE's desire to accept employment from the EMPLOYER on the terms and conditions as set forth herein.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE EMPLOYER AND EMPLOYEE AGREE AS FOLLOWS:

1. Duties. As authorized pursuant to the provisions of Minnesota Statutes Section §412.111, the EMPLOYER hereby agrees to employ EMPLOYEE as Liquor Store Manager of the City of Isanti to perform the functions and duties as specified in the job description for the position of Liquor Store Manager of the City of Isanti, as approved by the City Council, and as the same may be amended from time to time.

2. Term. The EMPLOYEE's employment shall be for an indefinite term at the will of the EMPLOYER. The terms of this contract shall be applicable from July 6, 2021 and until termination of the employment relationship, or until amended by subsequent agreement approved by action of the City Council of the City of Isanti and signed by both EMPLOYER and EMPLOYEE.

3. Employment at Will. The EMPLOYEE is employed at the will of the EMPLOYER, and therefore may be terminated at any time with or without cause upon, except as hereinafter provided, not less than 30 days' written notice from EMPLOYER to EMPLOYEE. EMPLOYER may however, in EMPLOYER's sole discretion, terminate the EMPLOYEE without any prior notice for misconduct, defined as follows:

A. Conduct by the EMPLOYEE resulting in criminal charges against the EMPLOYEE (except for petty misdemeanor traffic violations); or

B. EMPLOYEE's refusal to obey a lawful directive of EMPLOYER; or

C. Acts by the EMPLOYEE intended to cause injury to the EMPLOYER.

The EMPLOYEES probationary period shall be six (6) months, unless extended for a specified period not to exceed six (6) additional months. Notwithstanding the provision for thirty (30) day notice prior to termination, the EMPLOYER shall have the right to terminate employment with the EMPLOYEE with or without cause at any time during the EMPLOYEES probationary period without the requirement that said thirty (30) days' notice be given.

4. Salary. EMPLOYER agrees to pay EMPLOYEE for services rendered pursuant to this contract wages calculated on an annual base salary of step 7 in the amount of $81,325.50 payable in installments at the same time as other payroll employees of the EMPLOYER are paid. Subsequent annual step salary increases, as applicable, shall be contingent upon on a satisfactory annual performance review and current personnel policy. Cost of living salary adjustments, if any, shall be subject to approval by the City Council.

5. Vacation, Sick Leave and Insurance Benefits. The EMPLOYEE shall be entitled to 80 hours of vacation banked that is ineligible for payout in the event of separation in the first year of employment by either the EMPLOYEE or the EMPLOYER effective one year from the date of this agreement. The EMPLOYEE shall earn vacation at an accrual rate equivalent to 96 hours per year (two-year rate).

Sick leave, insurance and other employee benefits shall be provided as prescribed by the EMPLOYER's current personnel policy.

6. Performance Appraisal. The City Administrator, shall review and evaluate the performance of EMPLOYEE at least once annually per current personnel policy, preferably prior to November 1st of each year. Following completion of each such performance appraisal the EMPLOYEE shall be given a summary thereof.

7. Retirement Benefits. The EMPLOYEE shall be entitled to participate in the accrual of retirement benefit contributions as prescribed for public employees under PERA, and/or under any other retirement program, if any, which may now or hereafter be available pursuant to and consistent with any applicable state or federal laws and EMPLOYER's personnel policy.

8. Personnel Policy. Except where specifically abridged or modified by this Agreement, the EMPLOYEE shall be subject to all terms and provisions of the EMPLOYER's personnel policies as set forth in the EMPLOYER's personnel policy manual. If any provision of this manual conflicts with a provision in this contract, then the contractual provision shall prevail.

9. Professional Development. The EMPLOYER agrees, subject to annual budget approval and subject to preauthorization of the City Administrator and/or City Council, to pay all necessary and reasonable expenses of EMPLOYEE for short courses, institutes and seminars that are, in the opinion of both EMPLOYER and EMPLOYEE necessary for professional development of EMPLOYEE.

10. Professional Membership. During the term of employment, EMPLOYER will pay EMPLOYEE's annual regular membership dues for EMPLOYEE's ongoing membership in the Minnesota Municipal Beverage Association as the same become due and payable.

11. Severability. Should any provision of this agreement be held unlawful by a Court of competent jurisdiction; all other provisions of this agreement shall remain in force for the duration of the agreement.

12. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

EMPLOYER	EMPLOYEE
City of Isanti 110 First Ave. NW P.O. Box 428 Isanti, MN 55040	Kevin Morelli [redacted] [redacted]

Alternatively, notices required pursuant to this agreement may be personally served as prescribed by the Minnesota Rules of Civil Procedure. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States mail.

13. Council Approval. This Employment Agreement is subject to approval by the City Council of the City of Isanti, Minnesota.

IN WITNESS WHEREOF, the EMPLOYER has caused this agreement to be signed and executed on its behalf by the Mayor and City Administrator, and the EMPLOYEE has signed and executed this agreement as of the day and year first above written.

EMPLOYER

City of Isanti, Minnesota

By:_____
Mayor Jeff Johnson
Its Mayor

By:_____
Josi Wood
Its City Administrator

EMPLOYEE

_____
Kevin Morelli

RESOLUTION 2021-XXX

APPROVING NEW POSITION: PART-TIME POLICE SECRETARY

WHEREAS, new positions must be approved by City Council per current Personnel Policy and was adopted in the 2021 budget, and;

WHEREAS, the new position amends the City's Organization Chart to include a part-time Police Secretary within the Isanti Police Department, and;

WHEREAS, the job description attached in EXHIBIT A and wages are the same as the current Police Secretary position;

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

The new position shall consist of the follow:

1) Part-time - 20 hours per week
2) Not eligible for benefits
3) Non-union
4) Points range: Grade 9 (162)

$21.77	$22.42	$23.09	$23.78	$24.49	$25.22	$25.97	$26.75	$27.56
Step 1								Step 9

This Resolution is hereby adopted by the Isanti City Council this 15th day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

City of Isanti
POSITION DESCRIPTION

POLICE SECRETARY

DEPARTMENT: **Police**
FLSA CLASSIFICATION: **Non-Exempt**
REPORTS TO: **Chief of Police**
SUPERVISES: **None**

DEFINITION: The Police Secretary provides clerical functions and administrative support for the Police Department to ensure operational efficiency. They perform highly responsible and confidential secretarial duties for the Police Chief and other staff of the Police Department as directed. The Police Secretary manages all Police related records in accordance to data retention.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

Greet the public as they enter the department and assist with questions or complaints.
Assist the Chief of Police with new hires, BCA and records management and security training.
Answer phones and assist citizens with questions or complaints.
Type correspondence and process reports, statements, letters, memos, documentation etc.
Process all citations to courts and prosecuting authorities.
Process search warrants electronically.
Process all Part A and Part B offenses to the State and Federal Bureau of Investigation.
Code, input incident reports, transfer information to BCA (CJRS).
Maintain police files, records, and related documents and ensure accuracy.
Process and review requests for LE data/ reports
Review and Process requests for discovery from prosecution and/or defense.
Provide all services for 'Bad Checks', including paperwork and documentation.
Provide services for 'Record Checks' – Criminal History.
Review and make changes to the MN State ID's provided by MNCJSS daily notification.
Process Court Dispositions received by Daily Disposition Bulletin
Maintain dispositions for review of Squad and Body Cam video evidence
Manage all police records including Squad and Body video evidence for retention.
Assist Investigator with Child Maltreatment reports and MAARC reports.
Assist Code Enforcement as needed.
Place orders for supplies for the Police Department.
Process and complete background investigations and record checks.
Sorts, screens and distributes mail and emails.
Manage the inventory of office supplies, phone system set up, speed dials and set up for new hires.

Agency TAC (Terminal Agency Coordinator); liaison between agency and BCA on matters related to FBI CJIS and BCA MNJIS access. Which includes fingerprinting all users prior to access, ensure all officers are allowed access to proper applications with BCA and have completed security training prior to access of CJIS. Ensure requirements are up to date and training is documented within the records management system.
Triennial Audit with BCA (Hot file, CCH-III, Administrative audit.
Performs other related duties as assigned or apparent.

EQUIPMENT USED:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, fax machines and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge and ability to operate computers and computer software and department radios.
Knowledge and ability to maintain files and records; and knowledge of record retention.
Knowledge of Data Privacy Laws.
Knowledge of city, state and federal laws and regulations.
Ability to provide excellent written and oral communication and interpersonal skills.
Ability to have respectful interaction with coworkers, supervisor, the general public.
Ability to proactively greet customers; be friendly, professional, polite and helpful in dealing with the public and employees.
Ability to represent the City in a positive and professional manner at all times.
Ability to read maps and give directions.
Ability to produce quantity, quality and accurate work with strong attention to detail.
Ability to 10- key and type efficiently.
Ability to maintain confidentiality with private data.
Ability to organize work and utilize work time productively and multi-task.
Ability to consistently have strong customer service and a positive attitude.
Ability to work independently and as a team player.
Ability to effectively solve problems and have strong analytical skills.
Ability to perform essential functions during required hours of work**.**

MINIMUM QUALIFICATIONS:

High school degree or equivalent.
Two (2) or more years of police secretarial or records management experience.

PREFERRED QUALIFICATIONS:

Associates degree in business or related field.
Two (2) or more years in administrative role with contact with the public.
Experience in law enforcement, military or government settings

CONDITIONS OF EMPLOYMENT:

Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
Must represent the City in a respectful, professional manner with positive interactions with the public.
Must satisfactorily pass a criminal background examination.
Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is full-time Monday-Friday, hours are subject to current personnel policy. Additional hours may be required on occasion.

WORK ENVIRONMENT/PHYSICAL DEMANDS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside in an office.

Activities that will **occur continuously**, 5-8 hours: Sitting, walking, verbal communication, hearing, repetitive motions, handling, typing, light physical effort.

Activities that will **occur frequently**, 2-5 hours: problem solving, written communication, reaching, interpersonal skills, standing, pulling.

Activities that **occur occasionally**, up to 2 hours: reaching, hand/eye/foot coordination, balancing, temperature changes, loud noises.

Activities that **occur infrequently**, less than 1 hour: lifting, bending, stooping, kneeling, reaching at, above, and below shoulder level with the right, left, and both shoulders, carrying, and lifting and carrying up to 24 pounds.

This position will require the ability to drive an automobile.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

_____	_____	_____
Employee Signature	Printed Name	Date

RESOLUTION 2021-XXX

APPROVING A MUTUAL AID AGREEMENT BETWEEN THE CITY OF ISANTI AND THE CITY OF NORTH BRANCH FOR THE SHARING OF EQUIPMENT AND PERSONNEL RESOURCES

WHEREAS, an agreement has been developed pursuant to Minnesota Statutes 471.59 that authorizes the joint and cooperative exercise of powers common to contracting parties; and,

WHEREAS, the intent of the agreement is to make equipment, personnel and other resources available to a political subdivision from another political subdivision; said political subdivisions being the City of Isanti and the City of North Branch;

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

1. That the Mutual Aid Agreement Between the City of Isanti and the City of North Branch attached as 'Exhibit A' is approved.

2. The fee chart provided by North Branch for the term of the agreement is approved.

3. Mayor and City Administrator are hereby authorized to execute said document.

This resolution was duly adopted by the Isanti City Council this 15th day of June 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

City of North Branch and City of Isanti, Minnesota
Mutual Aid Agreement

Purpose
This Agreement is made pursuant to Minnesota Statutes, Section 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this Agreement is to make equipment, personnel and other resources available to governmental units from other governmental units.

Definitions

"Party" means a governmental unit as defined by Minnesota Statues, Section 471.59, subd. 1.

"Parties" shall collectively mean more than one Party.

"Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.

"Requesting Party" means a Party that requests Assistance from other Parties.

"Responding Official" means the person designated by a Party who is responsible to determine whether and to what extent that Party should provide Assistance to a Requesting Party.

"Responding Party" means a Party that provides Assistance to a Requesting Party.

"Assistance" means (Check the type of assistance that will be provided):

✓Public works personnel and equipment:
✓Law enforcement personnel and equipment:
✓Utility personnel and equipment:
✓Other personnel and equipment as listed below:
Building Inspectors, Administration, Finance, or Public Information Officer

Procedure

1. **Request for Assistance**. Whenever, in the opinion of a Requesting Official, there is a need for Assistance from other Parties, the Requesting Official may call upon the Responding Official of any other Party to furnish Assistance.

2. **Response to Request**. Upon the request for Assistance from a Requesting Party, the Responding Official may authorize and direct that Party's personnel to provide Assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party and the availability of resources.

3. **Recall of Assistance**. The Responding Official may at any time recall such Assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.

4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws Assistance.

Workers' compensation
Each Party shall be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing Assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employees or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Damage to equipment
Each Party shall be responsible for damages to or loss of its own equipment. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of the Requesting Party.

2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this Agreement.

3. For purposes of determining total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a(b), the Parties are considered a single governmental unit and the total liability of the Parties shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. § 466.04, subd. 1.

4. The intent of this subdivision is to impose on each Requesting Party a duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

5. No party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish Assistance to any other Party, or for recalling Assistance, both as described in this Agreement.

Charges to the Requesting Party

1. No charges will be levied by a Responding Party to this Agreement for Assistance rendered to a Requesting Party under the terms of this Agreement unless that Assistance continues for a period of more than 48 hours. If Assistance provided under this Agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any Assistance provided after the initial 8-hour period, including salaries, overtime, materials and supplies and other necessary expenses. The Requesting Party will reimburse the Party providing the Assistance for that amount.

2. Such charges are not contingent upon the availability of federal or state government funds.

Duration

This Agreement will be in force for a period of five years from the date of execution. Any Party may withdraw from this Agreement upon thirty (30) days written notice to the other Party or Parties to the Agreement. (Expiration Date: June 30, 2026)

Execution
Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date: _____ Entity: City of Isanti

_____
By: Jeff Johnson
Title: Mayor

_____
By: Josi Wood
Title: City Administrator

Date: _____ Entity: City of North Branch

_____
By: Jim Swenson
Title: Mayor

_____
By: Renae Fry
Title: City Administrator

Appendix A – City of Isanti Fee Schedule

Response to mutual aid: First forty-eight hours are free

After the first forty-eight hours charges will be based upon equipment and personnel as follows:

Police/Equipment	**Police Hourly Rate**
Officer & Car	$75.00
Officer	$50.00

Public Works Charges

Labor Rate – Regular Time	Per hour minimum charge of ½ hour	$40.00
Labor Rate – Over Time	Per hour minimum charge of 2 hours	$60.00
Loader (with one operator)	Per hour	$90.00
Skidsteer (with one operator)	Per hour	$75.00
Skidsteer with attachment snow blower, brush cutter, broom, grapple bucket or other (with one operator)	Per hour	$125.00
Dump Truck (with one operator)	Per hour	$85.00
Street Sweeper (with one operator)	Per hour	$85.00
Bucket Truck (two people required per OSHA included in hourly rate)	Per hour	$175.00
Progressive Mower	Per Hour	$65.00
One-ton truck (with one operator)	Per hour	$65.00
Vactor Sewer Cleaning Truck (with two operators as required by OSHA)	Per hour	$155.00
Air compressor or portable generator	Per hour	$65.00

Appendix B - City of North Branch Fee Schedule

Police Equipment	**Hourly Rate**
Officer (includes Squad Car)	$65.00

Fire Equipment	
Response Car or Grass Fire	$200.00
(If foam used)	$85.00
Response Rate – Extrication	$400.00 to Respond
Standby Emergency Rate	$100.00
Firefighter Rate	$12.00 per FF

Public Works Charges	
Air Compressor Rental w/ Labor	$100.00/Hr
Asphalt Patching	$200.00/20 Sq Ft
Grader Rental	$130.00 /Hr
Leaf Pick-up Rental	$250.00 /Hr
Leaf Truck Material	$30.00 per Load
Loader Rental	$150.00 /Hr
Mailbox Post	$78.00
Mowing & Sidewalk Clearing	$100.00/Hr
Pickup Truck Rental	$50.00/Hr
Portable Generator Rental	$150.00/Hr
Public Works Labor	$50.00/Hr
Salt	$135.00/Ton
Salt Sand - 3:1 Mix	$80.00/Ton
Septage Dumped at Sewer Plant	$50.00 per 1,000 Gallons
Sewer Jetter Rental	$200.00/Hr
Skid steer Rental	$100.00/Hr
Snow Plowing	$135.00/Hr
(Tandem Axle, Single Axle, Grader or Loader)	
Street Sign	Cost of Sign Plus 20%
Street Sign with Installation	$65.00/Sign + Cost of Sign & Materials
Street Sweeper Rental	$200.00/Hr
Tractor Rental	$125.00/Hr
Truck Rental - Single Axle	$85.00/Hr
Truck Rental - Tandem Axle	$95.00/Hr
Water Tanker Truck w/1,250 Gal Water plus cost of water	$85.00/Hr

Isanti Police Department Monthly Report

May 2021

Reported Crime	Month to Date	Year to Date
Theft	7	42
Assault	4	16
Vandalism/Damage to Property	0	22
Narcotics	2	20
Burglary	0	3
Domestics	6	29
Crim Sex	1	6
Robbery	0	0
Loud Party/Disturbance	9	23
Medical	28	152
Permit to Purchase	4	55
Security Check / Extra Patrol	351	1,997

Traffic Offenses	Month to Date	Year to Date
No Insurance	3	29
DUI	4	8
Accidents	5	37
Hit & Run	0	0
Warrant P/U	11	25
Speed	21	66
DAR/DAS	4	19
Administrative Citations (Including Speed)	10	47

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	98,380	410	2,579
Ford Explorer 224	96,384	651	3,347
Ford F150 225	45,041	782	3,769
Chevy Impala 223	99,106	317	1,089
Dodge Durango 226	32,431	2,055	6,437
Dodge Durango 227	37,681	1,467	6,273
Dodge Durango 228	16,749	1,789	9,063
Chevy Tahoe 229	6,520	1,000	6,520

CEZT REPORT MAY 2021

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD								42	32	20	11	9
NEW CASES OPENED THIS MONTH								10	12	9	2	9
NEW CRIMINAL CITATIONS ISSUED THIS MONTH									1			
NEW ADMIN CITATIONS ISSUED THIS MONTH												
OPEN CASES NOT INCL CITATIONS (End of month)								1	2	3	1	5
OPEN CRIMINAL CITATIONS END OF MONTH								5	5	4	4	4
OPEN ADMIN CITATIONS END OF MONTH												
CASES CLOSED THIS MONTH								11	10	7	6	9
CAN-Proh Animals								1				
CCV-Comm Vehicle Storage												
CDO--Dogs									1	1		2
CPA-Park & Store. 227-8								4	9	3	1	5
CSN-Snow Removal 216-2-Q										1	1	2
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass/weed length. 216-2-H								1				
Nuisance Junk/rubbish/salvage. 216-2-L								3	1	3		4
NJU--Junk/Brush												
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates. 216-2-L								1		2		
RNT-Unlicensed rental												
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence. 216								1	1	1		
Compliance Letters Mailed this month								4	8	5	1	8
Abated Properties this month												
Admin Hearings Requested												
Admin Hearings Held - positive judgement												
Criminal trials - positive judgement												

CITY OF ISANTI MONTHLY REPORT

May 2021

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	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		
ROOF / SIDING	24	89	$0.00	$0.00	$24.00	$51.00	$1,920.00	$7,120.00		
DECK	2	12	$0.00	$3,000.00	$2.00	$10.00	$600.00	$3,453.45		
LL FINISH	3	15	$0.00	$7,000.00	$3.00	$6.00	$900.00	$3,678.88		
REMODEL / ADDITION	0	2	$0.00	$15,650.00	$0.00	$2.50	$0.00	$598.20		
GARAGE / SHED	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
MISCELLANEOUS	24	79	$0.00	$65,000.00	$24.50	$34.50	$2,752.50	$8,702.50		
SINGLE DWELLINGS	10	33	$1,399,350.00	$6,010,675.00	$1,007.92	$2,062.42	$26,317.20	$88,894.70		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	15	63	$0.00	$0.00	$15.00	$31.00	$1,125.00	$4,645.00		
PLUMBING	16	61	$0.00	$0.00	$16.00	$31.00	$1,264.00	$5,000.00		
RESIDENTIAL TOTAL	**94**	**355**	**$1,399,350.00**	**$6,101,325.00**	**$1,092.42**	**$2,228.42**	**$34,878.70**	**$122,172.73**		
COMMERCIAL										
NEW BUILDINGS	1	1	$1 918 900.00	$1 918 900.00	$959.45	$959.45	$0.00	$0.00		
REMODEL / ADDITION	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
PLUMBING	1	3	$0.00	$0.00	$0.00	$5.40	$25.00	$211.00		
MECHANICAL	1	1	$0.00	$0.00	$0.00	$0.00	$30.00	$30.00		
ROOF / SIDING	0	2	$0.00	$15 150.00	$0.00	$0.00	$0.00	$1 728.50		
MISCELLANEOUS	8	36	$641 400.00	$673 390.00	$318.70	$323.70	$8 246.20	$11 847.40		
COMMERCIAL TOTAL	**11**	**43**	**$2,560,300.00**	**$2,607,440.00**	**$1,278.15**	**$1,288.55**	**$8,301.20**	**$13,816.90**		
RESIDENTIAL/COMMERCIAL TOTAL	**105**	**398**	**$3,959,650.00**	**$8,708,765.00**	**$2,370.57**	**$3,516.97**	**$43,179.90**	**$135,989.63**	**$70,125.00**	**$216,446.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 5/31/2021**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	166	15	0	0	$7 722 597.00	$83 769.60	$47 615.00
2015	173	15	0	0	$3 543 216.06	$61 746.72	$63 864.00
2016	248	38	0	3	$13,140,698.67	$170,424.58	$457,904.88
2017	270	34	0	1	$6,583,948 50	$110,031 67	$267,654 80
2018	262	37	0	0	$7,265,883.45	$123,287.28	$191,326.00
2019	233	27	0	0	$6,306,224.02	$106,643.65	$146,834.00
2020	265	35	0	0	$4,318,586.52	$96,993.67	$151,598.00
2021	398	33	0	1	$8,708,765.00	$135,989.63	$216,446.00

MONTHLY COMPARISON FOR 2021

Month	# Permits	Permit Value	Permit Fees
January	37	$264,490.00	$6,998.43
February	81	$1,945,632.00	$33,478.30
March	72	$404,636.00	$14,179.50
April	101	$2,134,357.00	$37,993.50
May	105	$3,959,650.00	$43,179.90
June	2	$0.00	$160.00
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	398	$8 708 765.00	$135 989.63

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 9, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.123130

Please find listed below a status report of the current projects in the City of Isanti:

1) Liquor Store Site

Sewer, water, storm sewer, and site grading are complete. Building footings are also complete. Parking lot curb & gutter are scheduled to be completed this month. Building framing is also scheduled to begin.

2) Main Street Reconstruction

The project was bid on June 3, 2021. A recommendation of award will be brought to the council for consideration at the June 15, 2021 meeting.

3) Eagle Park Parking Lot Reconstruction

The project was bid as an alternate with the Main Street project on June 3, 2021. A recommendation of award will be brought to the council for consideration at the June 15, 2021 meeting.

4) Heritage Walk Improvements

The project was bid as an alternate with the Main Street project on June 3, 2021. A recommendation of award will be brought to the council for consideration at the June 15, 2021 meeting.

5) 2021 Pavement Management Project

The project was bid on June 3, 2021. A recommendation of award will be brought to the council for consideration at the June 15, 2021 meeting.

6) 2021 Storm System Management Project

This project has been awarded to DW Companies. They are scheduled to begin work on Whiskey Road later this month.

7) 6th Avenue Rehabilitation

Punchlist items will be completed this spring. Sod will be maintained by the contractor through May 15, 2021.

Bolton & Menk is an equal opportunity employer.

8) Legacy Pines 2nd & 3rd Additions

Punchlist items will be addressed in the spring on 2nd Addition. Final pavement surfaces will be completed this month on 3rd Addition Phases 1 & 2. 3rd Addition Phase 3 has installed utilities, curb & gutter, and first lift of pavement.

9) Fairway Greens South Development

A new development is proposed to extend Wendover Street NE. The project is planned for construction this summer/fall.

10) Fairway Greens North Development

A new development is proposed to extend to the NE along 7th Avenue from Cajima Street near the Arts & Science Academy. The first addition is planned for construction this summer.

11) Caribou Coffee

The Caribou Coffee project at the intersection of 5th Avenue NE & Main Street is scheduled to be constructed this summer.

12) MS4 Implementation

We assisted the City with completing the MS4 permit application and will continue to assist the City as requested to meet MS4 requirements.

Please contact me if you have any questions.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 6, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes
1. June 15, 2021- Regular Meeting of the City Council
2. June 15, 2021- Committee of the Whole Meeting
3. May 18, 2021- Planning Commission Meeting
4. April 27, 2021- Parks, Recreation and Culture Board Meeting Minutes

H. Announcements

1. Committee of the Whole	Tuesday, July 20, 2021 at 5:00 p.m.
2. City Council Meeting	Tuesday, July 20, 2021 at 7:00 p.m.
3. Budget Work Session	Tuesday, July 20, 2021 *(Immediately following the City Council Meeting)*
4. Planning Commission Meeting	Tuesday, July 20, 2021 *(Immediately following the Budget Work Session)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Interview Applicant for Vacant Parks, Recreation and Culture Board Seat

<u>City Administrator Josi Wood</u>
2. Resolution 2021-XXX Approving a Special Event Permit Application for Rum River BMX MN State Series Finals
3. Resolution 2021-XXX Approving a Special Event Permit Application for Ally's Walk for Kleefstra
4. Resolution 2021-XXX Approving a Special Event Permit Application for Rum River BMX MN State Qualifier Event
5. Resolution 2021-XXX A Resolution Approving the Site Plans for a Manufacturing Building for BP Metals at 825 East Dual Blvd NE
6. Ordinance-XXX Amending the City Zoning Ordinance, Section 13, Article 2, Subdivision 210: Wind Energy Conversion Systems
7. Ordinance-XXX Amending Chapter 87, Keeping of Certain Animals to Allow Ducks
8. Development Agreement Fairway Greens South Discussion

City Engineer Jason Cook

9. Resolution 2021-XXX Approving the Addition of Sidewalks on 3rd Ave NW

L. Approve Consent Agenda

1. Consider Payroll in the Amount of $114,720.51, Accounts Payable in the Amount of $649,611.62, and Second Quarter Payroll for Council/ Boards/ Commissions in the Amount of $9,359.37
2. Resolution 2021-XXX Approving Application for a Local Gambling Permit for Pheasants Forever, INC Legendary Longtails (MN) Chapter #962
3. Resolution 2021-XXX Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for August 15th, 2021
4. Resolution 2021-XXX Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for August 28th and 28th, 2021
5. Resolution 2021-XXX Approving a Mutual Aid Agreement Between the City of Isanti and the City of Princeton for the Sharing of Equipment and Personnel Resources
6. Resolution 2021-XXX Approving a Mutual Aid Agreement Between the City of Isanti and the City of Braham for the Sharing of Equipment and Personnel Resources
7. Resolution 2021-XXX Policy for Donation of Surplus Property
8. Resolution 2021-XXX Authorizing a Reduction in the Letter of Credit for Circle B Ranch
9. Resolution 2021-XXX Accepting Quote for New Liquor Store Point of Sale Software
10. Resolution 2021-XXX Authorizing Request for Proposals for Auditing Services
11. Resolution 2021-XXX Approving the Re-Hire of Part-Time Public Works Seasonal Gene West
12. Resolution 2021-XXX Accepting Quote for New Liquor Store Security System

M. Other Communications

1. Draft Minutes for the June 22, 2021 Parks, Recreation and Culture Board Meeting

N. CLOSED SESSION

1. Closed Session for Discussions of Appraisals of Real Property PID 16.090.0102 and PID 16.029.2100 10 6th Ave SE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3(c)
2. Closed Session for Discussions to Purchase Real Property PID 16.090.0102 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3(c)
3. Closed Session for Discussions to Sell a Portion of Real Property PID 16.029.2100 10 6th Ave SE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3(c)

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 15, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman and Chief of Police Travis Muyres

Others Present: Zachary Gahm

D. Public Comment
None

E. Adopt Agenda

ADDENDUM
ADD K.3. Resolution 2021-133 Approving a Special Event Permit Application for Splish Splash Summer Bash

ADD K.4. Resolution 2021-134 Approving a Special Event Permit Application for a Fireworks Display

Renumbering K.5.-K.6.

K.5. Resolution 2021-135 Awarding the Bid for the 2021 Pavement Management Project

K.6. Resolution 2021-136 Awarding the Bid for the Main Street Reconstruction Project

A motion was made by Lundeen, seconded by Collison to approve the agenda with the modifications listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes
1. June 1, 2021- Regular Meeting of the City Council
2. May 4, 2021- Economic Development Authority Minutes
3. May 18, 2021- Economic Development Authority Special Meeting Minutes

A motion was made by Lundeen, seconded by Collison to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, June 22, 2021 at 6:00 p.m.
2.	**CITY OFFICES CLOSED**	Monday, July 5, 2021 *(In Observance of Independence Day)*
3.	City Council Meeting	Tuesday, July 6, 2021 at 7:00 p.m.
4.	Economic Development Authority Meeting	Tuesday, July 6, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items
1. **Resolution 2021-131** Interview Applicant for Vacant Parks, Recreation and Culture Board Seat
Applicant Zachary Gahm was interviewed by Mayor Johnson for one of the vacant Parks, Recreation and Culture Board seats. Johnson asked questions specific to Parks, Recreation and Culture.

A motion was made by Lundeen, seconded by Gordon to approve resolution as presented. Motion passed 5-0. Motion carried.

City Administrator Josi Wood

2. **Resolution 2021-132** Accepting New Liquor Store Signage
City Administrator Josi Wood shared quotes were solicited from two different vendors for signage at the new liquor store. The recommendation from Committee of the Whole was to have an illuminated large sign above the entrance and non-lit signs on the sides of the facility that are illuminated with sconces above. The cost per sconce is $546.00 plus installation with three needed per side. Staff is recommending to go with Scenic Sign as they were slightly lower than the other vendor by approximately $500.00. Staff is also recommending to work with the beer vendors for the "Beer", "Wine", "Spirits" signs.

A motion was made by Lundeen, seconded by Gordon for the design of the front sign to be back lit, white letters with blue and tree logo and side signs to include blue non-lit letters lit by sconces. Motion passed 5-0. Motion carried.

3. **Resolution 2021-133** Approving a Special Event Permit Application for Splish Splash Summer Bash
City Administrator Josi Wood shared that this is a special event permit request for the Splish Splash Summer Bash on July 9th. This event started last year and the Parks Coordinator is looking to grow it this year. The estimated number of people to be in attendance is 250 people.

A motion was made by Lundeen, seconded by Bergley to approve resolution as presented. Motion Passed 5-0. Motion carried.

4. **Resolution 2021-134** Approving a Special Event Permit Application for a Fireworks Display
City Administrator Josi Wood shared that this is a special event request for the 2nd annual fireworks event in Bluebird Park on Thursday, July 8, 2021. The fireworks will begin at approximately 10:00 p.m. with a 15-minute display. The estimated number of people is 1,500 people. The different from this year and last year is that there will be food trucks in attendance.

A motion was made by Lundeen, seconded by Gordon to approve resolution as presented. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

5. **Resolution 2021-135** Awarding the Bid for the 2021 Pavement Management Project
City Engineer Jason Cook shared bids were received on June 3rd for the 2021 Pavement Management Project. This project includes the Bluebird Park parking lot, street and trails, 3rd Ave, Isanti Parkway, Mainstreet East of the train tracks, Dahlin Ave and Credit Union Drive. Two bids were received from

ASTECH, Corp and Allied Blacktop Co. ASTECH, Corp is the responsible low bidder in the amount of $289,825.17 and is within the anticipated budget.

A motion was made by Collison, seconded by Bergley to award the bid to ASTECH, Corp. Motion passed 5-0. Motion carried.

6. **Resolution 2021-136** Awarding the Bid for the Main Street Reconstruction Project
City Engineer Jason Cook shared that six bids were received on June 3rd for the Main Street Reconstruction Project. This project included one base bid for the Main Street reconstruction work and two alternate bids, one for the Heritage Walk Improvements and another for the Eagle Park Improvements. North Valley, Inc is the low responsible bidder for all combinations of bids with the exception of one scenario. If only Eagle Park is awarded with the Main Street Reconstruction, then Douglas-Kerr Underground would be the low bidder. Recommendation from the City Engineer is to award the base bid with both alternates to North Valley, Inc in the amount of $567,568.53.

   A motion was made by Lundeen, seconded by Collison to award base bid with both alternates to North Valley, Inc. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Consider Payroll in the Amount of $127,417.39 Accounts Payable in the Amount of $717,381.94
2. **Resolution 2021-137** Approving Application for a Local Gambling Permit for St. Elizabeth Ann Seton Church
3. **Resolution 2021-138** Accepting Quote for Fire Extinguisher and Fire Protection Services and Authorizing to Enter into a Contract for Fire Extinguisher and Fire Protection Services
4. **Resolution 2021-139** Accepting Quote for Outsourcing the Mowing of Nuisance Weed/ Grass Abatement Lots
5. **Resolution 2021-140** Approving the Extension of Recording of the Final Plat for Fairway Greens North Phase I
6. **Resolution 2021-141** Approving the Offer for Kevin Morelli the Position of Liquor Store Manager
7. **Resolution 2021-142** Approving New Position: Part-Time Police Secretary
8. **Resolution 2021-143** Approving a Mutual Aid Agreement Between the City of Isanti and the City of North Branch for the Sharing of Equipment and Personnel Resources

   A motion was made by Gordon, seconded by Lundeen to approve the consent agenda. Motion passed 5-0. Motion carried.

M. Other Communications

1. May Police Department Reports
2. May Code Enforcement Officer Report
3. May Building Inspector Report
4. June Engineering Project Status Report

Adjournment
A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:23 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JUNE 15, 2021 – 5:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Member Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (Via Zoom), Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Public Services Director Matt Sylvester, Finance Director Mike Betker, Chief of Police Travis Muyres, City Engineer Jason Cook and Community Development Director Sheila Sellman

D. Public Comment
None

E. Committee Meeting Items

1. Public Works Updates
- Staff began fogging for mosquitos last week.
- Staff has been busy spraying for weeds in bike paths and parking lots.
- Hot patching has been completed for now.
- Street painting has begun. This year Public Works will be painting the Parade Route and high traffic areas.
- An early spring has left Public Works with 400 tons of leftover salt that will be able to be used next year.
- Staff received some odor complaints that were coming from the Wastewater Treatment Plant. Although it is normal to have odors in the spring as the ponds turn over these lingered longer than normal. The odors were coming from pond 1. It is likely a shock was received from somewhere in the system that pond 1 could not keep up with. Staff responded by taking the pond out of service. Valve adjustments were done to give the pond more oxygen to help it recover. A pump was also out of service for about two weeks and is now back to normal operation.
- New pumps were installed at the 8th Ave lift station.
- There have been record setting pumping levels at the Water Treatment Plant with the warm weather.
- 1.558 million gallons were pumped in a single day last week which is an all-time high.
- For the month of June, it is averaging 1.28 million gallons per day. Last year in June it was averaged 1.07 million gallons per day.
- The Well II Rehab work was completed on schedule and in time for Water Main Flushing.
- The Farmers Market opened on May 28.
- New Bleachers have been installed at Unity Park.
- Curious Creatures was held at Bluebird Park that day.

2. American Rescue Funds Discussion
- The City of Isanti is planned to receive approximately $700,000.00 in American Rescue Funds from the Federal Government.

- The funds have treasury guidance but slightly different than the Cares Act Funding.
- The American Rescue Funds will be able to be more widely divided for other City focuses which include impacts to the economic portions of the pandemic but also infrastructure needs.
- The funds do not need to be spent until 2024.
- Recommendation from Committee is to use funds for infrastructure needs and consider other uses at the next Committee meeting.

3. Small Small Business Request *(Steve Fredlund)*
- Steve Fredlund from Small Small Business shared that the difference between the Cares Act Funding and the American Rescue Funds is that there are some opportunities to help some of the small businesses beyond the economic relief such as technical assistance and business coaching and asked for consideration of that.
- Recommendation from Committee is to add American Rescue Funds Discussion to the July 20th Committee of the Whole meeting for further discussion.

4. Park Archery Range *(Councilmember Gordon)*
- Councilmember Gordon suggested a possible archery range in River Bluff Park.
- Parks, Recreation and Events Coordinator Alyssa Olson suggested fencing and mesh for backstop so arrows are not going through.
- City Code would need to be amended as it does restrict bows, arrows and slingshots in the park.
- City Administrator Josi Wood suggested the Compost Site as a possible location for the archery range.
- Recommendation from Committee is to look into possibly having the range at the Compost Site and bring back to Committee of the Whole for further discussion.

5. Editorial and Legal Analysis Review and Modifications to Ordinances
- Staff has continued to review City Code for the following:
    - Correct and updated MN statute references
    - Consistencies of terminology within the Chapters and among the Chapters
    - Legal analysis for compliance
    - Inserting policies by Resolution that should be within Ordinance
- As a part of the City Code project update that was initiated in 2020, General Code went through all the codified Chapters for an Editorial and Legal analysis. The purpose of the Editorial and Legal Analysis is to give City officials an overview of the codification project and to give an in-depth chapter-by-chapter review of the City's Code. It is a guide to help facilitate areas of question and give an opportunity to have the City make revisions to legislation, if desired.
- Recommendation from Committee is to move forward and publish Editorial and Legal Analysis overview document and bring to City Council for consideration.

6. Speed Limit Sign and Crosswalk on 3rd Avenue Discussion *(Mayor Johnson)*
- Mayor Johnson has received concerns of the speed by the Soccer Complex.
- Residents have requested a sign stating beginning speed and ending speed sign in the area.
- Recommendation from Committee is to move forward with beginning and end signs to be put up in the area.

7. Ducks Discussion

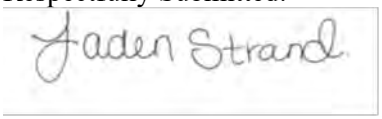
- There has been interest by residents in the city to keep certain animals, specifically ducks. The request would be to allow these domestic fowl in residential areas.
- Surrounding cities do not allow domestic fowl to be kept in residential areas.
- Some cities allow ducks to be kept only in areas that are zoned agricultural land would be the R-1A Residential Rural District. This zoning district has a minimum lot size of 1 acre.
- Recommendation from Committee is to move forward with allowing 2 ducks for less than 3 acres and 4 ducks for more than 3 acres with clipped wings and bring to City Council for consideration.

8. Sewer Extension on Heritage Blvd
- City Engineer Jason Cook received an email from a resident with concerns.
- The sewer extension on Heritage Blvd was removed from the project because the cost per property was too high and the assessments for residents would be considerable.
-
- All the homes along this run could elect to drill across under the County Road to the nearest sewer and make a connection. The estimated amount to do so is less than what the residents would be assessed.
- Committee had no further recommendation.

9. Fairway Greens First Right of Refusal Discussion
- The County does not want to allow for another access for the development from County Road 5.
- Recommendation from Committee is to not have attorney draft agreement in regards to the City having a first right of refusal for the lots.

F. Adjournment
Meeting was adjourned at 6:28 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, May 18, 2021

Immediately following the 7:00 P.M City Council Meeting;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 7:12 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Alexander Collins, Arissya Simon.
     Members Absent: Dan Collison
     Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis, City Administrator Josi Wood
   - D. Agenda Modifications: None

2. **Meeting Minutes**
   - A. Approval of Minutes from the March 16, 2021 Planning Commission Meeting motion by Bergley, second by Collins motion passes 6-0.

3. **Public Hearing**

   - A. Request by Anthony Hanson for approval for a Preliminary and Final Plat under City Ordinance 536, said request is for a development labeled Fairway Greens South located at PID 16.142.0020. Sellman presented the preliminary and final plans for a proposed single family residential housing development called Fairway Greens South. Representatives of the proposed development were present at the meeting and available for questions, Anthony Hanson the land owner and the engineer of the development from LHB Inc. There was a letter that was submitted to City Staff, in which Mayor Johnson read at the meeting that expressed concerns for the development only having one access and the increased amount of traffic that these new houses would bring to the neighborhood. Traffic and safety concerns were also presented by other members of the neighborhood at the public hearing and fire truck access was discussed. The applicant, Anthony Hanson explained that this development extending into a cul-de-sac was already part of the master plans for the Fairway Greens development, and he is simply carrying out these plans for what was already approved. The Planning Commission asked if it was possible to add another street from County Road 5 that would connect to Wendover St NE to possibly mitigate traffic and give an additional access to these houses. Hanson expressed that a lot or two would have to be taken out of the plans to create this road and the development is under a tight budget as it stands. Hanson explained that he would be open to possibly creating a temporary road until the current through road gets completed in the future and then develop these lots. Motion for approval of the preliminary and final plat for Fairway Greens South by Gordon, 2nd by Lundeen,

motion tied 3-3. Members of the audience requested for a reopening of the public hearing due to added responses by the applicant after public hearing was closed. Motion to reopen the public hearing by Gordon, 2nd by Bergley, motion passes 6-0. Two more members of the audience spoke at the public hearing, regarding traffic concerns and future street issues. They asked the Planning Commission to look at the development as a whole in regards to potential numbers of vehicles traveling on the one road. Planning Commission members agreed that they need to consider finding a balance between people's safety, and profit for developers and the community. The motion for a 3-3 tie vote stood with Gordon, Lundeen and Simon voting yay and Johnson, Collison and Bergley voting nay. This motion will be brought to the following City Council Meeting on June 1st, 2021.

B. Request by Isanti Self-Storage for approval of Site Plans under City Ordinance 445 Section 18 and Conditional Use Permit under City Ordinance 445, Section 21, Article 2, said request is for self-storage facilities located at 515 1st Ave NW. Saltis presented the Site Plans and Conditional Use Permit for Isanti Self-Storage. The applicants representing Isanti Self-Storage were present at the meeting and available for questions from the Planning Commission members. Larry Kuechle, the property owner to the south of Isanti Self-Storage, explained that he is worried about his property values decreasing, the quality of the units that were built, and that the storage units do not meet setbacks. The applicant, Jon Taxdahl of Isanti Self-Storage explained that they were unaware that they would need building permits for the additional units added around the perimeter of the site and that they were attempting to meet the storage demand for residents in the city. The Planning Commission asked if the drive aisle widths in between storage units would suffice for a fire truck turn around. The applicant explained that it would be able to access the units with a hose but that the drive aisle widths are tight. Luke Merrill also spoke at the public hearing and explained that the self-storage facility is an asset to the community and seems like the structures are built well even if they are temporary. Another representative of Isanti Self-Storage spoke at the public hearing and explained that these units were built with quality materials, and the community is appreciative that the additional units are available. Mayor Johnson closed the public hearing and reiterated that there are not definitive measurements of where the units are located, and could possibly be encroaching on neighboring properties. City Staff told the Planning Commission that they recommend denial for the additional units but would be open to approving a Conditional Use Permit for Self-Storage on site. Variances would be needed at a later time for the location of the units encroaching into the setbacks of the I-1 Zoning District, and for exceeding the 75% impervious surface maximum in the district. Motion to deny the site plans by Lundeen, 2nd by Johnson. This motion was denied with a 2-4 vote. Motion to accept the property as self-storage by Lundeen, 2nd by Bergley, motion carried 6-0. Motion to approve the site plans with a condition to provide a site survey for units on the west side of the property and stay at least 2 ft off the west property line and remove the units on the south side of the property by Gordon, 2nd by Bergley, motion passes 4-2.

5. **Other Business:** None
6. **Discussion Item:** None
7. **Adjournment:** Motion by Bergley, 2nd by Lundeen to adjourn, motion passed 6-0 meeting adjourned at 8:57 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

CITY OF ISANTI

PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES

April 27,2021

Call to Order: Aaron Zdon called the meeting to order at 6:02 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon and Council Member Jimmy Gordon, Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator and Matt Sylvester, Public Services Director

Agenda/Modifications: Zdon asked that February Minutes be added to the agenda. Sylvester added it to the Agenda with motion by Witte; second by Gordon.

2. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from March 23, 2021. Motion passed 3-0.

3. Park Visit Summary: Zdon gave update on Legacy Park with notes of minor knife marks, but overall everything is nicely maintained. Recommended adding a dog waste station, to replace trail maps and set a note for future discussion on allowing bikes on the path. Whisper Ridge is in bad shape with large cracks in court surface. Recommended filling cracks and restriping, and discussing possibility for turning the court into a pickle ball court per resident requests and previous discussions. Mentioned it does get a lot of use, just needs to be better maintained. Zdon also noted that previous discussions suggested the future park at South Passage be turned into pickle ball courts. Olson to look at previous minutes on pickle ball discussion to assess viability. Academy Park in great condition with no visible safety issue. Recommended moving the portable so it is ADA accessible and connected to the trail instead of at the curb; then looking into connecting the trail to the cul de sac. Witte gave update on Rum River Meadows with notes of light graffiti and mulch throw; a lot of trash was onsite – Sylvester noted that Public Works had slowed down pick up to prepare for Earth Day Clean-Up but the crew would be picking back up on that maintenance this week. River Bluff Preserve had debris on trail – Sylvester noted that was likely due to the river water levels and would send crew through once the water level is down. Witte recommended expanding rock layer around Community Garden instead of stopping partially through. Isanti Hills Neighborhood Park was in okay condition as a park with presumed minimal use with some knife marks and wearing equipment. Mattson Park had light graffiti and limited trash as Earth Day Clean-up crew had cleaned the park that week. Gordon gave update on VFW park and noted it was in good shape, but the gate is chained up and looks like the park is closed although it isn't. Sylvester mentioned the gate could be opened consistently to minimize that perception. Gordon noted the bleachers at Unity Park need replacing – Olson noted new bleachers were recently purchased and will be replaced in the coming weeks. Witte noted the field contains a few bumps that could be dangerous for players. Bluebird Park is in great shape, but there remains to be a garbage issue at the skate park. Sylvester noted it's a consistent problem with the park users not using the receptacles and the Public Works crew knows to check that area frequently during their clean up. Noted the grass is starting to grow on the sledding hill and will hopefully cover in the next few weeks as it gets summer. Discussion was had on the hopscotch stencil with no confirmation if we own one or borrowed from Academy Park; Olson and Sylvester will look into to confirm. Riverside Park is well maintained, but the equipment appears to be dirty consistently. Zdon mentioned it may be because of the tree cover and may just need pressure washing. Mulch needs replacing under swings, but is otherwise well maintained.

Olson requested the Board's opinions on turning underused parks into green space or transitional park spaces. Witte noted the volleyball court doesn't appear to be used and could be moved to replace with more active recreation. Gordon would like to see us move towards replacing some parks with green space, but there's no rush to do so as long as they are being used and maintenance of equipment is not a burden. Zdon noted it doesn't make sense to spend resources to tear a park out while money is being spent to upkeep the area. Olson asked if there are any thoughts about transitioning elements of those parks as equipment needs replacing, but not all at the same time. Zdon mentioned liking the natural parks like Winona where dirt is used with slides and log structures built into the space, but noted they are likely expensive. Olson pondered if adding more recreation for adults would be useful, i.e. adding fitness structures or equipment that could be used by older residents. Witte noted it would be helpful to poll the community through a survey on how much they use the park and what they would like to see there. Olson will look into surveying options and put together a draft for the May Board meeting.

4. Department Updates

Olson shared updates from March events: Movie Night had 6 people attend and noted that the program should be reviewed as Fall programs are considered; April Curious Creatures had 10 kids attend that all seemed to enjoy the program and wish to return; Earth Day Clean-up had lighter support than previous years, but Olson noted is likely due to COVID impacting businesses that would have supported previously. Community Garden is full and will open on May 6; Farmers' Market vendors are filling space as well with each week having approx.. 12 vendors and more applying each day; Kids Day planning is ongoing and fireworks have been booked for Thursday night. Olson is working with North 65 Chamber to ensure proper cross-promotion and support of the event. Olson shared the approval to move forward with the Performance Center in Bluebird Park, pending Council final approval at end of May. Zdon requested to see the blueprint for the Performance Center and site plan, which will Olson will provide at the May meeting. Olson prompted the Board to send any ideas for events, parks, programs, etc. her way to research as needed for future potential.

Adjournment: Motion by Witte, second by Gordon to adjourn the April 27, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 3-0, meeting adjourned at 6:43 p.m.

Respectfully Submitted

Alyssa Olson

Parks, Recreation & Events Coordinator

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: July 6, 2021

Subject: Resolution 2021-XXX Amending Resolution 2021-131 Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

Background:
Currently, there is one seat vacancy on the Parks, Recreation and Culture Board. The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant seats. One application and Interest Disclosure form was received from Dan HinnenKamp. The applicant lives within the City limits.

Request:
- Staff is requesting City Council action on this item.

Attachment:
- Resolution 2021-XXX Amending Resolution 2021-131 Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

A Community For Generations.

Isanti

City of Isanti Board Member Application

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

Name: Dan Hinnenkamp E-mail: [redacted]

Address: [redacted]

Phone Number: [redacted]

Board Seat for which you are applying for:

(Parks, Recreation, and Culture Board) Economic Development Authority

Planning Commission

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

(City of Isanti Resident) Non-Resident of Isanti

State:

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

Produced my own Street Dance in Duluth for eight years. It was part of my festival that I founded in 2011.
Also was president of my community club. 2012 - 2016

Why you are interested on being on the Board?

*It's important to me to be of service to my community
*I like knowing I am working to improve the place I live
*I love working with people to get something done.

What is your vision of Isanti?

To continue being a great place to live, visit and do business.

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

I grew up in a City owned Ice Arena. My first job was keeping score @ youth hockey games. My father always showed us to be of service to your community. At 22 years old, I founded "FarWestfest", it was a community celebration in the neighborhood I was raised in. Crafters, food, Music, Carnival, Street Dance and more. That event ran until 2018. In 2012, I was elected president of my community club. We did fundrasers, picnics, breakfasts etc. To raise funds for local causes. We oversaw the maintainence of the community Christmas Tree as well as Street post flags. My wife and I own a production company that promotes and produces stand up comedy shows. We moved to Isanti in November 2020. We love it here.

RESOLUTION 2021-XXX
Amending Resolution 2021-131

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2021

WHEREAS, the City is required to make certain official appointments at the beginning of each year and throughout the year as needed; 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 2021:

Committee of the Whole	Mayor and Council
Economic Development Authority	Mayor and Council
Parks, Recreation & Culture Board	Gordon
Planning Commission	Mayor and Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Bergley
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor- Guest Representative
Weed Inspector	Mayor

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

3. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2021:

Zachary Gahm	*(Appointed 6-15-2021; term expiration 12-31-2023)*
Aaron Zdon	*(term expiration 12-31-2022)*
James Witte	*(Appointed 7-5-2016; term expiration 12-31-2021)*
Open Seat	*(term expiration 12-31-2022)*
James Gordon	**Council Representative** (*term expiration 12-31-2021)*
Open Seat	**Student Representative** *(term expiration 12-31-2021)*

4. That the City Council designates the following individuals to the Planning Commission for year 2021:

Mayor and City Council:	
Jeffrey Johnson	(*Appointed 1-5-2021; term expiration 12-31-2021)*
Dan Collison	(*Appointed 1-5-2021; term expiration 12-31-2021*)
James Gordon	(*Appointed 1-5-2021; term expiration 12-31-2021*)
Paul Bergley	(*Appointed 1-5-2021; term expiration 12-31-2021*)
Steve Lundeen	*(Appointed 1-5-2021; term expiration 12-31-2021*)
Appointed Members:	
Alexander Collins	*(Appointed 5-7-2019; term expiration 12-31-2021)*
Arissya Simon	*(Appointed 1-7-2020; term expiration 12-31-2022)*

5. That the City Council Economic Development Authority Board membership terms are as follows for year 2021:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Dan Collison	*(Appointed 1-5-2021; term expiration 12-31-2021)*
James Gordon	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Paul Bergley	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Steve Lundeen	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Appointed Members:	
Justin Nielsen	*(Appointed 2-18-2020; term expiration 12-31-2024)*
Luke Merrill	*(Appointed 1-5-2021; term expiration 12-31-2026)*

This Resolution is hereby approved by the Isanti City Council this 6th day of July 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson - Parks, Recreation & Events Coordinator
Date: July 6, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Application for Rum River BMX for MN State Series Finals

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Background

The City has received an application for the upcoming special event planned for the Rum River BMX Association. The MN State Series Finals weekend is scheduled for August 27th -29th, 2021.

- Hours of the event are Friday from 4:00 p.m. to 9:00 p.m., Saturday from 1:00 p.m. to 6:00 p.m. and Sunday from 9:00 a.m. to 5:00 p.m.
- Estimates the number of individuals in attendance is 1,000-1,200 per day.
- Team canopies may be put up on the grass outside the arena (to the east and south).
- The Association is planning for spectator parking to take place at the Indoor Arena and within the Bluebird Park lots as overflow parking, along with the soccer field parking lot.
- Daily event and camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement.
- Portable restroom facilities will be provided by Absolute Portable Restrooms for the event and the organization is responsible for clean-up of the outside areas.
- The standard public addressing system would be used throughout the event.
- Association is not requesting that any roads be closed.

Attachments

- Resolution 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT APPLICATION FOR RUM RIVER BMX MN STATE SERIES FINALS

WHEREAS, the Rum River BMX Association submitted a Special Event Permit application requesting approval to host the MN State Series Finals; and,

WHEREAS, the event is scheduled to take place on Friday, August 27th from 4:00 p.m. to 9:00 p.m., Saturday, August 28th from 1:00 p.m. to 6:00 p.m. and Sunday, August 29th from 9:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the south and east sides of the Isanti Indoor Arena will be reserved for team canopies and event activities; and,

WHEREAS, the estimated number of people to be in attendance is 1,000-1,200 per day; and,

WHEREAS, daily event and camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement; and,

WHEREAS, overflow parking will occur in the paved lots at Bluebird Park, and the soccer field parking lot, and there will be no fees for this use; and,

WHEREAS, the applicant is 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;

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 BMX MN State Series Finals 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 6th day of July 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
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: 6-22-2021

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 Finals

Date(s) of Event: August 27th, 28th & 29th

Hours of Event: Friday 4pm-9pm Saturday 1pm-6pm and Sunday 9am - 5pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
BMX racing - Finals race for the Minnesota State BMX Championship.

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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. Overnight camping Thursday thru Sunday in the grass field to the south of the Isanti Indoor Arena. Fees for overnight camping shall be structured per parking/camping agreement with the city of Isanti.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
1,000-1,200

Parking Impact – Describe in detail:
Parking shall be cantained to the paved surfaces. No parking on grass on the east side of the Isanti Indoor Arena. Overflow may be at Bluebird Park, Skateboard Park parking lots and Soccer field parking lots. Grass area to the south will be for paid autos & RVs per agreement with the City of Isanti.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own canopies.
Size: 10' X 10' up to 20' X 20'
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:
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

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. We will have a roll away dumpster to handle the garbage.

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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. All overnight campers and daily parking shall pay the required camping fees per City and Rum River BMX Association agreement.

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: Barry Mechlowicz

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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: Approved via email (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Approved via email (attached)

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: Mark S

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Jessa O

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: Sherri Sel

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: Jon Wood

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
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SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
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Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Bmx pedal bike Minnesota State Series Finals Located at the Isanti Indoor Arena on August 27th, 28th & 29th, 2021.

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) PM

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) PM

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 6-22-2021

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: Minnesota BMX State Finals

Date(s) of Event: August 27th, 28th & 29th

Contact Person: Larry Merchlewitz [redacted] or Larry@rumriverbmx.com

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: August 26th.

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: 5

Stage: 0

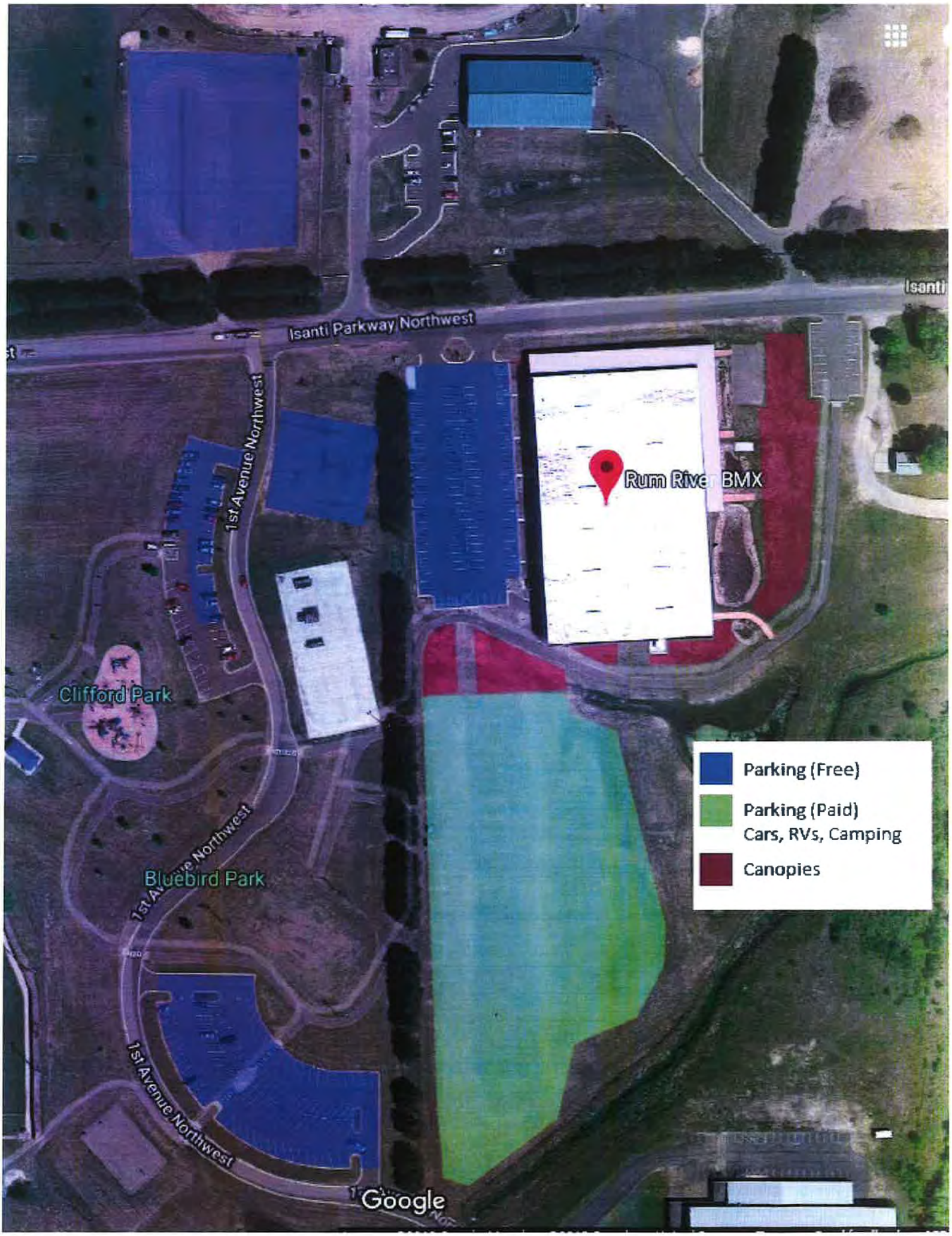
Road Closed Signs: 0

No Parking Signs: 30 small sign

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____


Isanti Parkway Northwest
1st Avenue Northwest
Rum River BMX
Clifford Park
Bluebird Park
1st Avenue Northwest
1st Avenue Northwest
Google
Parking (Free)
Parking (Paid)
Cars, RVs, Camping
Canopies

Isanti Parks

From: Travis Muyres
Sent: Monday, June 28, 2021 3:45 PM
To: Isanti Parks
Subject: Re: SEP - MN State Series Finals 8/27

approved

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Monday, June 28, 2021 9:28 AM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - MN State Series Finals 8/27

Please see attached SEP application for Rum River BMX hosting the MN State Series Finals on their property from 8/27-29.

Please send approval/decline by Wednesday (June 30).

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, June 29, 2021 12:56 PM
To: Isanti Parks
Subject: RE: SEP - MN State Series Finals 8/27

Hi Alyssa. Isanti Fire approves the 8/27-29 BMX State Series Finals SEP application as presented. 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: Monday, June 28, 2021 9:29 AM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - MN State Series Finals 8/27

Please see attached SEP application for Rum River BMX hosting the MN State Series Finals on their property from 8/27-29.

Please send approval/decline by Wednesday (June 30).

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: July 6, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Application for Ally's Walk for Kleefstra

---

Background

A local resident has submitted an application requesting a Special Event Permit for Ally's Walk for Kleefstra. The event is scheduled for July 24, 2021 from 9:00am to 3:00pm. The walk/run event will begin at the soccer complex and travel along the Cambridge-Isanti Bike/Walk Trail for 1.5 miles. The event will conclude at Bluebird Park. Estimated event attendance is 50-75. Parking will be utilized at the soccer complex and Bluebird Park with potential overflow to the Isanti Indoor Arena.

No road closures are being requested and additional restrooms will not need to be provided. Event volunteers will be responsible for cleaning up all utilized areas after the event.

A microphone and speakers will be utilized for announcements at Bluebird Park during the event. Donations will be collected for this event and will support a caregivers group that works with patients with Kleefstra Syndrome.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for Ally's Walk for Kleefstra.

Attachments

- Resolution 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR ALLY'S WALK FOR KLEEFSTRA

WHEREAS, a local resident has submitted a Special Event application requesting a permit to host Ally's Walk for Kleefstra at Bluebird Park and along the Cambridge-Isanti Bike/Walk Trail; and,

WHEREAS, the event is scheduled for July 24, 2021; and,

WHEREAS, the estimated number of people to be in attendance is 50-75; and,

WHEREAS, parking lots at Bluebird Park (201 Isanti Parkway NW), Isanti Soccer Complex (950 3rd Avenue North) and Isanti Indoor Arena (101 Isanti Parkway NW) will be utilized; and,

WHEREAS, the applicant will not be required to provide additional restrooms for the event; and,

WHEREAS, the applicant has submitted a complete request with the application materials;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the special event permit for Ally's Walk for Kleefstra;

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 is hereby approved by the Isanti City Council this 6th day of July 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

Applications must be submitted at least 30 days prior to the event to be considered.

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100
- [ ] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [ ] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [x] Event will occur on City Property:
  - [x] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 6-1-21

APPLICANT INFORMATION

Sponsoring Entity (if applicable): _____

Contact Person: Tina Neubauer

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone [redacted] Cell: ___-___-____

E-mail: [redacted]

Secondary Contact Person: Roland V. Olson

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Cell: ___-___-____ E-mail: [redacted]

EVENT INFORMATION

Event Name: Allys Walk/Run for Kleefstra Syndrome

Date(s) of Event: 2021 June 24th

Hours of Event: 9Am - 3pm

Type of Event: X Open to the Public _____ Private _____ Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
9Am Start Walk/Run/5K fundraiser for Kleefstra Syndrome
1030 - 3pm After Event at Bluebird park pavillion

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110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Checkin at Bluebird park pavillion start 5k at corners of 3rd Ave NW and Isanti parkway NE. ↑

Proposed Location of the Event (be specific, site map also required): – we will be walking North along the bike path 1.5 miles
Walk/Run 5k will take place starting at the soccer fields in Isanti. After Event will take place after at Bluebird park pavillion

Estimated Number of People in Attendance (includes staff, participants, and spectators):
Estimate 50+ walking + 75+ for After Event
Not all at once, But coming + going.

Parking Impact – Describe in detail:
Utilize BMX parking – I contacted them already + there is NO Event scheduled Utilize Bluebird park parking.

Tents, equipment, amusement rides, etc.
Type: Tent - At Bluebird park + possibly 1 at start of 5K
Size:
Location:
Loud speaker system/microphone at Bluebird park. Chairs/tables

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:
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.

NO

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).
I will have Volunteers Available

Clean-up Plans – Describe in detail:
I will have Volunteers Available for Cleanup and we will Remove all garbage. I will provide garbage Bins + Bags As needed

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Live entertainment – Describe in detail:
None

Will any other **public addressing system or sound amplification** be used? If so, describe:
Yes. We will be getting a microphone & Speakers. Will be used @ Bluebird park.

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. Yes, Donations will be taken at location & prior to Event online. 3. All money Collected will be going to Idefine. A group working for My Daughters syndrome

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: Ana Neubauer

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OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
K Approved _____ Denied _____ N/A **Signature:** APPROVED VIA EMAIL (ATTACHED)

Police Chief
✓ Approved _____ Denied _____ N/A **Signature:** APPROVED VIA EMAIL (ATTACHED)

Public Services Director
✓ **Approved** _____ Denied _____ N/A **Signature:** [signature]

Parks, Recreation and Culture Manager
K **Approved** _____ Denied _____ N/A **Signature:** [signature]

Community Development Director
✓ Approved _____ Denied _____ N/A **Signature:** [signature]

City Administrator
✓ Approved * _____ Denied _____ N/A **Signature:** [signature] Wood

City Council
_____ **Approved** _____ **Denied**

Date of Review: _____

* Inform cambridge for use of bike/walk trail

City of Isanti
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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:
Bubble Walk/Run Fundraiser to Bring awareness for Kleefstra syndrome. Check-in Blue Bird Pavillion. Walk/Run starts at 3rd & Isanti Pkwy. going North on Bike trail.

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:

N/A

(Special Events Holder Initials Here) TN

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) TN

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) TN

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) TN

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) TN

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) TN

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) TN

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) TN

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) TN

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:

Tina Neubauer | Bubble Walk/Run

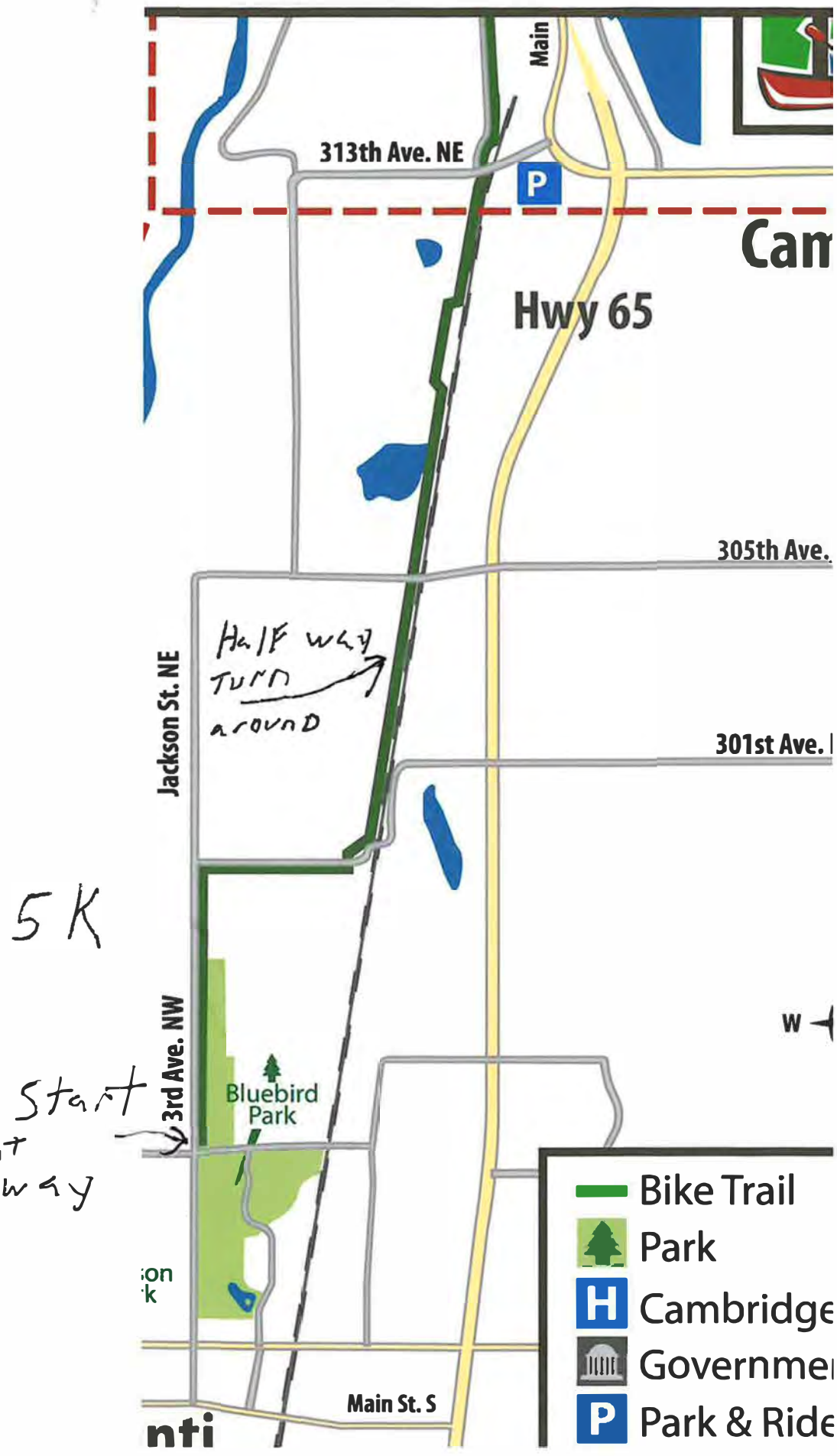
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Tina Neubauer

Title Self

Signature Tina Neubauer

Date 6-7-21


Main
313th Ave. NE
P
Hwy 65
305th Ave.
Half way
Turn
around
Jackson St. NE
301st Ave.
5K
3rd Ave. NW
Start
at
4 way
Bluebird
Park
W
Main St. S
Bike Trail
Park
Cambridge
Governme
Park & Ride

Isanti Parks

From: [redacted]
Sent: Monday, June 28, 2021 10:34 AM
To: Isanti Parks
Subject: Fwd: June 26th event

Alyssa
Here is the approval from Soccer Club to utilize their parking if needed
Thank you
Tina Neubauer

---------- Forwarded message ---------
From: [redacted]
Date: Mon, Jun 28, 2021 at 10:08 AM
Subject: Re: June 26th event
To: [redacted]

Tina,

Cambridge Isanti Soccer Club is ok with you using CISC parking lots for your event on July 24th, 2021. The club asks that at the conclusion of your event that you please pick up any trash and place in garage cans provided along edge of parking lot and fields. Thank you and good luck with your event.

Thank you,
Eric Bauer
President CISC
president@cisoccer.org

Get Outlook for Android

From: [redacted]
Sent: Monday, June 28, 2021 9:36:16 AM
To: [redacted]
Subject: Re: June 26th event

Hi there!
We spoke previously about an event I have going on July 24th from 9am-3pm at the latest. I know you have evening soccer going on, but I was wondering if during my event if we could utilize the soccer parking if needed? As part of my permit for the city they need a written approval for any parking I utilize from you, via email is fine. I am not sure that we will need it but would like it avail if needed.
Thank you
Tina Neubauer

On Mon, May 17, 2021 at 12:03 PM [redacted] wrote:
Yes it is just an evening event, 5-8pm. Any of those days would work then.

Get Outlook for Android

Isanti Parks

From: Travis Muyres
Sent: Monday, June 28, 2021 3:44 PM
To: Isanti Parks
Subject: Re: SEP - Allys Walk 7/24

approve

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Monday, June 28, 2021 9:25 AM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - Allys Walk 7/24

Happy Monday!

Please see attached SEP application for Ally's Walk/Run for Kleeftra Syndrome. The event will take place 7/24 at Bluebird Park.

Please send approval/decline by Wednesday (June 30).

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, June 29, 2021 1:01 PM
To: Isanti Parks
Subject: RE: SEP - Allys Walk 7/24

Hi Alyssa.

Isanti Fire approves the 7/24 SEP application for Tina's 5K as presented.

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: Monday, June 28, 2021 9:26 AM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - Allys Walk 7/24

Happy Monday!

Please see attached SEP application for Ally's Walk/Run for Kleeftra Syndrome. The event will take place 7/24 at Bluebird Park.

Please send approval/decline by Wednesday (June 30).

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson - Parks, Recreation & Events Coordinator
Date: July 6, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Application for Rum River BMX MN State Qualifier

---

Background

The City has received an application for the upcoming special event planned for the Rum River BMX Association to host the MN State Qualifier.

- This event is scheduled for Sunday, August 15th from 7:00 a.m. to 5:00 p.m.
- Rum River BMX estimates the number of individuals in attendance is 800-1,000.
- Portable restroom facilities will be provided by Absolute Portable Restrooms for the event and the organization is responsible for clean-up of the outside areas.
- Team canopies may be put up on the grass outside the arena (to the east and south).
- Spectator parking will take place at the Indoor Arena and within the Bluebird Park lots as overflow parking, along with the soccer field parking lot. Event camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement.
- The standard public addressing system would be used throughout the event.
- Association is not requesting that any roads be closed.

Attachments

- Resolution 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR RUM RIVER BMX MN STATE QUALIFIER EVENT

WHEREAS, the Rum River BMX Association submitted a Special Event application requesting approval to host the MN State Qualifier; and,

WHEREAS, the event is scheduled to take place on Sunday, August 15th 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 800-1,000; and,

WHEREAS, the applicant is required to provide additional portable restroom facilities for the event; and,

WHEREAS, event camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement; and,

WHEREAS, overflow parking will occur in the paved lots at Bluebird Park, and the soccer field parking lot, and there will be no fees for this use; and,

WHEREAS, the south and east sides of the Isanti Indoor Arena will be reserved for team canopies and event activities;

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 2021 MN State Qualifier race 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 6th day of July 2021.

Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

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: 6-22-2021

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River Bmx Association

Contact Person: Larry Merchlewitz

Address: 101 Isanti Pkwy 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 Pkwy NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5429 Cell: [redacted] E-mail: Sean@rumriverbmx.com

EVENT INFORMATION

Event Name: Minnesota Bmx State Qualifier

Date(s) of Event: August 15th

Hours of Event: 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.):

Minnesota State Qualifier is a qualifing race for the Minnesota State Bmx Series.

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 areas around the building will be used for team canopies. Overnight camping will be Saturday - Sunday in the grass field to the south of the Isanti Indoor Arena. Fees for overnight camping shall be structured per parking/camping agreement with the City of Isanti.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
800 - 1,000

Parking Impact – Describe in detail:
Parking shall be contained to the paved surfaces. No parking on the grass on the eastside of the Isanti Indoor Arena. Overflow may be at Bluebird Park, Skateboard Park & Soccer Field parking lots. Grass area to the south will be for paid autos & RVs per agreement with the City of Isanti.

Tents, equipment, amusement rides, etc.

Type: Bmx teams bring their own canopies
Size: 10' x 10' up to 20' x 20'
Location: Grass areas surrounding the Isanti Indoor Arena to the east, west & south

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 site. Allina Heath Services may be on site, unless they need to respond to another call.

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 will be suppling four portable restrooms in addition to the exsisting restrooms at the 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 the property. We will have a roll away dumpster on site to handle all of 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.

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 Mecklenburg

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: APPROVED VIA EMAIL (ATTACHED)

Police Chief
✓ Approved _____ Denied _____ N/A Signature: APPROVED VIA EMAIL (ATTACHED)

Public Services Director
✓ Approved _____ Denied _____ N/A Signature: [signature]

Parks, Recreation and Culture Manager
✓ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

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

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Bmx pedal bike Minnesota State Qualifier Located at the Isanti Indoor Arena on August 15th 2021.

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) _____

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) _____

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Larry Merchlewitz

Title Community Outreach Director

Signature Larry Merchlewitz

Date 6-22-2021

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: Minnesota State Qualifier

Date(s) of Event: August 15th 2021

Contact Person: Larry Merchlewitz [redacted] or Larry@rumriverbmx.com

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: August 14th 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: 3

Stage: 0

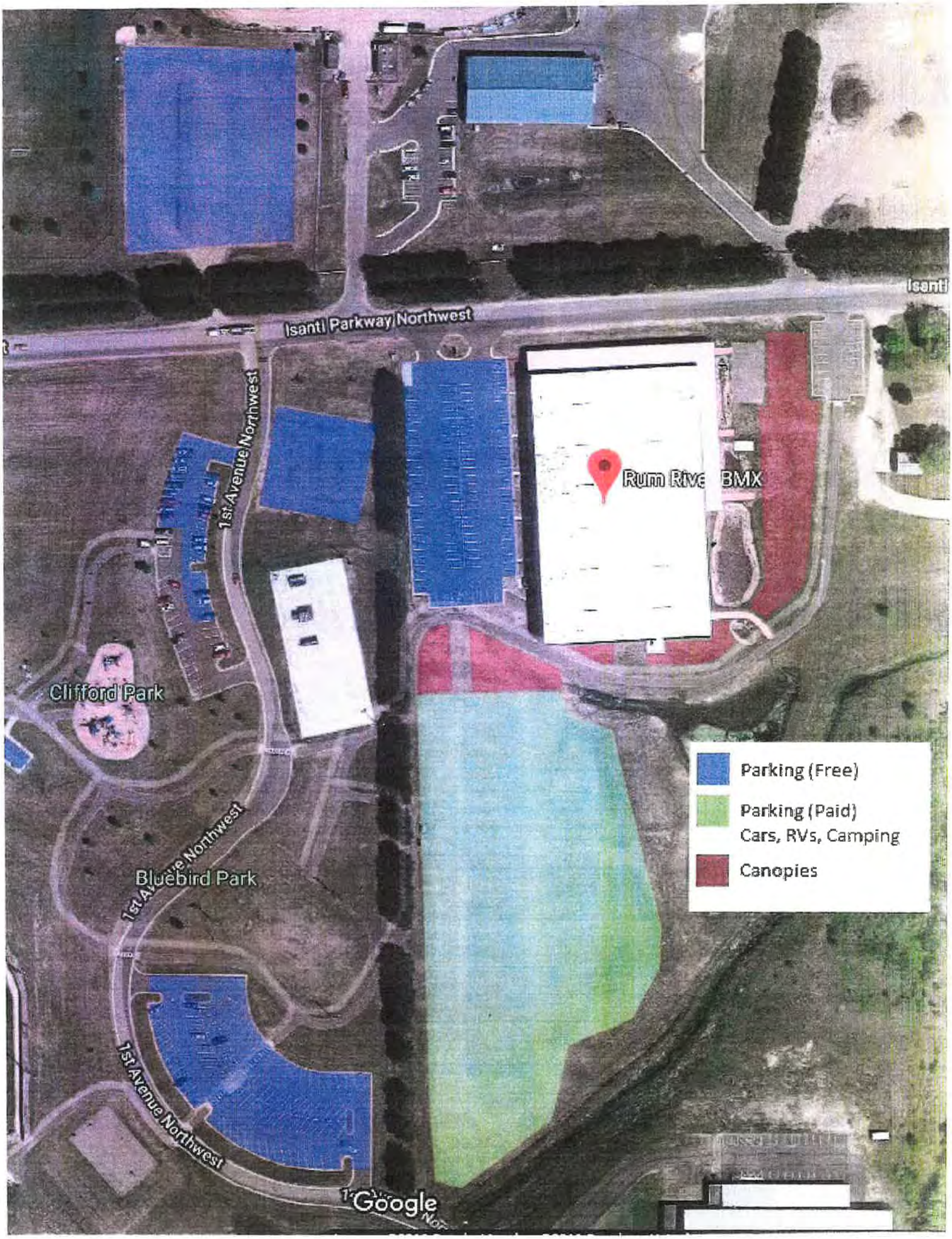
Road Closed Signs: 0

No Parking Signs: 25 small sign

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____


Isanti Parkway Northwest
1st Avenue Northwest
Rum River BMX
Clifford Park
Bluebird Park
1st Avenue Northwest
1st Avenue Northwest
Parking (Free)
Parking (Paid)
Cars, RVs, Camping
Canopies
Google

Isanti Parks

From: Travis Muyres
Sent: Monday, June 28, 2021 3:44 PM
To: Isanti Parks
Subject: Re: SEP - BMX State Qualifier 8/15

approve

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Monday, June 28, 2021 9:27 AM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - BMX State Qualifier 8/15

Please see attached SEP application for Rum River BMX hosting the MN BMX State Qualifier on 8/15 on their property.

Please send approval/decline by Wednesday (June 30).

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, June 29, 2021 12:42 PM
To: Isanti Parks
Subject: RE: SEP - BMX State Qualifier 8/15

Hi Alyssa. Isanti Fire approves the August 15 BMX SEP application as presented.

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: Monday, June 28, 2021 9:27 AM
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Subject: SEP - BMX State Qualifier 8/15

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Please send approval/decline by Wednesday (June 30).

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

A Community For Generations.
Isanti

Request for City Council Action

TO: Mayor Johnson and Members of City Council

FROM: Ryan Saltis, Community Development Specialist

DATE: July 6, 2021

SUBJECT: Resolution 2021-XXX a resolution approving the site plans for a manufacturing building for BP Metals at 825 East Dual Blvd.

Background: A presentation was given at the June 24, 2021 Planning Commission Meeting by the City's Community Development Specialist in regards to the site plans for the proposed manufacturing building for BP Metals located at 825 East Dual Blvd NE. Discussion was had between Planning Commission members regarding number of employees and if the other location of BP Metals in Blaine will be operating in addition to this proposed Isanti location. Blake Pendzimas from BP Metals explained that they are looking to keep the Blaine location for the time being, with potential to expand the Isanti location in the future and move the operations entirely to Isanti. The applicant explained that there would be three shifts of fifteen or more employees per shift and the facility will be open 24 hours per day. There was no one from the public present at the public hearing to speak on this item.

The Planning Commission approved the Site Plans for a manufacturing building with conditions at the June 15, 2021 Planning Commission meeting. Motion for approval passed 6-0.

Request: Consider adopting the resolution and findings of fact.

Attachments:

- Resolution
- Findings of Fact
- Planning Commission Report with Exhibits

RESOLUTION 2021-XXX

APPROVING THE SITE PLANS FOR A MANUFACTURING BUILDING FOR BP METALS LOCATED AT 825 EAST DUAL BLVD NE

WHEREAS, Image Contracting, LLC (applicant) has requested approval for site plans of a manufacturing building for BP Metals at 825 East Dual Blvd NE in the City of Isanti (PID 16.137.0010); and,

WHEREAS, the property is located in the "I-1" Industrial Park District, in which *Light Manufacturing* is a permitted use; 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 has entered into a development agreement with BP Metals on March 4, 2020; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of Site Plans for a light manufacturing building on June 15, 2021; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on July 6, 2021;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Site Plans for a manufacturing building;

BE IT FURTHER RESOLVED that the requested Site Plans be hereby APPROVED subject to the following conditions:

1. Location of freestanding light poles shall be shown on site plans and approved by staff
2. Mechanical equipment shall be screened from public right-of-way
3. Trash receptacle shall be enclosed and illuminated
4. All signs shall require a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
5. Applicant shall apply for all permits associated with the building including but not limited to a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
6. All conditions/comments listed in the City Engineer's memo dated 6/2/2021 shall be addressed

This Resolution is hereby approved by the Isanti City Council this 6th day of July 2021.

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request by Image Contracting, LLC for Site Plan Approval for a manufacturing building located at 825 East Dual Blvd NE.

Findings of Fact

1. The applicant Image Contracting LLC, submitted an application for Site Plan Review for a manufacturing building located at 825 East Dual Blvd NE, PID 16.137.0010
2. The Property is zoned I-1, Industrial Park District. In which the use is permitted.
3. A public hearing on the matter was held before the City of Isanti Planning Commission on June 15, 2021 at 7:00 p.m. at City Hall within the City Council Chambers.
4. Notice of the Site Plan Review request was published within the *County Star* on June 2, 2021. Notices were sent to all property owners located within 350 feet of the subject property.

Conclusions

1. In review of the standards established in Section 18, Subdivision 7, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:
   A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.
   The proposal would appear to be consistent with the elements and objectives of the City's development guides and the Comprehensive Plan in that it creates employment opportunities in the Industrial Park District.

   B. Consistency with City Codes.
   A review of the proposal against zoning ordinance requirements has been completed. The requirements would appear to have been met by the proposal as presented for the site plan review.

   C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
   The site will be preserved to the fullest extent possible. There are a minimal number of existing trees that are in the middle of the site which will be removed to construct the building. However, trees will be added to the site.

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

The amount of landscaping will meet code and open space requirements will be met. Sod and irrigation are required on all disturbed areas of the lot, except where prairie/natural plantings are located.

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.
Site Plans shall be altered to determine parking stall dimensions and driveway widths for traffic circulation. This condition is listed in the conditions for approval in the staff memo for the Planning Commission dated 6-15-2021. All other regulations in Section 17 of Isanti's Zoning Ordinances for Off-Street Parking and Loading will be met.

F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
The drainage/grading have been reviewed by the City Engineer. The location of proposed lights on the property will not disrupt neighboring properties.

G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.
The plans have been reviewed by the City Engineer, and plans shall be modified to reflect design standards.

Decision

The Planning Commission reviewed the request in a public hearing held on June 15, 2021. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Lundeen, second by Gordon to recommend approval of the site plan as presented for a manufacturing building at 825 East Dual Blvd NE, PID 16.137.0010 with the following conditions:

1. Location of freestanding light poles shall be shown on site plans and approved by staff
2. Mechanical equipment shall be screened from public right-of-way
3. Trash receptacle shall be enclosed and illuminated
4. All signs shall require a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
5. Applicant shall apply for all permits associated with the building including but not limited to a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.

6. All conditions/comments listed in the City Engineer's memo dated 6/2/2021 shall be addressed

Motion Carried unanimously 6-0.

A Community For Generations.

Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: June 15, 2021

SUBJECT: Site Plan Review for a proposed manufacturing building located at 825 East Dual Blvd NE (BP Metals)

Request: The applicant, Image Contracting LLC is requesting site plan approval for a proposed manufacturing building located at 825 East Dual Blvd NE for BP Metals.

Overview/Background: The applicant proposes to construct a manufacturing building on a 4.86-acre vacant lot located in the Industrial Park District at 825 East Dual Blvd NE. As proposed the building will be on the southeast portion of the parcel while allowing for potential future expansion north and west of the proposed building location. This parcel is currently zoned I-1 Industrial Park District in which "light manufacturing" is a permitted use.

The building is intended to provide custom sheet metal fabrication services in a warehouse setting. The building is proposed to be roughly 9,600 square feet and comprised of an office space of 692 square feet, two bathrooms and open warehouse space of 8,611 square feet. Twenty-six parking stalls are displayed on the site plans, with three of these stalls are designated as handicap accessible.

Analysis of Application: The site plan for the building shall comply with the following requirements for the I-1 Industrial Park District:

Lot Requirements

- Lot Size Minimum .5 acre
- Minimum Width of Lot at ROW 100 ft
- Minimum landscaping 25% of total lot area

The area of the parcel is roughly 4.86 acres in size and exceeds the lot size minimum. The site will meet the minimum width of lot at the Right of Way and minimum landscaping requirements.

Setbacks – Principal Building

- Front Yard Setback 30 feet
- Side Yard Setback 15 feet
- Rear Yard Setback 30 feet

The proposed building will be located roughly 100 ft from the east property lines near East Dual Blvd NE and will meet all required setbacks for the I-1 zoning district.

Impervious Surface Coverage

There shall be a required minimum of twenty-five percent (25%) reservation of the total lot area for landscaping use. A landscaping plan must be submitted to and be approved by the Planning Commission or its designee.

Impervious surfaces on site will include the building, paved asphalt parking lot and driveway surfaces. The landscaping requirement of 25% of the total lot area as green space will be met

Surfacing

All areas devoted for parking space and driveways shall be surfaced with asphalt, concrete, or other surface materials, as approved by the City Engineer, suitable to control dust and drainage. All parking areas shall be designed to control surface runoff to adjacent properties either with curbing or grading techniques.

The parking areas are proposed to be surfaced with standard duty asphalt. There is a proposed temporary gravel driveway around the rear of the building that intends to connect the paved asphalt parking lot and a separate curb cut on East Dual Blvd NE. The gravel driveway is subject to comments from the City Engineer's report dated June 2, 2021. The site plan shows potential future phases (which are not being considered in this review) if the proposed third phase isn't built then the temporary driveway shall be paved.

Curbing

Except for single-family dwellings, two-family dwellings, and townhouses, all parking areas located in the R-1, R-2, R-3, and R-4 as well as B-1, B-2, B-3, CBT, RC, I-1, or S-1 zoning districts must have curb and gutter around the perimeter of the parking lot.

Concrete curbing and gutters will extend around the entire perimeter of the parking lot and paved area on site.

Striping

All parking stalls shall be marked with either yellow or white painted lines not less than four (4) inches wide.

Four-inch-wide yellow striping will be used across the site for designated parking stalls. Two stalls will be striped to indicate no parking for handicap access stalls.

Parking Lot Setbacks

- Front Yard Setback 10 feet
- Rear Yard Setback 10 feet
- Street Side Yard Setback 10 feet
- Side Yard Setback 10 feet

Parking areas on site will meet the required 10-foot setbacks from property lines.

Parking Standards

Number of Required Parking Spaces

The following minimum number of off-street parking and loading spaces shall be provided and maintained:

Industrial Uses

Manufacturing 1.25 spaces for each employee on the major shift or 1 space for each 500 sq/ft whichever is greater

Based on the proposed use 19 parking spaces are required in which one stall be designated as handicap accessible. The site plans show 26 parking stalls, in which three parking stalls are designated as handicap accessible. The site plans meet the required number of parking spaces for the proposed use.

Stall, Aisle and Driveway Design

A. Except in the case of single-family dwellings, two-family dwellings, and townhouses, parking areas shall be designed so that circulation between parking aisles or driveways occurs within the designated parking lot and does not depend upon a public street or alley, and such design does not require backing into the public street.

B. Except in the case of single family and two-family dwellings, and townhouses, parking areas shall comply with the following standards

TABLE 9: Parking Lot and Parking Stall Dimensions

Angle of Parking	Stall Width	Curb Length Per Car	Stall Length	Aisle Width One Way	Aisle Width Two Way
90 degrees	9 feet	9 feet	19 feet	26 feet	26 feet

The site features 90-degree parking stalls and will have two-way traffic. Stall dimensions and drive aisle width is not shown on site plans and shall be a condition for site plan approval. The site will have to follow the required stall dimensions of 9 feet in width and 19 feet in length. The drive aisle widths shall be at least 26 feet and meet the requirement for two-way vehicle circulation.

Lighting

Any lighting used to illuminate off-street parking areas, signage, or buildings shall be directed away from residential properties and shall meet the standards as stipulated within Section 14 of this Ordinance.

Outdoor Lighting Standards

A. Prohibited Lighting: No use or structure shall be operated or occupied as to create light or glare in such an amount or to such a degree or intensity as to constitute a hazardous condition, or as to unreasonably interfere with the use and enjoyment of property with by any person or normal sensitivities, or otherwise as to create a public nuisance.

B. Minimum Standards: All uses shall comply with the following standards except as otherwise provided in this section:

1. Lighting fixtures shall be effectively shielded and arranged so as not to shine directly on any residential property. Lighting fixtures not of a cutoff type shall be subject to the following:

   a. Maximum initial lumens generated by each fixture shall not exceed two thousand (2,000) lumens (equivalent to a one hundred fifty (150) watt incandescent bulb).

   b. Mounting heights of such fixtures shall not exceed fifteen (15) feet.

2. Lighting shall not create a sensation of brightness that is substantially greater than ambient lighting conditions so as to create annoyance, discomfort, or decreased visual performance or visibility.

3. Lighting shall not directly or indirectly cause illumination or glare in excess of one-half (1/2) foot candle measured at the closest residential property line and five (5) foot-candles measured at the street curb line or non-residential property line nearest the light source.

4. Lighting shall not create a hazard for vehicular or pedestrian traffic.

5. Lighting of building facades or roofs shall be located, aimed, and shielded so that light is directed only onto the façade or roof.

6. Lighting shall be maintained stationery and constant in intensity and color, and not be of a flashing, moving, or intermittent type.

7. Business and industrial zoned property must light the trash enclosure areas for the safety of their employees.

An exterior lighting plan was submitted that showed lighting types that are proposed on site and include freestanding light poles and wall mounted sconces. All lighting types proposed are

downlit and are designed to reduce glare. These light sources will meet all criteria listed in Section 14 of the City Zoning Ordinance. Freestanding light poles shall be illustrated on site plans to determine their location to ensure that the foot candles near property lines are being met.

Curb Cuts

There are two curb cuts proposed along East Dual Blvd NE. The curb cut on the south side of the parcel will be paved with asphalt and will direct vehicles into the parking area. There is also a curb cut proposed on the north side of the parcel and will be a temporary gravel driveway that leads vehicles from East Dual Blvd NE around the west side of the building and connects to the paved parking area. These two proposed curb cuts are spaced an adequate distance from each other and comply with City Standards.

Building Design and Construction

A. The design and location of the buildings constructed on a lot shall be attractive and shall complement existing structures and the surrounding natural features and topography with respect to height, design finish, color, size and location.

B. Load bearing structural components shall be steel or structural concrete. Other materials of greater strength may be used if expressly allowed by the City Council.

C. Architecturally and aesthetically suitable building materials shall be applied to, or used on, all sides of all buildings that are adjacent to other existing or future structures or roads. Exterior walls of iron, aluminum, or wood will be permitted only with the specific written approval of the City Council. Exterior walls of masonry, concrete and glass are encouraged. Colors shall be harmonious and compatible with colors of the natural surroundings and other adjacent buildings.

D. All exterior wall finishes on any building shall be comprised of any one or a combination of the following materials:

1. Face brick
2. Natural stone
3. Glass
4. Specially designed pre-cast concrete units, if the surfaces have been integrally treated with an applied decorative material or texture.
5. Factory fabricated, finished 26 Ga. Metal panel
6. Decorative concrete block approved by the City Council.
7. Architectural metal accent panels, generally with a value greater than pre-cast concrete units, and as specifically approved by the City Council.

8. When material noted in (5) above is used, there shall be a wainscot of material noted in (1), (2.) or (6) above, Wainscot shall be located across a minimum of 50% of the linear perimeter of the building and shall be located where most visible from streets and as specifically approved by the City Council. Minimum wainscot height shall be one-third of the sidewalk height and/or specifically approved by the City Council.

9. Other materials as approved by the City Council and in conformance with existing design and character of the Property.

Exterior building materials include steel roof and siding, and stone around the base of the South and East sides of the building. The exterior siding and stone will be a neutral tan color and will be consistent with will surrounding buildings in the Industrial Park District.

Screening, and Landscaping

A. Fencing and Screening. Fencing and screening of the following shall be in accordance with Section 15 of this Ordinance.

1. The ground level view of mechanical utilities shall be completely screened from adjacent properties and streets, or designed to be compatible with the architectural treatment of the principal structure.

   Mechanical equipment is not displayed on site plans. If mechanical equipment is on the exterior of the building, site plans shall be altered to show the location of the equipment.

2. External loading and service areas shall be completely screened from the ground level view of adjacent residential and commercial properties, and adjacent streets.

   There are no loading and service areas displayed on site plans. A building of this size (under 100,000 square ft) does not require a designated loading area.

3. When abutting or directly across the street from a Residential District, a fencing and/or screening is required.

   The site does not abut a residential area.

5. Light from automobile headlights and other sources shall be screened when adjacent to a residential district.

   Site does not surround a residential area. Small shrubs are proposed around the whole perimeter of the parking areas to screen vehicle headlights.

Landscaping

Non-Residential Requirements: In addition to the general requirements noted, properties located within non-residential districts, shall be subject to the following regulations:

Minimum Landscaping Requirements. All open areas of a lot which are not used or improved for required building areas, parking areas, building expansion areas, drives, sidewalks, storage, or similar hard surface materials shall be landscaped with a combination of sod, overstory trees, understory trees, shrubs, flowers, ground cover materials and/or other similar site design features or materials in a quantity acceptable to the City.

Maintenance of Landscaping. The owner, tenant, and their respective agents shall be responsible for the maintenance of all landscaping provided on the parcel(s) in a condition presenting a healthy, neat, and orderly appearance; free from refuse and debris. Plants and ground cover that are required by an approved site or landscape plan and which have died shall be replaced within three (3) months from receipt of notification by the City. The time for compliance may be extended to nine (9) months, due to seasonal weather conditions.

Soil Requirements. A minimum of four (4) inches of topsoil shall be provided upon all lots.

Turf Requirements. All areas disturbed by new construction or not covered by established lawn or turf shall be sodded. Those areas to be maintained as natural areas as provided for within a developer's agreement or any wetlands that may be located on the property are exempt from this provision. The Building Official may waive this requirement upon inspection of the property.

Tree Requirements.

a. Landscaping shall provide for an appropriate mix of plantings around the exterior footprint of all buildings. Landscaping shall improve the appearance of the structure and break up large unadorned building elevations. Plantings are not intended to obscure views of the building or accessory signage.

b. Where undeveloped or open areas of a site are located adjacent to a public right-of-way, the plan shall provide for deciduous trees. A minimum of one (1) tree per fifty (50) feet of street frontage is required. The City may approve an alternative if such alternative appears to meet the intent of this article.

c. In addition to deciduous and coniferous trees; shrubs, ornamental trees, perennials and annual flowers and bulbs as well as ornamental grasses and ground cover shall be used to compliment the landscape plan.

d. Trees shall be of varying species and shall be in accordance with the City Tree Lists, as presented within the Section. If four (4) or more trees are used, the trees shall be of at least three (3) different species. If seven (7) or more trees are planted, trees shall be of at least four (4) different species. Other types of trees not listed on the City Tree Lists may be permitted at the discretion of City Staff.

   The landscaping plan proposes to include small plantings along the perimeter of the proposed parking area. Twenty-four (24) overstory trees are proposed around the entire parcel. The City Landscaping Ordinance requires that the site have at least 9 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage) and the proposed amount of 24 trees will meet this standard. There are no tree and planting species listed on the

plans, any trees or plantings installed on the site shall be consistent with the City Tree List. Sod shall be planted on all areas not disturbed by new construction or not already covered by established lawn or turf.

Refuse and Trash Receptacle Enclosures

B. Trash Dumpsters and Garbage Receptacles Required: All new uses and buildings in all zoning districts, with the exception of the "R-1", "R-2", and "R-3A" Districts; shall have trash dumpsters or garbage receptacles provided on the parcel or lot and be adequately screened and enclosed. The location of trash dumpsters and garage receptacles shall be approved during the site plan approval process.

C. Standards for Trash Enclosures: Trash dumpsters and garbage receptacles shall be screened from all lot lines and public roadways, in accordance with the following provisions:

1. The screening devices shall be designed so that they are architecturally harmonious with the principal structures on the site and shall meet the requirements as specified in Section 15 of this Ordinance.

2. Trash enclosures shall be lit.

3. Trash enclosures shall be of an adequate size to accommodate all refuse and recyclables.

D. Enclosure and Receptacle Maintenance Required: Fencing and landscaping for trash dumpsters and garbage receptacles shall be maintained in good condition and shall be kept litter-free at all times.

The trash receptacle is proposed to be located in the parking area near the four parking stalls to the southwest of the building. The receptacle does not appear to be enclosed, fenced or screened. The trash receptacle/enclosure shall follow the regulations set in Section 14, Subdivision 3 of the City's Zoning Ordinances and shall be enclosed. The trash enclosure shall also be illuminated for the safety of employees.

Signs

Signs will need to be applied for separately from the site plans. All signs will need to follow criteria listed in Section 16 of the City's Zoning Ordinances. Permits will be needed for approval of location and dimensions determined at a later date.

Staff Recommendation: Staff recommends approval of the proposed BP Metals manufacturing building located at 825 East Dual Blvd NE with the following conditions:

1. Location of freestanding light poles shall be shown on site plans and approved by staff
2. Mechanical equipment shall be screened from public right-of-way
3. Trash receptacle shall be enclosed and illuminated
4. All signs shall require a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
5. Applicant shall apply for all permits associated with the building including but not limited to a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
6. All conditions/comments listed in the City Engineer's memo dated 6/2/2021 shall be addressed

Attachments:

- Site Plans, Floor Plans and Exterior Elevations
- City Engineer's Memo Dated 6/2/2021

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MEMORANDUM

Date: June 2, 2021

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: BP Metals – Site Plan Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the Site Plan and supporting documents entitled "BP Metals" with a date of May 19, 2021.

The plan includes the construction of a new building, parking lot, pond, and storm sewer system.

An existing and proposed stormwater model was also submitted.

We have reviewed the submitted documents and have the following comments:

Site Plan:

1. Sheet C3 Erosion & Sediment Control Plan:
    a. Add inlet protection at the next 2 downstream catch basins along the street.
    b. Change the silt fence line type so it can be clearly seen vs the property line.
    c. Show construction limits, and turf restoration plan.
    d. There are 24 circles that appear to be manholes around the south, west and north sides of the site. What are these? They show up on multiple pages.
    e. Submit SWPPP as over 1 acre of surface will be disturbed.
    f. No plantings allowed in the infiltration basin.
2. Sheet C5 – Civil Site Plan:
    a. No future layout linework will be reviewed as submitted. Those expansions will need to be submitted in the future for full plan review.
    b. Temp gravel driveway appears to go through existing telephone pedestal and existing catch basin.
    c. The gravel driveway will need a 5-foot concrete apron with wings if this is allowed to be installed.
    d. Construct valley gutter through both proposed entrances.
    e. Label stall depth, width, and drive lane width. Meet city standards.

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f. The street patch section if needed shall be:
   i. 1.5-inches of bituminous wear course
   ii. 2-inches of bituminous non-wear course
   iii. 8-inches of aggregate base class 5

3. Sheet C6 – Grading Plan:
   a. It appears water will be trapped on the west side of the grading limits.
   b. What is the plan with the hole created in the NE corner of the property? Why is this not the pond location?
   c. All proposed infiltration basins need to have 3 feet of separation from the pond bottom to the ground water level. The outlet apron on the east side of East Dual Boulevard is under water at elevation 934.23 so the pond bottom most likely won't be able to be below 938.
   d. All proposed infiltration basins will need to have a soil boring to determine the water table, and a percolation test to determine infiltration rate.
   e. Show the EOF spot elevation for the proposed pond.
   f. Show spot elevations on the proposed curb, with grades, and gutter in or out designations.
   g. Show percent slope on the pavement surface and sidewalk.
   h. Show spot elevation in the pavement at highpoint between inlets. This highpoint cannot be above 939.8 to allow 1 foot freeboard to building finished floor. It appears it is currently above 940.
   i. A 939 contour on the south side of the site appears to be missing. Verify no water will be trapped on the south property line.
   j. Submit pond maintenance plan.
4. Sheet C7 – Utility Plan:
   a. A 6" PVC sanitary sewer service is already stubbed to the property line. See attached record drawing. Connect to this service, as opposed to cutting into the street.
   b. The storm sewer inverts appear to be at or near the groundwater level. This does not allow room for infiltration.
   c. The detail on the outlet control structure is hard to read. Please provide a clearer detail and specifically a detail on the outlet control trap shown in the detail.

<u>Stormwater Modeling:</u>

1. Submit subcatchment maps for the existing and proposed models.
2. Use Atlas-14 storm event modeling. Revise and resubmit.
3. Existing subcatchment areas are not defined by property lines. Include off site runoff draining onto the site. This cannot be blocked off and must be included in the modeling.

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4. Existing runoff does not appear to leave the site. From historical records it appears the site was originally supposed to discharge into a regional 18" culvert that has since been blocked off from the north. Given this pipe capacity and percentage of the drainage area going to this location, we can allow the 100-yr storm event to discharge **2.27 cfs** into the existing CB proposed to be connected to. The model currently appears to show 6.12 cfs.
5. Verify ground water will be over 3-feet below the bottom of all proposed infiltration basins. Provide geotechnical report showing this and have percolation tests completed to determine infiltration rate. Revise model as needed. Correct soil to not exceed maximum allowed infiltration rates.

We recommend approval of the site plan once the above items are addressed.

Please contact me if you have any questions.

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NOTE:
1. ANY SANITARY SEWER WITH LESS THAN 5' OF COVER SHALL BE INSULATED.

OUTLOT C

OUTLOT D

ISANTI PARKWAY

NORTH

0 25 50 100 200

MH 5

MH 6

MH 4

EX. MH 1

EX. MH 2

EX. MH 3

EX. MH 4

6" GATE VALVE W/PLUG

16" X 6" TEE

16"– 1/32 BEND

B.M.@ T.N.H. = 942.50

S – 0+58
ELEV.= 929.0

CONNECT TO EXISTING SANITARY SEWER

S – 0+14
ELEV.= 928.0

6" PLUG (TYP.)

12" X 6" WET TAP W/ 6" GATE VALVE

6" PLUG

S – 2+14
ELEV.= 929.2

S – 1+66
ELEV.= 928.9

S – 1+13
ELEV.= 928.3

12" X 6" WET TAP W/ 6" GATE VALVE

6" PVC SERVICE PIPE (TYP.)

S – 0+39
ELEV.= 930.1

16" X 8" TEE

8" GATE VALVE/W PLUG

8" SANITARY STUB INV. 926.14

16"– 1/8 BENDS

CONNECT TO EXIST 12" DIP STUB
INSTALL 12" GATE VALVE
INSTALL 16"X12" REDUCER

B.M.@ T.N.H. = 940.66

EXISTING LIFT STATION

12" X 6" WET TAP W/ 6" GATE VALVE

S – 0+86
ELEV.= 929.3

12" X 6" WET TAP W/ 6" GATE VALVE (2)

B.M.@ T.N.H. = 941.51

S – 1+96
ELEV.= 929.1

12" X 6" WET TAP W/ 6" GATE VALVE (TYP.)

OUTLOT A
NWL=932.6
HWL=935.5

OUTLOT B

EAST DUAL BOULEVARD

LEGEND

- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING WATERMAIN, HYDRANT, AND VALVE
- EXISTING OVERHEAD(OHE) ELECTRIC LINE, POWER POLE AND GUY WIRE
- EXISTING UNDERGROUND GAS LINE
- EXISTING BURIED TELEPHONE LINE
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED WATERMAIN
- PROPOSED HYDRANT & VALVE
- WETLAND LIMITS

MH 5 STUB

MH 6

MH 5

MH 4

EX. MH 1

EX. STUB

EX. MH 2

EX. MH 3

EX. MH 4

T/C= 940.87

T/C= 939.25

T/C= 939.25

T/C= 937.64

T/C= 938.0

T/C= 939.4

T/C= 938.5

T/C= 939.8

FINISHED GRADE

FINISHED SUBGRADE

13.78'

7.5' MIN. COVER

(2)–30" STM. SEW.

(2)– 4' X 8' INSULATION (SEE DETAIL)

21" STM. SEW.

16" X 12" REDUCER

10" WM

8" PLUG

200 LF – 8" PVC @ 0.45%

232 LF – 8" PVC @ 0.44%

16" D.I.P. WATERMAIN

12" D.I.P. WATERMAIN

CONNECT TO EXISTING WATERMAIN

CONNECT TO EXISTING SANITARY SEWER

33 LF 8" PVC @ 1.64%

1+92 1+72 0+58 0+14 2+14 0+86 1+66 0+39

940 935 930 925 920

INV. 926.11 S
INV. 926.21 E
INV. 927.11
INV. 927.11
INV. 926.21
INV. 926.11
STA. 13+34
INV. 925.08
INV. 924.65
INV. 925.15
INV. 925.78
INV. 926.41

9+00 10+00 11+00 12+00 13+00 14+00 15+00 16+00 17+00 18+00 19+00 20+00 21+00 22+00

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE EXCAVATING CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTES:
1. ALL WATERMAIN SHALL BE DUCTILE IRON, CLASS 52, WITH 7.5 FOOT MINIMUM COVER.
2. ALL SANITARY SEWER PIPE SHALL BE PVC ASTM 3034 SDR 35 UNLESS OTHERWISE INDICATED.
3. WATER SERVICES SHALL BE 6" DUCTILE IRON PIPE.
4. SANITARY SERVICES SHALL BE 6" PVC SDR 26.

CONTRACTOR: HYDROCON, INC. RECORD PLAN:2004

Revisions

No.	Date	By	Remarks
A	01/17/05	AFK	RECORD PLAN REVSION

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.

Signature Jeffrey J. Roos
Name JEFFREY J. ROOS
Date 3/10/03 License # 10206

Scale	1"=50'
Designed	DLK
Drawn	MRD
Date	1/15/03
Checked	DLK
Approved	JJR

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E–Mail: mfra@mfra.com

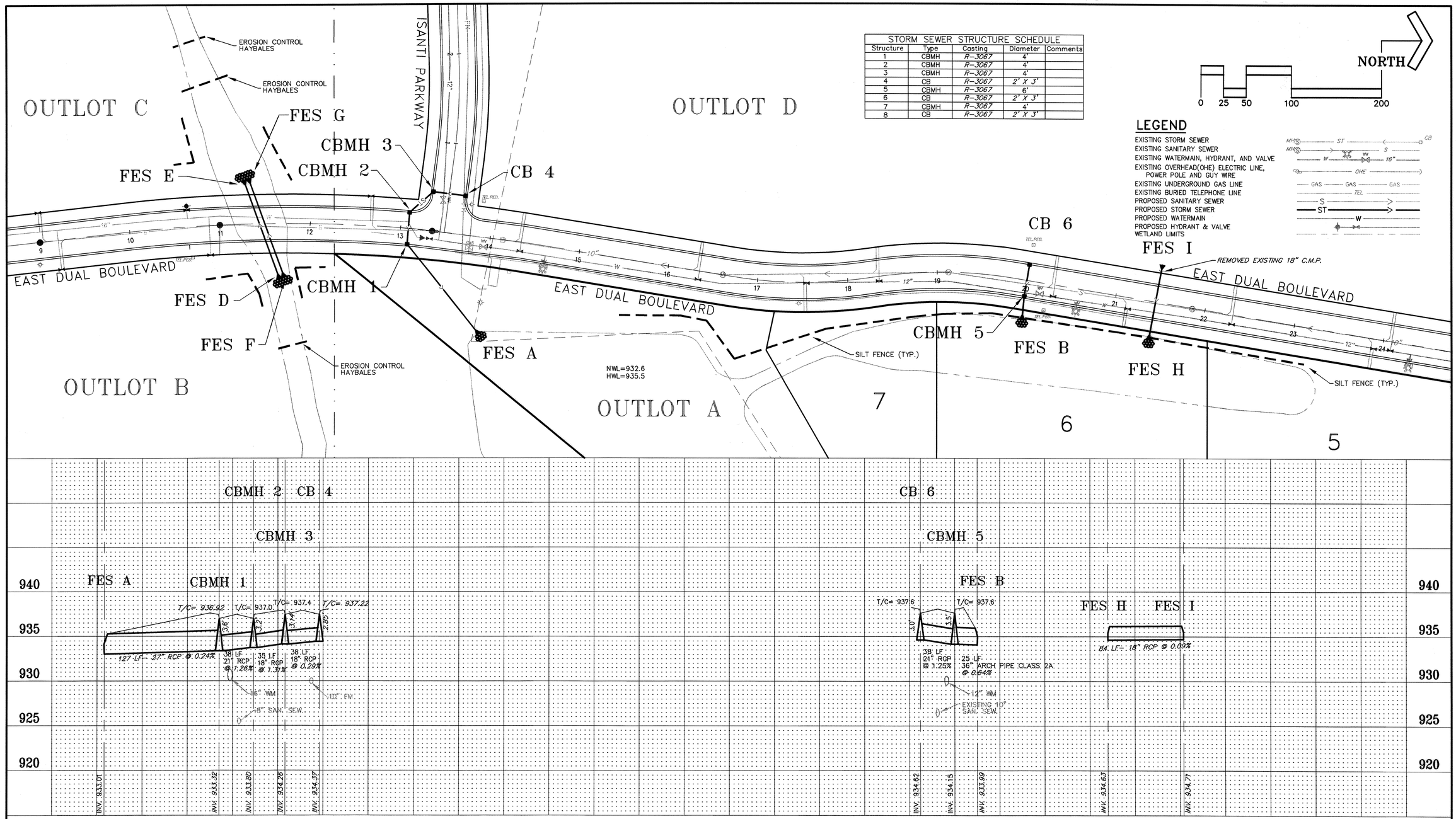
Client
City of Isanti
Isanti, MN

Project
2003 Centennial Industrial Park
Street & Utility Improvements
Isanti, MN

Sheet Title
Utility Plan
Plan & Profile

Sheet 8/19 **Revision** A

MFRA FILE NO.: 13938



STORM SEWER STRUCTURE SCHEDULE				
Structure	Type	Casting	Diameter	Comments
1	CBMH	R-3067	4'	
2	CBMH	R-3067	4'	
3	CBMH	R-3067	4'	
4	CB	R-3067	2' X 3'	
5	CBMH	R-3067	6'	
6	CB	R-3067	2' X 3'	
7	CBMH	R-3067	4'	
8	CB	R-3067	2' X 3'	

LEGEND

- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING WATERMAIN, HYDRANT, AND VALVE
- EXISTING OVERHEAD(OHE) ELECTRIC LINE, POWER POLE AND GUY WIRE
- EXISTING UNDERGROUND GAS LINE
- EXISTING BURIED TELEPHONE LINE
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED WATERMAIN
- PROPOSED HYDRANT & VALVE
- WETLAND LIMITS

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE EXCAVATING CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTES:
1. PIPE LENGTHS INCLUDE F.E.S.
2. REINFORCED CONCRETE PIPE TO BE CLASS 5, UNLESS NOTED OTHERWISE.

CONTRACTOR: HYDROCON, INC. RECORD PLAN:2004

Revisions

No.	Date	By	Remarks
A	01/17/05	AFK	RECORD PLAN REVSION

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.

Signature Jeffrey Roos
Name JEFFREY J. ROOS
Date 3/10/03 License # 10206

Scale	1"=50'
Designed	DLK
Drawn	MRD
Date	1/15/03
Checked	DLK
Approved	JJR

MFRA
McCombs Frank Roos Associates, Inc.
Engineering • Planning • Surveying
15050 23rd Avenue North • Plymouth, Minnesota • 55447
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E-Mail: mfra@mfra.com

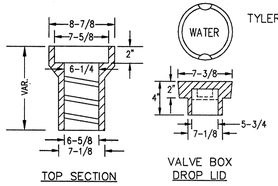
Client
City of Isanti
Isanti, MN

Project
2003 Centennial Industrial Park
Street & Utility Improvements
Isanti, MN

Sheet Title
Storm Sewer
Plan & Profile

Sheet 11/19 **Revision** A

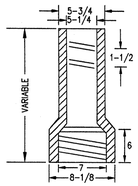
MFRA FILE NO.: 13938



TOP SECTION

VALVE BOX
DROP LID

TYLER 6860-6865

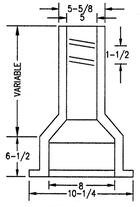


EXTENSION

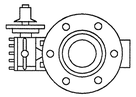
TYLER
(NO. 58, 59 & 60)

BUTTERFLY
VALVE BOXES
TYLER 6850

GATE VALVE BOXES ARE
2 PIECE, 5-1/4" SHAFT



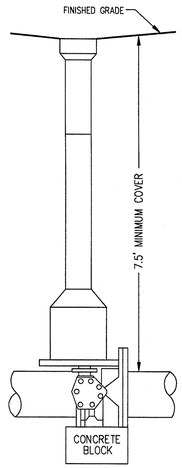
BOTTOM SECTION



BUTTERFLY VALVES

HENRY PRATT "GROUNDHOG"
DRESSER 450
KENNEDY
AMERICAN
MUELLER

ADJUST TOP TO 1/2" BELOW BLACKTOP GRADE OR 1" BELOW FINISHED BOULEVARD GRADE AND SHALL BE SET SO AS TO PROVIDE 12" OF UPWARD ADJUSTMENT.



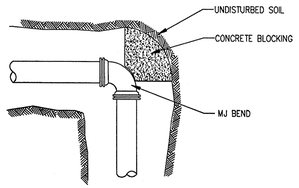
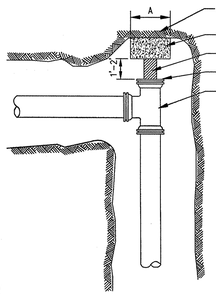
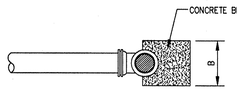


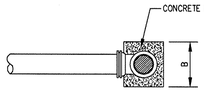
TABLE FOR 150 PSI TEST PRESSURE		
DIA.	A	B
6"	2'-0"	1'-1"
8"	3'-0"	1'-3"
10"	3'-0"	2'-0"
12"	3'-0"	3'-0"



PLAN VIEW

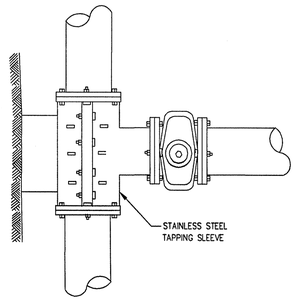
DIMENSIONS A & B VARY ACCORDING TO PIPE SIZE & TEST PROCEDURE

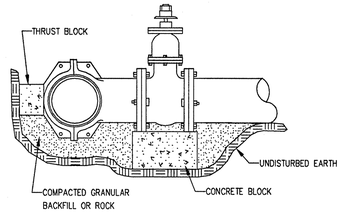




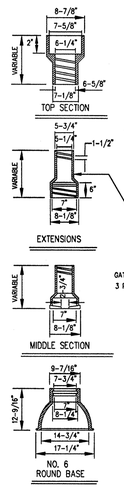
ELEVATION

TYPICAL WATERMAIN BLOCKING
NO SCALE





WATERMAIN WET TAP
NO SCALE



VALVE BOX
DROP LID

TYLER 6860-6865
MUELLER H-10361
BIBBY B-5160

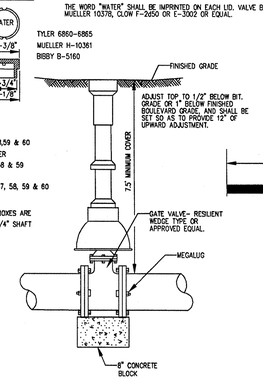
TYLER
NO.58,59 & 60
MUELLER
NO. 58 & 59
BIBBY
NO. 57, 58, 59 & 60

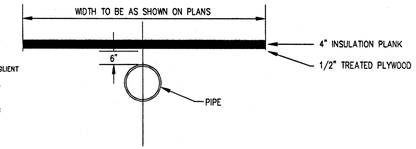
GATE VALVE BOXES ARE
3 PIECE, 5-1/4" SHAFT

GATE VALVES UP THROUGH 12 INCHES IN SIZE SHALL BE IRON BODY, BRONZE MOUNTED, DOUBLE-DISC, PARALLEL SEAT TYPE VALVES CONFORMING TO THE REQUIREMENTS OF THE AWWA SPECIFICATIONS C-500 FOR WORKING PRESSURE OF 175 PSI. "O-RING" CONSTRUCTION SHALL BE USED THROUGHOUT. ALL VALVES SHALL CLOSE BY TURNING IN A CLOCKWISE DIRECTION. VALVE BOXES SHALL BE THREE PIECES, ADJUSTABLE, SCREW TYPE BOXES, TYPE "F" (63"-85" EXTENSIONS) WITH A 5-1/4" SHAFT SIZE. BASE SIZES SHALL BE AS FOLLOWS:

6" AND 8" VALVES	NO. 6 ROUND
10" AND 12" VALVES	NO. 160 OVAL

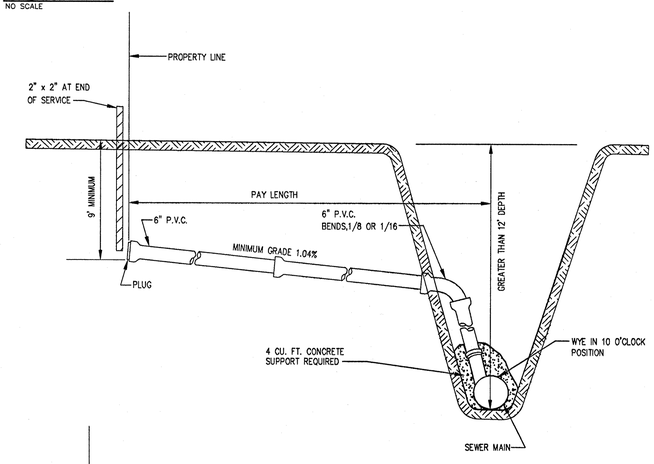
THE WORD "WATER" SHALL BE IMPRINTED ON EACH LID. VALVE BOXES TO BE SIMILAR TO MUELLER 10378, CLOW F-2450 OR E-3002 OR EQUAL.



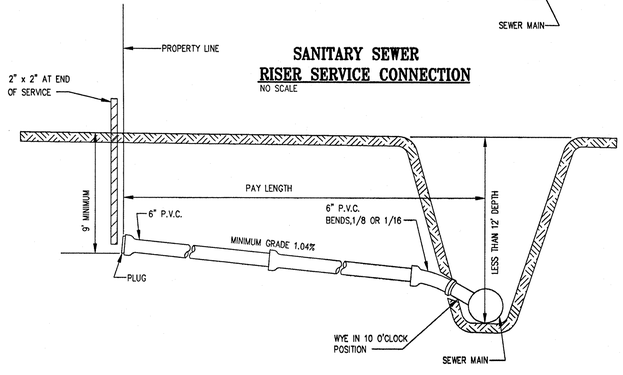


INSULATION DETAIL
NO SCALE REV 6-96

GATE VALVE AND BOX INSTALLATION
NO SCALE

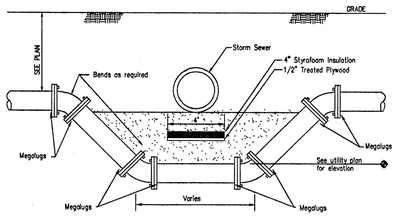


SANITARY SEWER
RISER SERVICE CONNECTION
NO SCALE



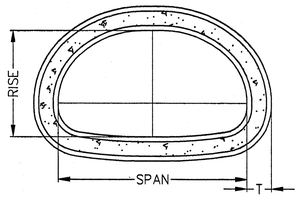
SANITARY SEWER
SERVICE CONNECTION
NO SCALE

BUTTERFLY VALVE AND BOX
NO SCALE



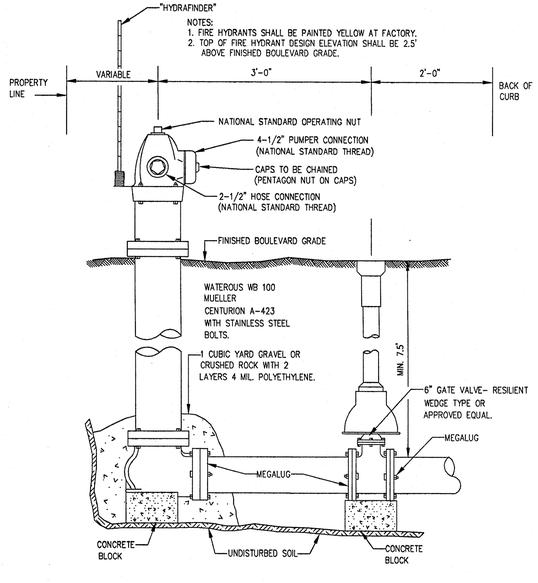
Watermain to be a minimum of 18" below storm sewer. Place 8" compacted sand above and below insulation.

INSULATION FOR WATERMAIN INSTALLED UNDER STORM SEWER
NO SCALE



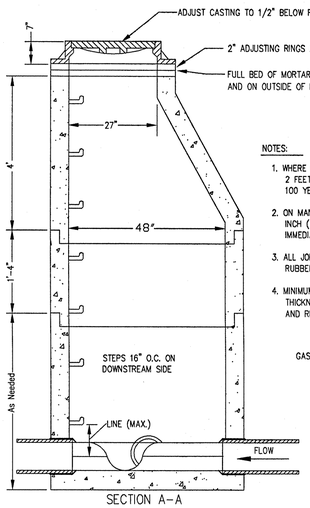
SPAN= 43-3/4"
RISE= 26-5/8"

36" EQUIVALENT ARCH PIPE
NO SCALE



TYPICAL FIRE HYDRANT AND GATE VALVE INSTALLATION
NO SCALE

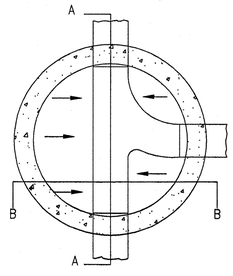
Manhole casting and cover, Neenah R-1642-B, Ess Bros. 309, or approved equal with machined bearing surfaces and two (2) concealed pick holes.



NOTES:

1. WHERE WATER MAY STAND, TOP OF MANHOLE SHALL BE 2 FEET ABOVE GROUND, AND/OR 2 FEET ABOVE THE 100 YEAR STORM WATER ELEVATION.
2. ON MANHOLES 8' DEEP AND GREATER, A ONE FOOT FOUR INCH (1'-4") PRECAST SECTION SHALL BE PLACED IMMEDIATELY BELOW THE CONE SECTION.
3. ALL JOINTS BETWEEN SECTIONS SHALL HAVE "O" RING RUBBER GASKETS.
4. MINIMUM SLAB THICKNESS, 6" FOR 14' DEPTH. INCREASE THICKNESS 1" FOR EACH 4' OF DEPTH GREATER THAN 14' AND REINFORCE WITH 6"X6" 10/10 MESH.

GASKETED FLEXIBLE WATERTIGHT CONNECTION (TYP)



STANDARD SANITARY SEWER MANHOLE
NO SCALE

Revisions

No.	Date	By	Remarks

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.

Signature Jeffrey J. Roos
Name JEFFREY J. ROOS
Date 3/10/03 License # 10206

Scale	
Designed	DLK
Drawn	MRD
Date	1/15/03
Checked	DLK
Approved	JJR

MFRA
McCombs Frank Roos Associates, Inc.
Engineering • Planning • Surveying
15050 23rd Avenue North • Plymouth, Minnesota • 55447
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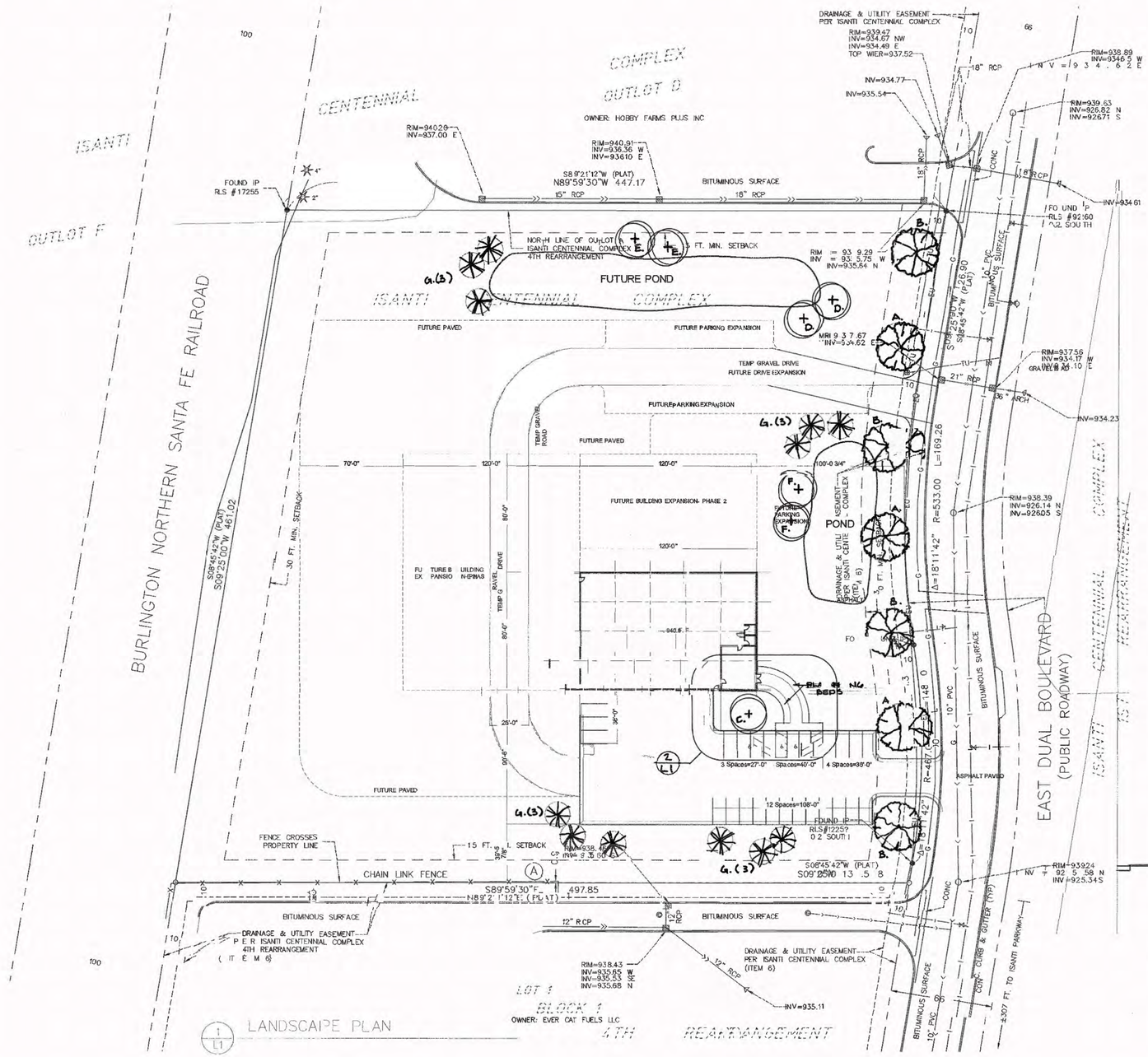
Client
City of Isanti
Isanti, MN

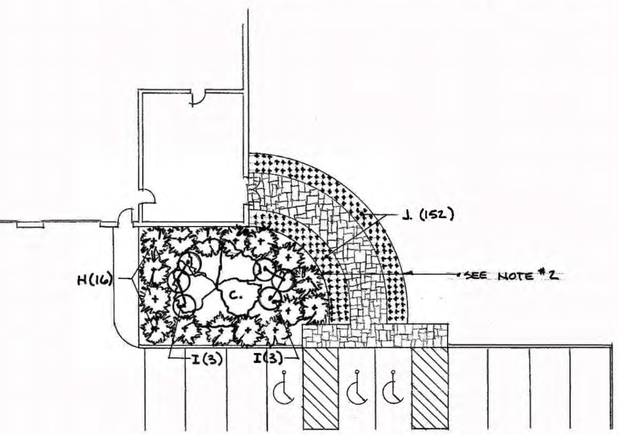
Project
2003 Centennial Industrial Park
Street & Utility Improvements
Isanti, MN

Sheet Title
Details

Sheet 13/19 **Revision**

MFRA FILE NO.: 13938





1 L1 ENLARGED ENTRY PLAN
1/16" = 1'-0"

GENERAL NOTES:

1. Plant materials shall be guaranteed for a period of one (1) year – one time replacement.
2. All planting beds for shrubbery shall be bordered with "Minnesota Valley" black polyvinyl grass edging–properly staked in place at 4'-0" o.c. Beds shall receive 4" min. pea rock on 6 mil. Poly weed mat.
3. Contact Gopher State for U. G. utility locates prior to starting construction.
4. Install new weed mat and mulch in all new planting areas as required.
5. Note that all existing plants which are noted to be removed, shall be relocated on site and shall be transplanted in the areas designated for the new planters or plant locations. Verify all plants and areas designated for replacing with the field supervisor on site, prior to performing this work.
6. Expose plant flare & set at grade. Remove burlap & ropes from top 1/3rd of the root-ball, cut wire basket down to 2nd horizontal wire from the bottom (dispose off-site).
7. Landscaping Contractor shall maintain trees in a plumb vertical position throughout the required maintenance period.

Landscape Schedule		
Code	Plant Material (Botanical Name)	Plant Size
A.	Autumn Blaze Maple – Acer Freemanni "Autumn Blaze"	2.5" o B & B
B.	Yellow Common Hackberry – Celtis Occedentalis	2.5"o B & B
C.	Skyline Locust – Gladitsia triacnthos f. inermis "Skyline"	2.0" o B & B
D.	Autumn Gold Ginko – Ginko Biloba "Autumn Gold"	2.0" o B & B
E.	Sparkler Crab – malus "Sparkler"	2.o" o B & B
F.	Flowering Crab –"Dolgo Dessert"	1.5" o B & B
G.	Black Hills Spruce – Picea flauca var. "Desata"	6' – 7' B & B
H.	Seagreen Juniper– Juniperius Chineasis "Seagreen"	2 gal. potted
I.	Gold Flame Spirea - Bumalda "Gold Flame"	2 gal. potted
J.	Sedium (Dragons Blood) – Spurium	.5 gal potted

Project Title
BP METALS

Address
825 E Dual Blvd
Isanti, MN 55040

Contact
Jeff Hafferman

Phone
763-316-5342

E-mail:
jeff@architectmn.com

Becklin & Whitney
Consulting Engineers

Commission Number	Date
18-029	09/04/21
Drawn: KG	Checked: WB

Becklin & Whitney
Consulting Engineers, Inc.
139 1st Ave. E. Suite 100
P.O. Box 471
Cambridge, MN 55008
Phone: (763) 689-5631
Fax: (763)552-5631

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.

JERRY W. ANDERSON
DATE: JUNE 15, 2021 LIC. NO. 13639

Sheet Name
LANDSCAPE PLAN

Sheet
L1

Paper Size: 22x34

CITY VIEW ELECTRIC INC.

BP Metals

825 E Dual Blvd NE
Isanti, MN 55040

Lighting Submittal

Dave Carlson
City View Electric, Inc.
14309 Lake Drive NE
Columbus, MN 55025
Phone 651.659.9496 ● Fax 651.659.0905
cityviewelectric.com



RSX1 LED
Area Luminaire

Catalog Number

Notes

Type

Specifications

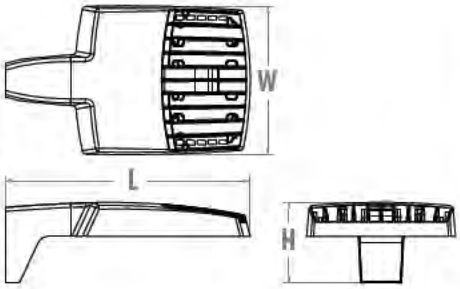
EPA (ft²@0°): 0.57 ft² (0.05 m²)

Length: 21.8" (55.4 cm) (SPA mount)

Width: 13.3" (33.8 cm)

Height: 3.0" (7.6 cm) Main Body 7.2" (18.4 cm) Arm

Weight (SPA mount): 22.0 lbs (10.0 kg)



Introduction

The new RSX LED Area family delivers maximum value by providing significant energy savings, long life and outstanding photometric performance at an affordable price. The RSX1 delivers 7,000 to 17,000 lumens allowing it to replace 70W to 400W HID luminaires.

The RSX features an integral universal mounting mechanism that allows the luminaire to be mounted on most existing drill hole patterns. This "no-drill" solution provides significant labor savings. An easy-access door on the bottom of mounting arm allows for wiring without opening the electrical compartment. A mast arm adaptor, adjustable integral slipfitter and other mounting configurations are available.

Ordering Information

EXAMPLE: RSX1 LED P4 40K R3 MVOLT SPA DDBXD

RSX1 LED

Series	Performance Package	Color Temperature	Distribution	Voltage	Mounting
RSX1 LED	P1 P2 P3 P4	30K 3000K 40K 4000K 50K 5000K	R2 Type 2 Wide R3 Type 3 Wide R3S Type 3 Short R4 Type 4 Wide R4S Type 4 Short R5 Type 5 Wide [1] R5S Type 5 Short [1] AFR Automotive Front Row AFRR90 Automotive Front Row Right Rotated AFRL90 Automotive Front Row Left Rotated	MVOLT (120V-277V) [2] HVOLT (347V-480V) [3] XVOLT (277V-480V) [4] **(use specific voltage for options as noted)** 120 [3] 277 [5] 208 [3] 347 [5] 240 [3] 480 [5]	SPA Square pole mounting (3.0" min. SQ pole for 1 at 90°, 3.5" min. SQ pole for 2, 3, 4 at 90°) RPA Round pole mounting (3.2" min. dia. RND pole for 2, 3, 4 at 90°, 3.0" min. dia. RND pole for 1 at 90°, 2 at 180°, 3 at 120°) MA Mast arm adaptor (fits 2-3/8" OD horizontal tenon) IS Adjustable slipfitter (fits 2-3/8" OD tenon) [6] WBA Wall bracket [1] WBASC Wall bracket with surface conduit box AASP Adjustable tilt arm square pole mounting [6] AARP Adjustable tilt arm round pole mounting [6] AAWB Adjustable tilt arm with wall bracket [6] AAWSC Adjustable tilt arm wall bracket and surface conduit box [6]

Options

Shipped Installed

HS	House-side shield [7]
PE	Photocontrol, button style [8,9]
PEX	Photocontrol external threaded, adjustable [9,10]
PER7	Seven-wire twist-lock receptacle only (no controls) [9,11,12,13]
CE34	Conduit entry 3/4" NPT (Qty 2)
SF	Single fuse (120, 277, 347) [5]
DF	Double fuse (208, 240, 480) [5]
SPD20KV	20KV Surge pack (10KV standard)
FAO	Field adjustable output [9,13]
DMG	0-10V dimming extend out back of housing for external control (control ordered separate) [9,13]

Shipped Installed

***Standalone and Networked Sensors/Controls (factory default settings, see table page 9)**

NLTAIR2	nLight AIR generation 2 [13,14,15]
PIRHN	Networked, Bi-Level motion/ambient sensor (for use with NLTAIR2) [13,15,16]

***Note: PIRHN with nLight Air can be used as a standalone or networked solution. Sensor coverage pattern is affected when luminaire is tilted.**

Shipped Separately (requires some field assembly)

EGS	External glare shield [7]
EGFV	External glare full visor (360° around light aperture) [7]
BS	Bird spikes [17]

Finish

DDBXD	Dark Bronze
DBLXD	Black
DNAXD	Natural Aluminum
DWHXD	White
DDBTXD	Textured Dark Bronze
DBLBXD	Textured Black
DNATXD	Textured Natural Aluminum
DWHGXD	Textured White

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Ordering Information

Accessories
Ordered and shipped separately.

RSX1HS	RSX1 House side shield (includes 1 shield)
RSX1HSAFRR U	RSX1 House side shield for AFR rotated optics (includes 1 shield)
RSX1EGS (FINISH) U	External glares hield (specify finish)
RSX1EGFV (FINISH) U	External glare full visor (specify finish)
RSXRPA (FINISH) U	RSX Universal round pole adaptor plate (specify finish)
RSXWBA (FINISH) U	RSX WBA wall bracket (specify finish) [1]
RSXSCB (FINISH) U	RSX Surface conduit box (specify finish, for use with WBA, WBA not included)
DLL127F 1.5 JU	Photocell -SSL twist-lock (120-277V) [10]
DLL347F 1.5 CUL JU	Photocell -SSL twist-lock (347V) [10]
DLL480F 1.5 CUL JU	Photocell -SSL twist-lock (480V) [10]
DSHORT SBK U	Shorting cap [11]

NOTES
1. Any Type 5 distribution, is not available with WBA.
2. MVOLT driver operates on any line voltage from 120-277V (50/60 Hz).
3. HVOLT driver operates on any line voltage from 347-480V (50/60 Hz).
4. XVOLT driver not available with P1 or P2. XVOLT driver operates on any line voltage from 277V-480V (50/60 Hz). XVOLT not available with fusing (SF or DF) and not available with PE or PEX.
5. Single fuse (SF) requires 120V, 277V or 347V. Double fuse (DF) requires 208V, 240V or 480V.
6. Maximum tilt is 90° above horizontal.
7. It may be ordered as an accessory.
8. Requires MVOLT or 347V.
9. Not available in combination with other light sensing control options (following options cannot be combined: PE, PEX, PER7, FAO, DMG, PIRHN).
10. Requires 120V, 208V, 240V or 277V.
11. Twistlock photocell ordered and shipped as a separate line item from Acuity Brands Controls. See accessories. Shorting Cap included. Dimming leads capped for future use.
12. For units with option PER7, the mounting must be restricted to +/- 45° from horizontal aim per ANSI C136.10-2010.
13. Two or more of the following options cannot be combined including DMG, PER7, FAO and PIRHN.
14. Must be ordered with PIRHN.
15. Requires MVOLT or HVOLT.
16. Must be ordered with NLTAIR2. For additional information on PIRHN visit here.
17. Must be ordered with fixture for factory pre-drilling.
18. Requires luminaire to be specified with PER7 option. Ordered and shipped as a separate line item from Acuity Brands Controls.

External Shields



House Side Shield



External Glare Shield

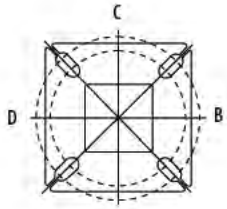


External 360 Full Visor

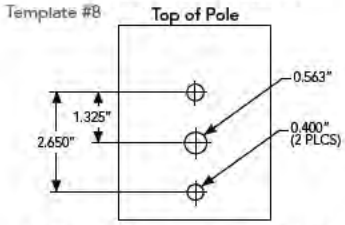
Pole/Mounting Information

Accessories including bullhorns, cross arms and other adpaters are available under the accessories tab at Lithonia's Outdoor Poles and Arms product page. Click here to visit Accessories.

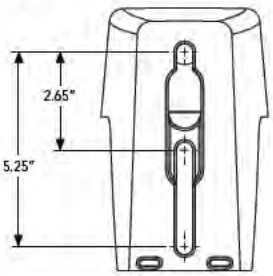
HANDHOLE ORIENTATION



RSX POLE DRILLING



RSX STANDARD ARM & ADJUSTABLE ARM



Round Tenon Mount - Pole Top Slipfitters

Tenon O.D.	RSX Mounting	Single	2 at 180°	2 at 90°	3 at 120°	3 at 90°	4 at 90°
2-3/8"	RPA, AARP	AS3-5 190	AS3-5 280	AS3-5 290	AS3-5 320	AS3-5 390	AS3-5 490
2-7/8"	RPA, AARP	AST25-190	AST25-280	AST25-290	AST25-320	AST25-390	AST25-490
4"	RPA, AARP	AST35-190	AST35-280	AST35-290	AST35-320	AST35-390	AST35-490

Drill/Side Location by Configuration Type

Drilling Template	Mounting Option	Single	2 @ 180	2 @ 90	3 @ 120	3 @ 90	4 @ 90
	Head Location	Side B	Side B & D	Side B & C	Round Pole Only	Side B, C & D	Side A, B, C & D
#8	Drill Nomenclature	DM19AS	DM28AS	DM29AS	DM32AS	DM39AS	DM49AS

RSX1 - Luminaire EPA

*Includes luminaire and integral mounting arm. Other tenons, arms, brackets or other accessories are not included in this EPA data.

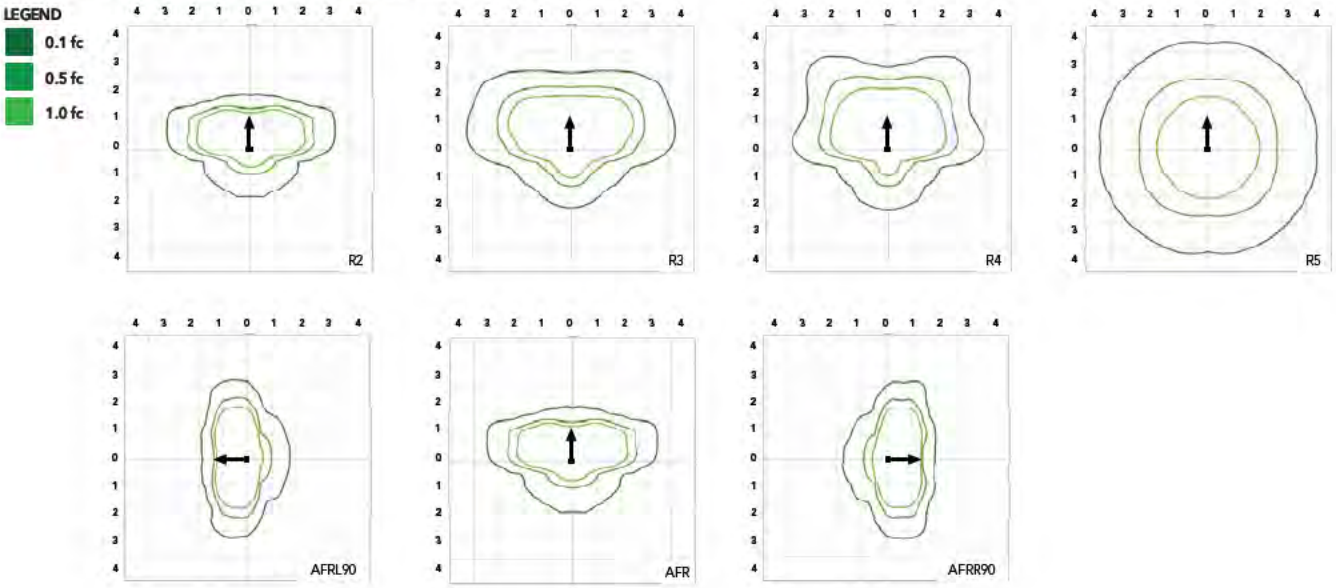
Fixture Quantity & Mounting Configuration		Single	2 @ 90	2 @ 180	3 @ 90	3 @ 120	4 @ 90	2 Side by Side	3 Side by Side	4 Side by Side
Mounting Type	Tilt									
SPA - Square Pole Adaptor	0°	0.57	1.03	1.05	1.52	1.36	2.03	1.31	1.7	2.26
RPA - Round Pole Adaptor		0.62	1.08	1.15	1.62	1.46	2.13	1.36	1.8	2.36
MA - Mast Arm Adaptor		0.49	0.95	0.89	1.36	1.2	1.87	1.23	1.54	2.1
IS - Integral Slipfitter AASP/AARP - Adjustable Arm Square/Round Pole	0°	0.57	1.03	1.05	1.52	1.36	2.03	1.31	1.7	2.26
	10°	0.68	1.34	1.33	2	1.74	2.64	1.35	2.03	2.71
	20°	0.87	1.71	1.73	2.56	2.26	3.42	1.75	2.62	3.49
	30°	1.24	2.19	2.3	3.21	2.87	4.36	2.49	3.73	4.97
	40°	1.81	2.68	2.98	3.85	3.68	5.30	3.62	5.43	7.24
	45°	2.11	2.92	3.44	4.2	4.08	5.77	4.22	6.33	8.44
	50°	2.31	3.17	3.72	4.52	4.44	6.26	4.62	6.94	9.25
	60°	2.71	3.66	4.38	5.21	5.15	7.24	5.43	8.14	10.86
	70°	2.78	3.98	4.54	5.67	5.47	7.91	5.52	8.27	11.03
	80°	2.76	4.18	4.62	5.97	5.76	8.31	5.51	8.27	11.03
	90°	2.73	4.25	4.64	6.11	5.91	8.47	5.45	8.18	10.97

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Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit Lithonia Lighting's RSX Area homepage.

Isofootcandle plots for the RSX1 LED P4 40K. Distances are in units of mounting height (20').



Performance Data

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-50°C (32-122°F).

Ambient	Ambient	Lumen Multiplier
0°C	32°F	1.05
5°C	41°F	1.04
10°C	50°F	1.03
15°C	59°F	1.02
20°C	68°F	1.01
25°C	77°F	1.00
30°C	86°F	0.99
35°C	95°F	0.98
40°C	104°F	0.97
45°C	113°F	0.96
50°C	122°F	0.95

Electrical Load

		Current (A)					
Performance Package	System Watts (W)	120V	208V	240V	277V	347V	480V
P1	51W	0.42	0.25	0.21	0.19	0.14	0.11
P2	72W	0.60	0.35	0.30	0.26	0.21	0.15
P3	109W	0.91	0.52	0.45	0.39	0.31	0.23
P4	133W	1.11	0.64	0.55	0.48	0.38	0.27

Projected LED Lumen Maintenance

Operating Hours	50,000	75,000	100,000
Lumen Maintenance Factor	>0.97	>0.95	>0.92

Values calculated according to IESNA TM-21-11 methodology and valid up to 40°C.

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Performance Data

Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Contact factory for performance data on any configurations not shown here.

Performance Package	System Watts	Distribution. Type	30K (3000K, 70 CRI)					40K (4000K, 70 CRI)					50K (5000K, 70 CRI)				
			Lumens	B	U	G	LPW	Lumens	B	U	G	LPW	Lumens	B	U	G	LPW
P1	51W	R2	6,482	1	0	1	126	7,121	1	0	1	139	7,121	1	0	1	139
		R3	6,459	1	0	2	127	7,096	1	0	2	139	7,096	1	0	2	139
		R3S	6,631	1	0	1	129	7,286	1	0	2	142	7,286	1	0	2	142
		R4	6,543	1	0	2	128	7,189	1	0	2	141	7,189	1	0	2	141
		R4S	6,313	1	0	1	124	6,936	1	0	1	136	6,936	1	0	1	136
		R5	6,631	3	0	2	130	7,286	3	0	2	143	7,286	3	0	2	143
		R5S	6,807	3	0	1	133	7,479	3	0	1	147	7,479	3	0	1	147
		AFR	6,473	1	0	1	127	7,112	1	0	1	139	7,112	1	0	1	139
		AFRR90	6,535	2	0	2	127	7,179	2	0	2	140	7,179	2	0	2	140
		AFRL90	6,562	2	0	1	128	7,210	2	0	2	140	7,210	2	0	2	140
P2	72W	R2	8,991	2	0	1	123	9,878	2	0	1	135	9,878	2	0	1	135
		R3	8,959	2	0	2	124	9,843	2	0	2	137	9,843	2	0	2	137
		R3S	9,198	2	0	2	126	10,106	2	0	2	139	10,106	2	0	2	139
		R4	9,077	2	0	2	126	9,972	2	0	2	139	9,972	2	0	2	139
		R4S	8,757	1	0	2	122	9,622	2	0	2	134	9,622	2	0	2	134
		R5	9,198	4	0	2	128	10,106	4	0	2	140	10,106	4	0	2	140
		R5S	9,443	3	0	1	131	10,374	3	0	1	144	10,374	3	0	1	144
		AFR	8,979	2	0	1	125	9,865	2	0	1	137	9,865	2	0	1	137
		AFRR90	9,064	3	0	2	124	9,959	3	0	2	137	9,959	3	0	2	137
		AFRL90	9,102	3	0	2	125	10,001	3	0	2	137	10,001	3	0	2	137
P3	109W	R2	12,808	2	0	1	117	14,072	2	0	2	129	14,072	2	0	2	129
		R3	12,763	2	0	2	117	14,023	2	0	2	129	14,023	2	0	2	129
		R3S	13,104	2	0	2	120	14,397	2	0	2	132	14,397	2	0	2	132
		R4	12,930	2	0	2	119	14,206	2	0	2	130	14,206	2	0	2	130
		R4S	12,475	2	0	2	114	13,707	2	0	2	126	13,707	2	0	2	126
		R5	13,104	4	0	2	120	14,397	4	0	2	132	14,397	4	0	2	132
		R5S	13,452	3	0	2	123	14,779	3	0	2	136	14,779	3	0	2	136
		AFR	12,791	2	0	1	117	14,053	2	0	2	129	14,053	2	0	2	129
		AFRR90	12,913	3	0	3	118	14,187	3	0	3	130	14,187	3	0	3	130
		AFRL90	12,967	3	0	2	118	14,247	3	0	3	130	14,247	3	0	3	130
P4	133W	R2	14,943	2	0	2	112	16,417	2	0	2	123	16,417	2	0	2	123
		R3	14,890	2	0	3	112	16,360	2	0	3	123	16,360	2	0	3	123
		R3S	15,287	2	0	2	115	16,796	2	0	2	126	16,796	2	0	2	126
		R4	15,085	2	0	3	113	16,574	2	0	3	125	16,574	2	0	3	125
		R4S	14,554	2	0	2	109	15,991	2	0	2	120	15,991	2	0	2	120
		R5	15,287	4	0	2	115	16,796	4	0	2	126	16,796	4	0	2	126
		R5S	15,693	4	0	2	118	17,242	4	0	2	130	17,242	4	0	2	130
		AFR	14,923	2	0	2	112	16,395	2	0	2	123	16,395	2	0	2	123
		AFRR90	15,065	3	0	3	113	16,551	3	0	3	124	16,551	3	0	3	124
		AFRL90	15,128	3	0	3	114	16,621	3	0	3	125	16,621	3	0	3	125

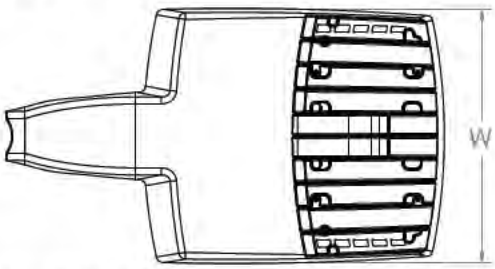
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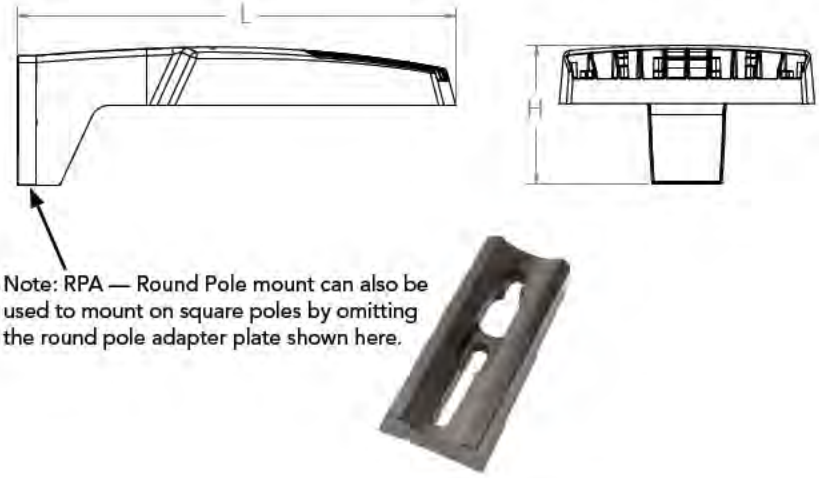
Dimensions & Weights

Luminaire Weight by Mounting Type

Mounting Configuration	Total Luminaire Weight
SPA	22 lbs
RPA	24 lbs
MA	22 lbs
WBA	25 lbs
WBASC	28 lbs
IS	25 lbs
AASP	25 lbs
AARP	27 lbs
AAWB	28 lbs
AAWSC	31 lbs

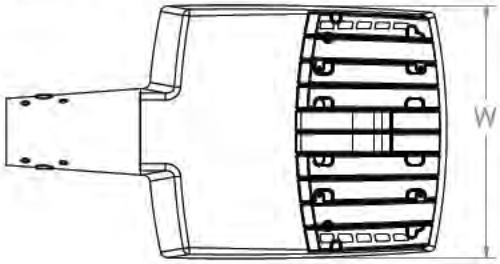
RSX1 with Round Pole Adapter (RPA)

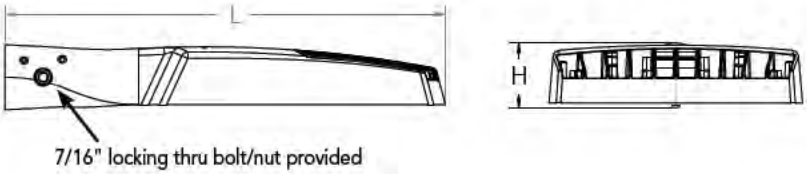




Length: 22.8" (57.9 cm)
Width: 13.3" (33.8 cm)
Height: 3.0" (7.6 cm) Main Body
7.2" (18.4 cm) Arm

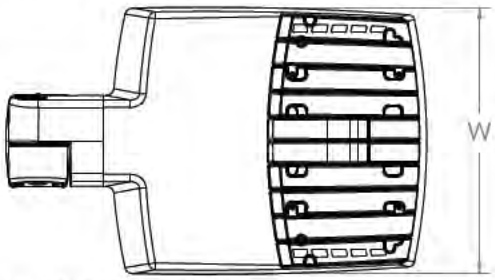
RSX1 with Mast Arm Adapter (MA)





Length: 23.2" (59.1 cm)
Width: 13.3" (33.8 cm)
Height: 3.0" (7.6 cm) Main Body
3.5" (8.9 cm) Arm

RSX1 with Adjustable Slipfitter (IS)



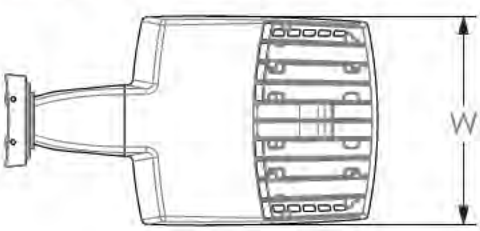


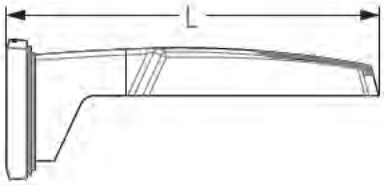
Length: 20.7" (52.7 cm)
Width: 13.3" (33.8 cm)
Height: 3.0" (7.6 cm) Main Body
7.6" (19.3 cm) Arm

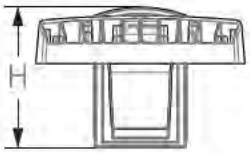
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Dimensions

RSX1 with Wall Bracket (WBA)

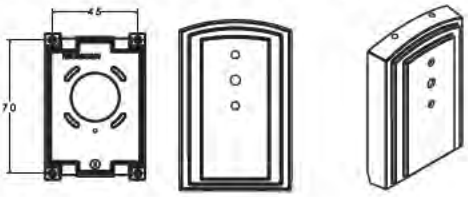




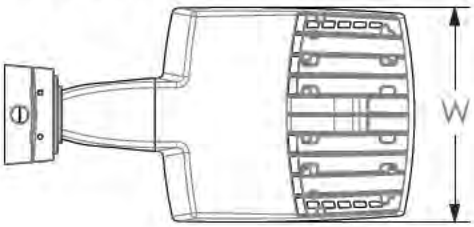


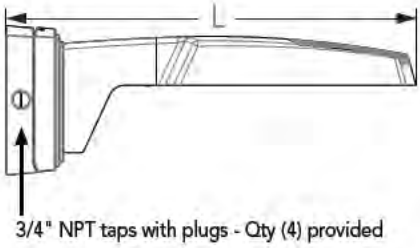
Length: 23.6" (59.9 cm)
Width: 13.3" (33.8 cm)
Height: 3.0" (7.6 cm) Main Body
8.9" (22.6 cm) Arm

Wall Bracket (WBA) Mounting Detail

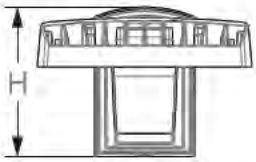


RSX1 with Wall Bracket with Surface Conduit Box (WBASC)



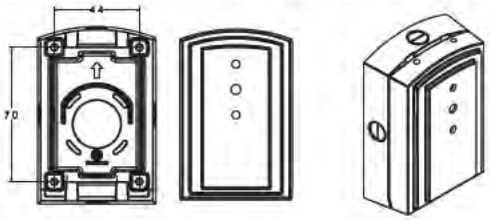


3/4" NPT taps with plugs - Qty (4) provided



Length: 25.3" (64.3 cm)
Width: 13.3" (33.8 cm)
Height: 3.0" (7.6 cm) Main Body
9.2" (23.4 cm) Arm

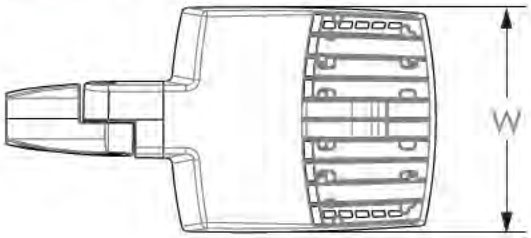
Surface Conduit Box (SCB) Mounting Detail

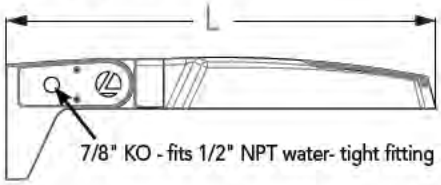


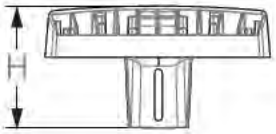
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Dimensions

RSX1 with Adjustable Tilt Arm - Square or Round Pole (AASP or AARP)









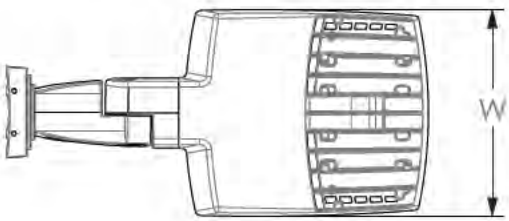
Length: 25.3" (65.3 cm) **AASP**
26.3" (66.8 cm) **AARP**
Width: 13.3" (33.8 cm)
Height: 3.0" (7.6 cm) Main Body
7.2" (18.2 cm) Arm

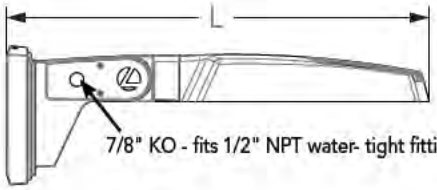
NOTE:
RPA - Round Pole mount can also be used to mount on square poles by omitting the round pole adapter plate shown here.

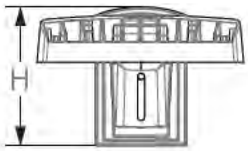


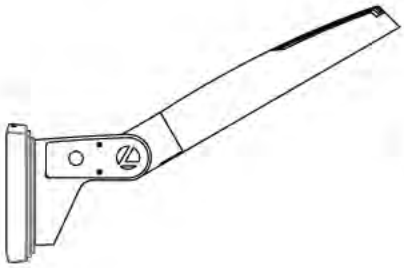
Notes
AASP: Requires 3.0" min. square pole for 1 at 90°. Requires 3.5" min. square pole for mounting 2, 3, 4 at 90°.
AARP: Requires 3.2" min. dia. round pole for 2, 3, 4 at 90°. Requires 3.0" min. dia. round pole for mounting 1 at 90°, 2 at 180°, 3 at 120°.

RSX1 with Adjustable Tilt Arm with Wall Bracket (AAWB)



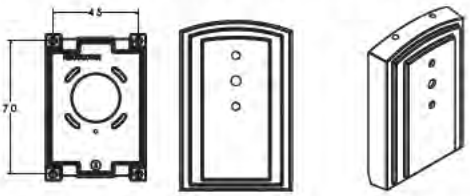






Length: 27.1" (68.8 cm)
Width: 13.3" (33.8 cm)
Height: 3.0" (7.6 cm) Main Body
8.9" (22.6 cm) Arm

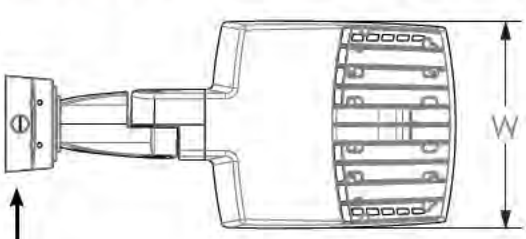
Wall Bracket (WBA) Mounting Detail

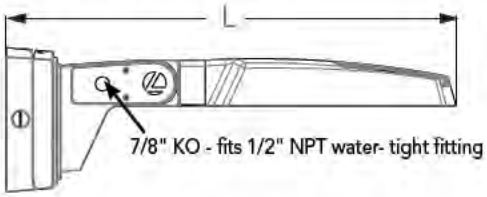


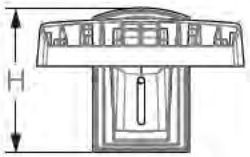
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Dimensions

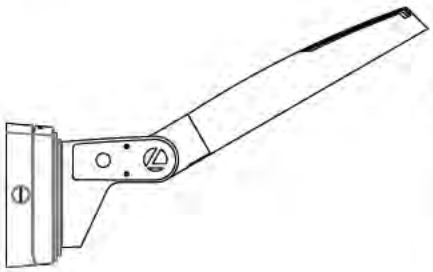
RSX1 with Adjustable Tilt Arm with Wall Bracket and Surface Conduit Box (AAWSC)





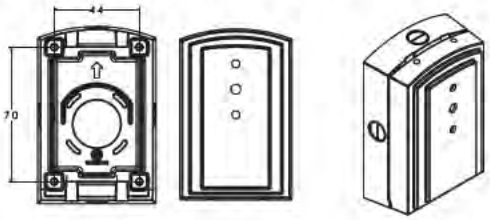


3/4" NPT taps
with plugs - Qty (4)
provided

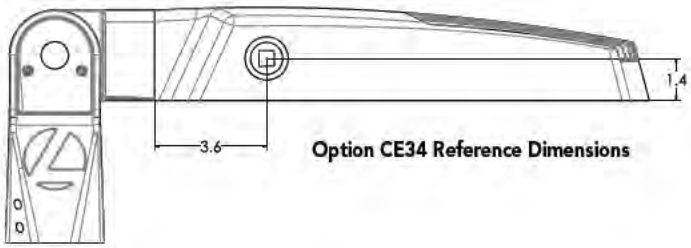


Length: 28.8" (73.2 cm)
Width: 13.3" (33.8 cm)
Height: 3.0" (7.6 cm) Main Body
9.2" (23.4 cm) Arm

Surface Conduit Box (SCB) Mounting Detail

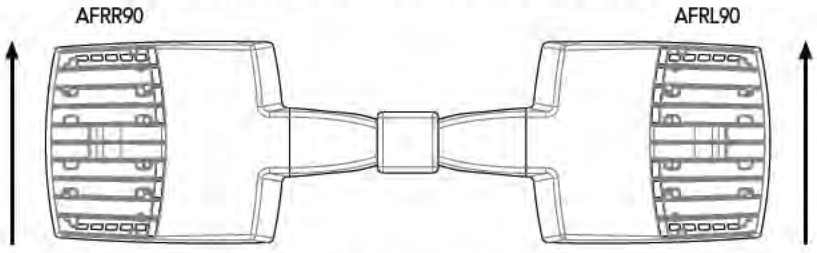


Additional Reference Drawings



Option CE34 Reference Dimensions

Automotive Front Row - Rotated Optics (AFRL90/R90)

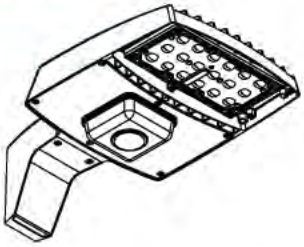


(Example: 2@180 - arrows indicate direction of light exiting the luminaire)

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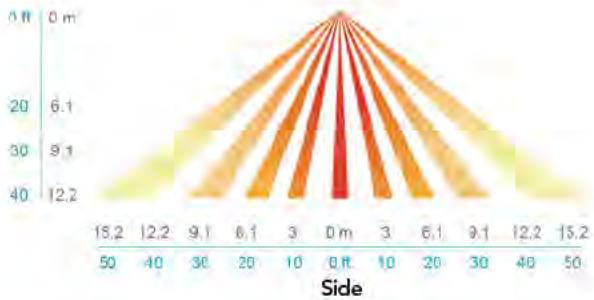
nLight Control - Sensor Coverage and Settings

nLight Sensor Coverage Pattern
NLTAIR2 PIRHN





Top



Side

Motion Sensor Default Settings - Option PIRHN						
Option	Dimmed State (unoccupied)	High Level (when occupied)	Photocell Operation	Dwell Time (occupancy time delay)	Ramp-up Time (from unoccupied to occupied)	Ramp-down Time (from occupied to unoccupied)
NLTAIR2 PIRHN	Approx. 30% Output	100% Output	Enabled @ 1.5FC	7.5 minutes	3 seconds	5 minutes

*Note: NLTAIR2 PIRHN default settings including photocell set-point, high/low dim rates, and occupancy sensor time delay are all configurable using the Clairity Pro App. Sensor coverage pattern shown with luminaire at 0°. Sensor coverage pattern is affected when luminaire is tilted.

FEATURES & SPECIFICATIONS

INTENDED USE
The RSX LED area family is designed to provide a long-lasting, energy-efficient solution for the one-for-one replacement of existing metal halide or high pressure sodium lighting. The RSX1 delivers 7,000 to 17,000 lumens and is ideal for replacing 70W to 400W HID pole-mounted luminaires in parking lots and other area lighting applications.

CONSTRUCTION
The RSX LED area luminaire features a rugged die-cast aluminum main body that uses heat-dissipating fins and flow-through venting to provide optimal thermal management that both enhances LED performance and extends component life. Integral "no drill" mounting arm allows the luminaire to be mounted on existing pole drillings, greatly reducing installation labor. The light engines and housing are sealed against moisture and environmental contaminants to IP66. The low-profile design results in a low EPA, allowing pole optimization. All mountings are rated for minimum 1.5 G vibration load per ANSI C136.31. 3G Mountings: Include SPA, RPA, MA, IS, AASP, and AARP rated for 3G vibration. 1.5G Mountings: Include WBA, WBASC, AAWB and AAWSC rated for 1.5G vibration.

FINISH
Exterior parts are protected by a zinc-infused Super Durable TGIC thermoset powder coat finish that provides superior resistance to corrosion and weathering. A tightly controlled multi-stage process ensures superior adhesion as well as a minimum finish thickness of 3 mils. The result is a high-quality finish that is warrantied not to crack or peel.

OPTICS
Precision acrylic refractive lenses are engineered for superior application efficiency, distributing the light to where it is needed most. Available in short and wide pattern distributions including Type 2, Type 3, Type 3S, Type 4, Type 4S, Type 5, Type 5S, AFR (Automotive Front Row), and AFR rotated AFRR90 and ARFL90.

ELECTRICAL
Light engine(s) configurations consist of high-efficacy LEDs mounted on metal-core circuit boards and aluminum heat sinks to maximize heat dissipation. Light engines are IP66 rated. LED lumen maintenance is >L92/100,000 hours. CCT's of 3000K, 4000K and 5000K (minimum 70 CRI) are available. Class 1 electronic drivers ensure system power factor >90% and THD <20%. Easily serviceable 10kV surge protection device meets a minimum Category C Low operation (per ANSI/IEEE C62.41.2).

STANDARD CONTROLS
The RSX LED area luminaire has a wide assortment of control options. Dusk to dawn controls include MVOLT and 347V button-type photocells and NEMA twist-lock photocell receptacles.

nLIGHT AIR CONTROLS
The RSX LED area luminaire is also available with nLight® AIR for the ultimate in wireless control. This powerful controls platform provides out-of-the-box basic motion sensing with photocontrol functionality and is suitable for mounting heights up to 40 feet. No commissioning is required when using factory default settings that provide basic stand-alone motion occupancy dimming that is switched on and off with a built-in photocell. See chart above for motion sensor default out-of-box settings. For more advanced wireless functionality, such as group dimming, nLight AIR can be commissioned using a smartphone and the easy-to-use CLAIRITY app. nLight AIR equipped luminaries can be grouped, resulting in motion sensor and photocell group response without the need for additional equipment. Scheduled dimming with motion sensor over-ride can be achieved when used with the nLight Eclypse. Additional information about nLight Air can be found here.

INSTALLATION
Integral "no-drill" mounting arm allows for fast, easy mounting using existing pole drillings. Select the "SPA" option for square poles and the "RPA" option to mount to round poles. Note, the RPA mount can also be used for mounting to square poles by omitting the RPA adapter plate. Select the "MA" option to attach the luminaire to a 2 3/8" horizontal mast arm or the "IS" option for an adjustable slipfitter that mounts on a 2 3/8" OD tenon. The adjustable slipfitter has an integral junction box and offers easy installation. Can be tilted up to 90° above horizontal. Additional mountings are available including a wall bracket, adjustable tilt arm for direct-to-pole and wall and a surface conduit box for wall mount applications.

LISTINGS
CSA Certified to meet U.S. and Canadian standards. Suitable for wet locations. Rated for -40°C minimum ambient. DesignLights Consortium® (DLC) Premium qualified product and DLC qualified product. Not all versions of this product may be DLC Premium qualified or DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.
International Dark-Sky Association (IDA) Fixture Seal of Approval (FSA) is available for all products on this page utilizing 3000K color temperature only.

WARRANTY
5-year limited warranty. Complete warranty terms located at:
www.acuitybrands.com/support/customer-support/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

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LITHONIA LIGHTING®

FEATURES & SPECIFICATIONS

INTENDED USE — These specifications are for USA standards only. Square Straight Steel is a general purpose light pole for up to 39-foot mounting heights. This pole provides a robust yet cost effective option for mounting area lights and floodlights.

CONSTRUCTION — Pole Shaft: The pole shaft is of uniform dimension and wall thickness and is made of a weldable-grade, hot-rolled, commercial-quality steel tubing with a minimum yield of 55 KSI (11-gauge, .1196"), or 50 KSI (7-gauge, .1793"). Shaft is one-piece with a full-length longitudinal high-frequency electric resistance weld. Uniformly square in cross-section with flat sides, small corner radii and excellent torsional qualities. Available shaft widths are 4", 5" and 6".

Pole Top: A flush non-metalic black top cap is provided for all poles that will receive drilling patterns for side-mount luminaire arm assemblies or when ordered with PT option.

Handhole: A reinforced handhole with grounding provision is provided at 18" from the base on side A. Positioning the handhole lower may not be possible and requires engineering review; consult Tech Support-Outdoor for further information. Every handhole includes a cover and cover attachment hardware. The handhole has a nominal dimension of 2.5" x 5".

Base Cover: A durable ABS plastic two-piece full base cover, finished to match the pole, is provided with each pole assembly. Additional base cover options are available upon request.

Anchor Base/ Bolts: Anchor base is fabricated from steel that meets ASTM A36 standards and can be altered to match existing foundations; consult factory for modifications. Anchor bolts are manufactured to ASTM F1554 Standards grade 55, (55 KSI minimum yield strength and tensile strength of 75-95 KSI). Top threaded portion (nominal 12") is hot-dipped galvanized per ASTM A-153.

HARDWARE – All structural fasteners are high-strength galvanized carbon steel. All non-structural fasteners are galvanized or zinc-plated carbon steel or stainless steel.

FINISH – Extra durable standard powder-coat finishes include Dark Bronze, White, Black, Medium Bronze and Natural Aluminum colors. Classic finishes include Sandstone, Charcoal Gray, Tennis Green, Bright Red and Steel Blue colors. Architectural Colors and Special Finishes are available by quote and include, but are not limited to Hot-dipped Galvanized, Paint over Hot-dipped Galvanized, RAL Colors, Custom Colors and Extended Warranty Finishes. Factory-applied primer paint finish is available for customer field-paint applications.

WARRANTY — 1-year limited warranty. Complete warranty terms located at:
www.acuitybrands.com/support/warranty/terms-and-conditions

NOTE: Actual performance may differ as a result of end-user environment and application.
Specifications subject to change without notice.

Catalog Number
Notes
Type



Anchor Base Poles

SSS

SQUARE STRAIGHT STEEL

See footnotes next page.

SSS Square Straight Steel Poles

ORDERING INFORMATION Lead times will vary depending on options selected. Consult with your sales representative. **Example:** SSS 20 5C DM19 DDB

SSS						
Series	**Nominal fixture mounting height**	**Nominal shaft base size/wall thickness[1]**	**Mounting[2]**		**Options**	**Finish[10]**
SSS	10'-39' (for 1/2 ft increments, add -6 to the pole height. Ex: 20-6 equals 20ft 6in.) See technical information table for complete ordering information.)	4C 4" 11g (.1196") 4G 4" 7g (.1793") 5C 5" 11g (.1196") 5G 5" 7g (.1793") 6G 6" 7g (.1793") See technical information table for complete ordering information.)	Tenon mounting PT Open top (includes top cap) T20 2-3/8" O.D. (2" NPS) T25 2-7/8" O.D. (2-1/2" NPS) T30 3-1/2" O.D. (3" NPS) T35 4" O.D. (3-1/2" NPS) KAC/KAD/KSE/KSF/KVR/KVF Drill mounting[3] DM19 1 at 90° DM28 2 at 180° DM28 PL 2 at 180° with one side plugged DM29 2 at 90° DM39 3 at 90° DM49 4 at 90° CSX/DSX/RSX/AERIS™/OMERO™/ HLA/KAX Drill mounting[3] DM19AS 1 at 90° DM28AS 2 at 180° DM29AS 2 at 90° DM39AS 3 at 90° DM49AS 4 at 90° RAD drill mounting[3] DM19RAD 1 at 90° DM28RAD 2 at 180° DM29RAD 2 at 90° DM32RAD 3 at 120° DM39RAD 3 at 90° DM49RAD 4 at 90° ESX Drill mounting[3] DM19ESX 1 at 90° DM28ESX 2 at 180° DM29ESX 2 at 90° DM39ESX 3 at 90° DM49ESX 4 at 90°	AERIS™ Suspend drill mounting[3,4] DM19AST_ 1 at 90° DM28AST_ 2 at 180° DM29AST_ 2 at 90° DM39AST_ 3 at 90° DM49AST_ 4 at 90° OMERO™ Suspend drill mounting[3,4] DM19MRT_ 1 at 90° DM28MRT_ 2 at 180° DM29MRT_ 2 at 90° DM39MRT_ 3 at 90° DM49MRT_ 4 at 90°	Shipped installed L/AB Less anchor bolts (Include when anchor bolts are not needed) VD Vibration damper TP Tamper resistant handhole cover fasteners HAxy Horizontal arm bracket (1 fixture)[5,6] FDLxy Festoon outlet less electrical[5] CPL12/xy 1/2" coupling[5] CPL34/xy 3/4" coupling[5] CPL1/xy 1" coupling[5] NPL12/xy 1/2" threaded nipple[5] NPL34/xy 3/4" threaded nipple[5] NPL1/xy 1" threaded nipple[5] EHHxy Extra handhole[5,7] MAEX Match existing[8] USPOM United States point of manufacture[9] IC Interior coating[10] UL UL listed with label (Includes NEC compliant cover) NEC NEC 410.30 compliant gasketed handhole (Not UL Labeled) Shipped separately (replacement kit available) (blank) FBC Full base cover (plastic) (blank) TC Top cap (blank) HHC Handhole cover	Standard colors DDBXD Dark bronze DWHXD White DBLXD Black DMBXD Medium bronze DNAXD Natural aluminum Classic colors DSS Sandstone DGC Charcoal gray DTG Tennis green DBR Bright red DSB Steel blue Architectural Colors and Special Finishes[11] Galvanized, Paint over Galvanized, RAL Colors, Custom Colors and Extended Warranty Finishes available.

NOTES:

1. Wall thickness will be signified with a "C" (11 Gauge) or a "G" (7-Gauge) in nomenclature. "C" - 0.1196" | "G" - 0.1793".
2. PT open top poles include top cap. When ordering tenon mounting and drill mounting for the same pole, follow this example: DM28/T20. The combination includes a required extra handhole.
3. Refer to the fixture spec sheet for the correct drilling template pattern and orientation compatibility.
4. Insert "1" or "2" to designate fixture size; e.g. DM19AST**2**.
5. Specify location and orientation when ordering option.
   For "x": Specify the height above the base of pole in feet or feet and inches; separate feet and inches with a "-".
   Example: 5ft = 5 and 20ft 3in = 20-3
   For "y": Specify orientation from handhole (A,B,C,D)
   Refer to the Handhole Orientation diagram below.
   Example: 1/2" coupling at 5' 8", orientation C = CPL12/5-8C
6. Horizontal arm is 18" x 2-3/8" O.D. tenon standard, with radius curve providing 12" rise and 2-3/8" O.D. If ordering two horizontal arm at the same height, specify with HAxy y. Example: HA20BD.
7. Combination of tenon-top and drill mount includes extra handhole.
8. Must add original order number of existing pole(s).
9. Use when mill certifications are required.
10. Provides enhanced corrosion resistance.
11. Additional colors available; see www.lithonia.com/archcolors or Architectural Colors brochure (Form No. 794.3). Available by formal quote only, consult factory for details.

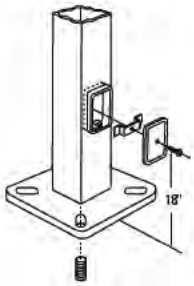
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SSS Square Straight Steel Poles

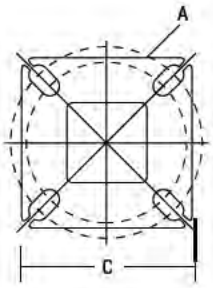
TECHNICAL INFORMATION — EPA (ft2) with 1.3 gust													
Catalog Number	Nominal Shaft Length (ft.)*	Pole Shaft Size (Base in. x Top in. x ft.)	Wall thick (in)	Gauge	EPA (ft^2) with 1.3 gust						Bolt circle (in)	Bolt size (in. x in. x in.)	Approximate ship weight (lbs.)
					80 MPH	Max. weight	90 MPH	Max. weight	100 MPH	Max. weight			
SSS 10 4C	10	4.0 x 10.0	0.1196	11	30.6	765	23.8	595	18.9	473	8–9	3/4 x 18 x 3	75
SSS 12 4C	12	4.0 x 12.0	0.1196	11	24.4	610	18.8	470	14.8	370	8–9	3/4 x 18 x 3	90
SSS 14 4C	14	4.0 x 14.0	0.1196	11	19.9	498	15.1	378	11.7	293	8–9	3/4 x 18 x 3	100
SSS 16 4C	16	4.0 x 16.0	0.1196	11	15.9	398	11.8	295	8.9	223	8–9	3/4 x 18 x 3	115
SSS 18 4C	18	4.0 x 18.0	0.1196	11	12.6	315	9.2	230	6.7	168	8–9	3/4 x 18 x 3	125
SSS 20 4C	20	4.0 x 20.0	0.1196	11	9.6	240	6.7	167	4.5	150	8–9	3/4 x 18 x 3	140
SSS 20 4G	20	4.0 x 20.0	0.1793	7	14	350	11	275	8	200	8–9	3/4 x 30 x 3	198
SSS 20 5C	20	5.0 x 20.0	0.1196	11	17.7	443	12.7	343	9.4	235	10–12	1 x 36 x 4	185
SSS 20 5G	20	5.0 x 20.0	0.1793	7	28.1	703	21.4	535	16.2	405	10–12	1 x 36 x 4	265
SSS 25 4C	25	4.0 x 25.0	0.1196	11	4.8	150	2.6	100	1	50	8–9	3/4 x 18 x 3	170
SSS 25 4G	25	4.0 x 25.0	0.1793	7	10.8	270	7.7	188	5.4	135	8–9	3/4 x 30 x 3	245
SSS 25 5C	25	5.0 x 25.0	0.1196	11	9.8	245	6.3	157	3.7	150	10–12	1 x 36 x 4	225
SSS 25 5G	25	5.0 x 25.0	0.1793	7	18.5	463	13.3	333	9.5	238	10–12	1 x 36 x 4	360
SSS 30 4G	30	4.0 x 30.0	0.1793	7	6.7	168	4.4	110	2.6	65	8–9	3/4 x 30 x 3	295
SSS 30 5C	30	5.0 x 30.0	0.1196	11	4.7	150	2	50	–	–	10–12	1 x 36 x 4	265
SSS 30 5G	30	5.0 x 30.0	0.1793	7	10.7	267	6.7	167	3.9	100	10–12	1 x 36 x 4	380
SSS 30 6G	30	6.0 x 30.0	0.1793	7	19	475	13.2	330	9	225	11–13	1 x 36 x 4	520
SSS 35 5G	35	5.0 x 35.0	0.1793	7	5.9	150	2.5	100	–	–	10–12	1 x 36 x 4	440
SSS 35 6G	35	6.0 x 35.0	0.1793	7	12.4	310	7.6	190	4.2	105	11–13	1 x 36 x 4	540
SSS 39 6G	39	6.0 x 39.0	0.1793	7	7.2	180	3	75	–	–	11–13	1 x 36 x 4	605

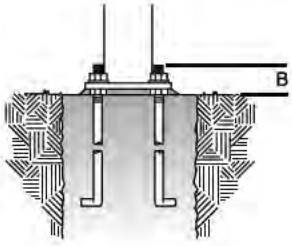
* EPA values are based ASCE 7-93 wind map. For 1/2 ft increments, add -6 to the pole height. Ex: 20-6 equals 20ft 6in.

BASE DETAIL

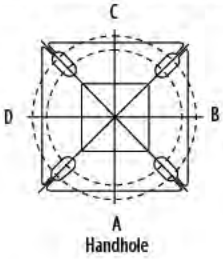


POLE DATA								
Shaft base size	Bolt circle A	Bolt projection B	Base diameter C	Base plate thickness	Template description	Anchor bolt description	Anchor bolt and template number	Anchor bolt description
4"C	8" – 9"	3.25"- 3.75"	8"- 8.25"	0.75"	ABTEMPLATE PJ50004	AB18-0	ABSSS-4C	3/4"x18"x3"
4"G	8" – 9"	3.38"- 3.75"	8"- 8.25"	0.875"	ABTEMPLATE PJ50004	AB30-0	ABSSS-4G	3/4"x30"x3"
5"	10" – 12"	3.5"- 4"	11"	1"	ABTEMPLATE PJ50010	AB36-0	ABSSS-5	1"x36"x4"
6"	11" – 13"	4"- 4.50"	12.5"	1"	ABTEMPLATE PJ50011	AB36-0	N/A	1"x36"x4"





HANDHOLE ORIENTATION



Default DM19 is on side B.

IMPORTANT INSTALLATION NOTES:

- **Do not** erect poles without having fixtures installed.
- Factory-supplied templates must be used when setting anchor bolts. Lithonia Lighting will not accept claim for incorrect anchorage placement due to failure to use Lithonia Lighting factory templates.
- If poles are stored outside, all protective wrapping must be removed immediately upon delivery to prevent finish damage.
- Lithonia Lighting is not responsible for the foundation design.

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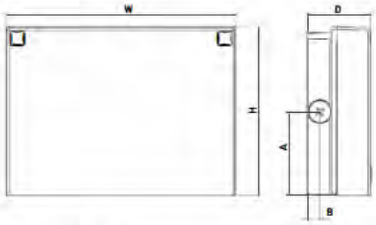
WPX LED
Wall Packs

Catalog Number

Notes

Type

Specifications



Front View Side View

Luminaire	Height (H)	Width (W)	Depth (D)	Side Conduit Location		Weight
				A	B	
WPX1	8.1" (20.6 cm)	11.1" (28.3 cm)	3.2" (8.1 cm)	4.0" (10.3 cm)	0.6" (1.6 cm)	6.1 lbs (2.8kg)
WPX2	9.1" (23.1 cm)	12.3" (31.1 cm)	4.1" (10.5 cm)	4.5" (11.5 cm)	0.7" (1.7 cm)	8.2 lbs (3.7kg)
WPX3	9.5" (24.1 cm)	13.0" (33.0 cm)	5.5" (13.7 cm)	4.7" (12.0 cm)	0.7" (1.7 cm)	11.0 lbs (5.0kg)

Introduction

The WPX LED wall packs are energy-efficient, cost-effective, and aesthetically appealing solutions for both HID wall pack replacement and new construction opportunities. Available in three sizes, the WPX family delivers 1,550 to 9,200 lumens with a wide, uniform distribution.

The WPX full cut-off solutions fully cover the footprint of the HID glass wall packs that they replace, providing a neat installation and an upgraded appearance. Reliable IP66 construction and excellent LED lumen maintenance ensure a long service life. Photocell and emergency egress battery options make WPX ideal for every wall mounted lighting application.

Ordering Information

EXAMPLE: WPX2 LED 40K MVOLT DDBXD

Series		Color Temperature		Voltage		Options		Finish	
WPX1 LED P1	1,550 Lumens, 11W[1]	30K	3000K	MVOLT	120V - 277V	(blank)	None	DDBXD	Dark bronze
WPX1 LED P2	2,900 Lumens, 24W	40K	4000K	347	347V[3]	E4WH	Emergency battery backup, CEC compliant (4W, 0°C min)[2]	DWHXD	White
WPX2 LED	6,000 Lumens, 47W	50K	5000K			E14WC	Emergency battery backup, CEC compliant (14W, -20°C min)[2]	DBLXD	Black
WPX3 LED	9,200 Lumens, 69W					PE	Photocell[3]	Note : For other options, consult factory.	

Note: The lumen output and input power shown in the ordering tree are average representations of all configuration options. Specific values are available on request.

NOTES

1. All WPX wall packs come with 6kV surge protection standard, except WPX1 LED P1 package which comes with 2.5kV surge protection standard. Add SPD6KV option to get WPX1 LED P1 with 6kV surge protection.
   Sample nomenclature: WPX1 LED P1 40K MVOLT SPD6KV DDBXD
2. Battery pack options only available on WPX1 and WPX2.
3. Battery pack options not available with 347V and PE options.

FEATURES & SPECIFICATIONS

INTENDED USE
The WPX LED wall packs are designed to provide a cost-effective, energy-efficient solution for the one-for-one replacement of existing HID wall packs. The WPX1, WPX2 and WPX3 are ideal for replacing up to 150W, 250W, and 400W HID luminaires respectively. WPX luminaires deliver a uniform, wide distribution.

CONSTRUCTION
WPX feature a die-cast aluminum main body with optimal thermal management that both enhances LED efficacy and extends component life. The luminaires are IP66 rated, and sealed against moisture or environmental contaminants.

ELECTRICAL
Light engine(s) configurations consist of high-efficacy LEDs and LED lumen maintenance of L90/100,000 hours. Color temperature (CCT) options of 3000K, 4000K and 5000K with minimum CRI of 70. Electronic drivers ensure system power factor >90% and THD <20%. All luminaires have 6kV surge protection (Note: WPX1 LED P1 package comes with a standard surge protection rating of 2.5kV. It can be ordered with an optional 6kV surge protection).
All photocell (PE) operate on MVOLT (120V - 277V) input.

Note: The standard WPX LED wall pack luminaires come with field-adjustable drive current feature. This feature allows tuning the output current of the LED drivers to adjust the lumen output (to dim the luminaire).

INSTALLATION
WPX can be mounted directly over a standard electrical junction box. Three 1/2 inch conduit ports on three sides allow for surface conduit wiring. A port on the back surface allows poke-through conduit wiring on surfaces that don't have an electrical junction box. Wiring can be made in the integral wiring compartment in all cases. WPX is only recommended for installations with LEDs facing downwards.

LISTINGS
CSA Certified to meet U.S. and Canadian standards. Suitable for wet locations. IP66 Rated. DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified. International Dark Sky Association (IDA) Fixture Seal of Approval (FSA) is available for all products on this page utilizing 3000K color temperature only.

WARRANTY
5-year limited warranty. Complete warranty terms located at:
www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25°C. Specifications subject to change without notice.

One Lithonia Way • Conyers, Georgia 30012 • Phone: 1-800-705-SERV (7378) • www.lithonia.com
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Performance Data

Electrical Load

Luminaire	Input Power (W)	120V	208V	240V	277V	347V
WPX1 LED P1	11W	0.09	0.05	0.05	0.04	0.03
WPX1 LED P2	24W	0.20	0.12	0.10	0.09	0.07
WPX2	47W	0.39	0.23	0.20	0.17	0.14
WPX3	69W	0.58	0.33	0.29	0.25	0.20

Projected LED Lumen Maintenance

Data references the extrapolated performance projections in a 25°C ambient, based on 6,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11).

To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

Operating Hours	50,000	75,000	100,000
Lumen Maintenance Factor	>0.94	>0.92	>0.90

HID Replacement Guide

Luminaire	Equivalent HID Lamp	WPX Input Power
WPX1 LED P1	100W	11W
WPX1 LED P2	150W	24W
WPX2	250W	47W
WPX3	400W	69W

Lumen Output

Luminaire	Color Temperature	Lumen Output
WPX1 LED P1	3000K	1,537
	4000K	1,568
	5000K	1,602
WPX1 LED P2	3000K	2,748
	4000K	2,912
	5000K	2,954
WPX2	3000K	5,719
	4000K	5,896
	5000K	6,201
WPX3	3000K	8,984
	4000K	9,269
	5000K	9,393

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-50°C (32-122°F).

Ambient	Ambient	Lumen Multiplier
0°C	32°F	1.05
5°C	41°F	1.04
10°C	50°F	1.03
15°C	59°F	1.02
20°C	68°F	1.01
25°C	77°F	1.00
30°C	86°F	0.99
35°C	95°F	0.98
40°C	104°F	0.97

Emergency Egress Battery Packs

The emergency battery backup is integral to the luminaire — no external housing or back box is required. The emergency battery will power the luminaire for a minimum duration of 90 minutes and deliver minimum initial output of 550 lumens. Both battery pack options are CEC compliant.

Battery Type	Minimum Temperature Rating	Power (Watts)	Controls Option	Ordering Example
Standard	0°C	4W	E4WH	WPX2 LED 40K MVOLT **E4WH** DDBXD
Cold Weather	-20°C	14W	E14WC	WPX2 LED 40K MVOLT **E14WC** DDBXD

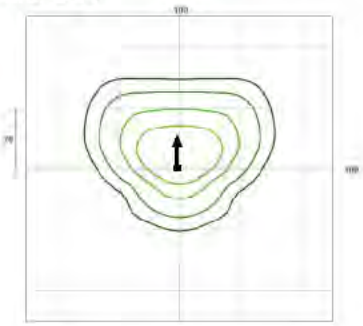
Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit the Lithonia Lighting WPX LED homepage. Tested in accordance with IESNA LM-79 and LM-80 standards

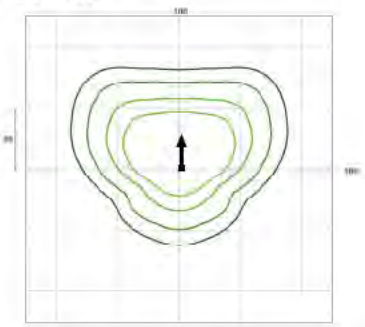
LEGEND

- 0.1 fc
- 0.2 fc
- 0.5 fc
- 1.0 fc

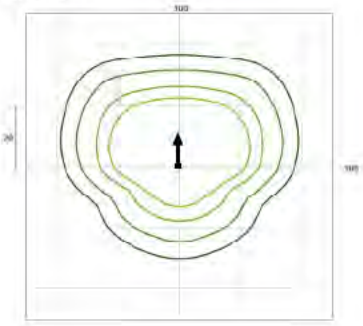
WPX1 LED P1



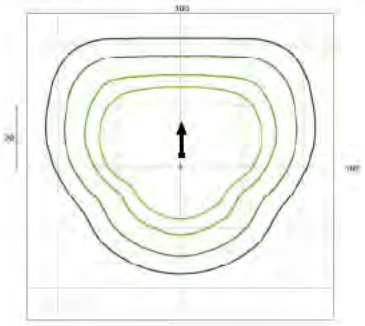
WPX1 LED P2



WPX2 LED



WPX3 LED



Mounting Height = 12 Feet.

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Millennium Lighting™

Product #: 2951PBK



Wattage: **100**

Bulb: **1**

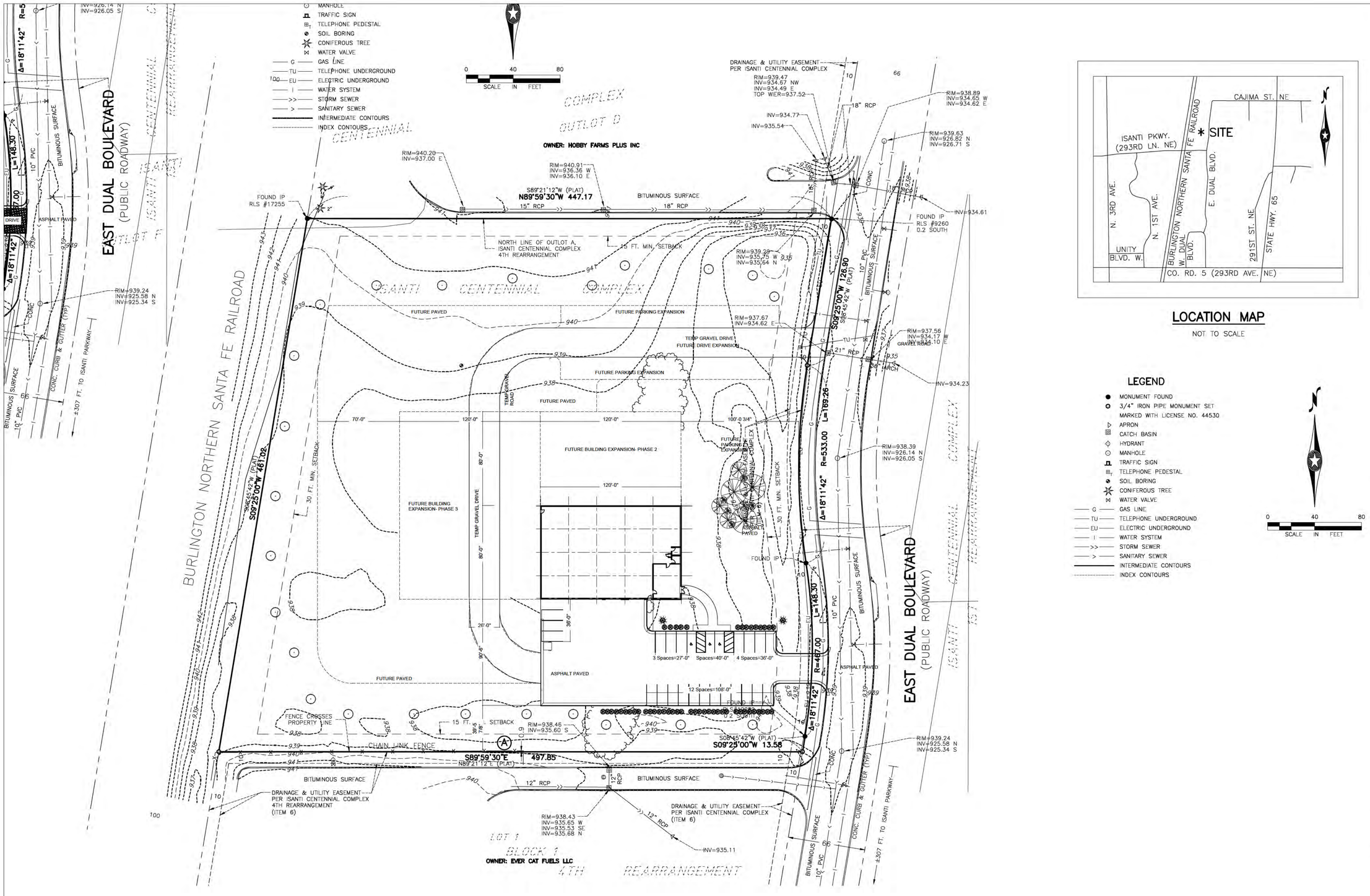
Glass:

Finish: **PBK**

Category: **Outdoor**

Width: **11"**

Height: **10"**



LOCATION MAP

NOT TO SCALE

LEGEND

- MONUMENT FOUND
- 3/4" IRON PIPE MONUMENT SET MARKED WITH LICENSE NO. 44530
- APRON
- CATCH BASIN
- HYDRANT
- MANHOLE
- TRAFFIC SIGN
- TELEPHONE PEDESTAL
- SOIL BORING
- CONIFEROUS TREE
- WATER VALVE
- G GAS LINE
- TU TELEPHONE UNDERGROUND
- EU ELECTRIC UNDERGROUND
- WATER SYSTEM
- STORM SEWER
- SANITARY SEWER
- INTERMEDIATE CONTOURS
- INDEX CONTOURS

0 40 80
SCALE IN FEET

1 C5 CIVIL SITE PLAN

Project Title

BP METALS

PRELIMINARY PLANS

Address

825 E Dual Blvd
Isanti, MN 55040

Contact

Jeff Hafferman

Phone

763-316-5342

E-mail:

jeff@architectmn.com

Becklin & Whitney
Consulting Engineers

Commission Number 18-029
Date 05/19/21
Drawn:
Checked:

Becklin & Whitney
Consulting Engineers, Inc.
139 1st Ave. E, Suite 100
P.O. Box 471
Cambridge, MN 55008
Phone: (763) 689-5631
Fax: (763) 552-5631

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 PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Douglas K. Whitney, P.E.
DATE: MAY 19, 2021 LIC. NO. 15910

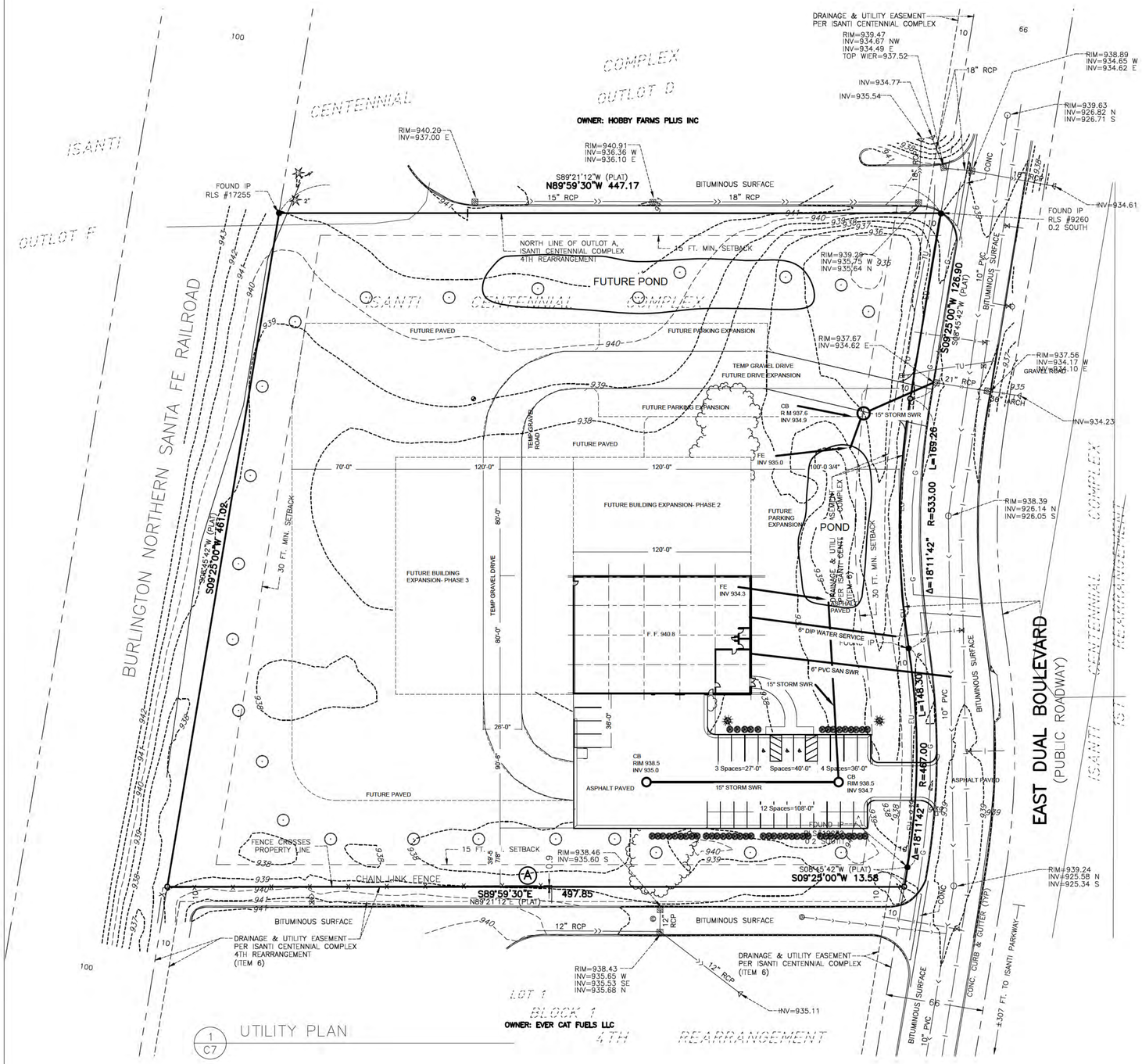
Sheet Name

CIVIL SITE PLAN

Sheet

C5

Paper Size: 22x34



LEGEND

- MONUMENT FOUND
- 3/4" IRON PIPE MONUMENT SET MARKED WITH LICENSE NO. 44530
- APRON
- CATCH BASIN
- HYDRANT
- MANHOLE
- TRAFFIC SIGN
- TELEPHONE PEDESTAL
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- G — GAS LINE
- TU — TELEPHONE UNDERGROUND
- EU — ELECTRIC UNDERGROUND
- I — WATER SYSTEM
- >> — STORM SEWER
- > — SANITARY SEWER
- INTERMEDIATE CONTOURS
- INDEX CONTOURS

N

0 40 80

SCALE IN FEET

GENERAL UTILITY NOTES:

1. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION WITH UTILITY PROVIDERS FOR REMOVAL AND/OR RELOCATION OF EXISTING UTILITIES AFFECTED BY SITE IMPROVEMENTS, INCLUDING PORTIONS OF WORK WHICH MAY BE PERFORMED BY UTILITY COMPANY'S FORCES. ALL PERMITES, APPLICATIONS, FEES AND CHARGES ARE THE RESPONSIBILITY OF THE CONTRACTOR.

2. THE CONTRACTOR SHALL MEET THE RESPONSIBILITIES OF THE LOCAL GOVERNMENTS AUTHORITIES FOR CONNECTION TO PUBLIC WATER, SANITARY SEWER AND STORM SEWER UTILITIES AND WORK WITHIN THE PUBLIC RIGHT OF WAY, INCLUDING PROVIDING AN APPROVED TRAFFIC CONTROL PLAN AS NECESSARY.

3. ALL SOILS TESTING SHALL BE COMPLETED BY AN INDEPENDENT SOILS ENGINEER. EXCAVATION FOR THE PURPOSE OF REMOVING UNSTABLE OR UNSUITABLE SOILS SHALL BE COMPLETED AS REQUIRED BY THE SOILS ENGINEER. THE UTILITY BACKFILL CONSTRUCTION SHALL COMPLY WITH THE REQUIREMENTS OF THE SOIL ENGINEER. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOILS TESTS AND SOIL INSPECTIONS WITH THE SOILS ENGINEER.

4. SHALL OBTAIN ALL NECESSARY PERMITS FOR UTILITY CONNECTIONS AND UTILITIES SHALL BE CONNECTED AND APPROVED BY THE CITY. THE CITY SHALL BE NOTIFIED 48-HOURS PRIOR TO COMMENCING WITH THE UTILITY CONSTRUCTION OR ANY REQUIRED TESTING. CONTRACTOR SHALL NOT OPERATE, INTERFERE WITH, CONNECT ANY PIPE OR HOSE TO, OR TAP ANY WATER MAIN BELONGING TO THE CITY UNLESS DULY AUTHORIZED TO DO SO BY THE CITY. ANY ADVERSE CONSEQUENCES OD SCHEDULED OR UNSCHEDULED DISRUPTIONS OF SERVICES TO THE [PUBLIC ARE THE BE THE RESPONSIBILITY OF THE CONTRACTOR.

5. THE CONTRACTOR SHALL CLEAN ALL SURFACE FLOW CHANNELS, PIPES AND STRUCTURES AFTER FINAL SURFACES ARE ESTABLISHED AND PRIOR TO PROJECT CLOSEOUT.

Project Title

BP METALS

PRELIMINARY PLANS

Address

825 E Dual Blvd
Isanti, MN 55040

Contact

Jeff Hafferman

Phone

763-316-5342

E-mail:

jeff@architectmn.com

Becklin & Whitney
Consulting Engineers

Commission Number 18-029 | Date 05/19/21

Drawn: KG | Checked: WB

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Douglas K. Whitney, P.E.
DATE: MAY 19, 2021 LIC. NO. 15910

Sheet Name

UTILITY PLAN

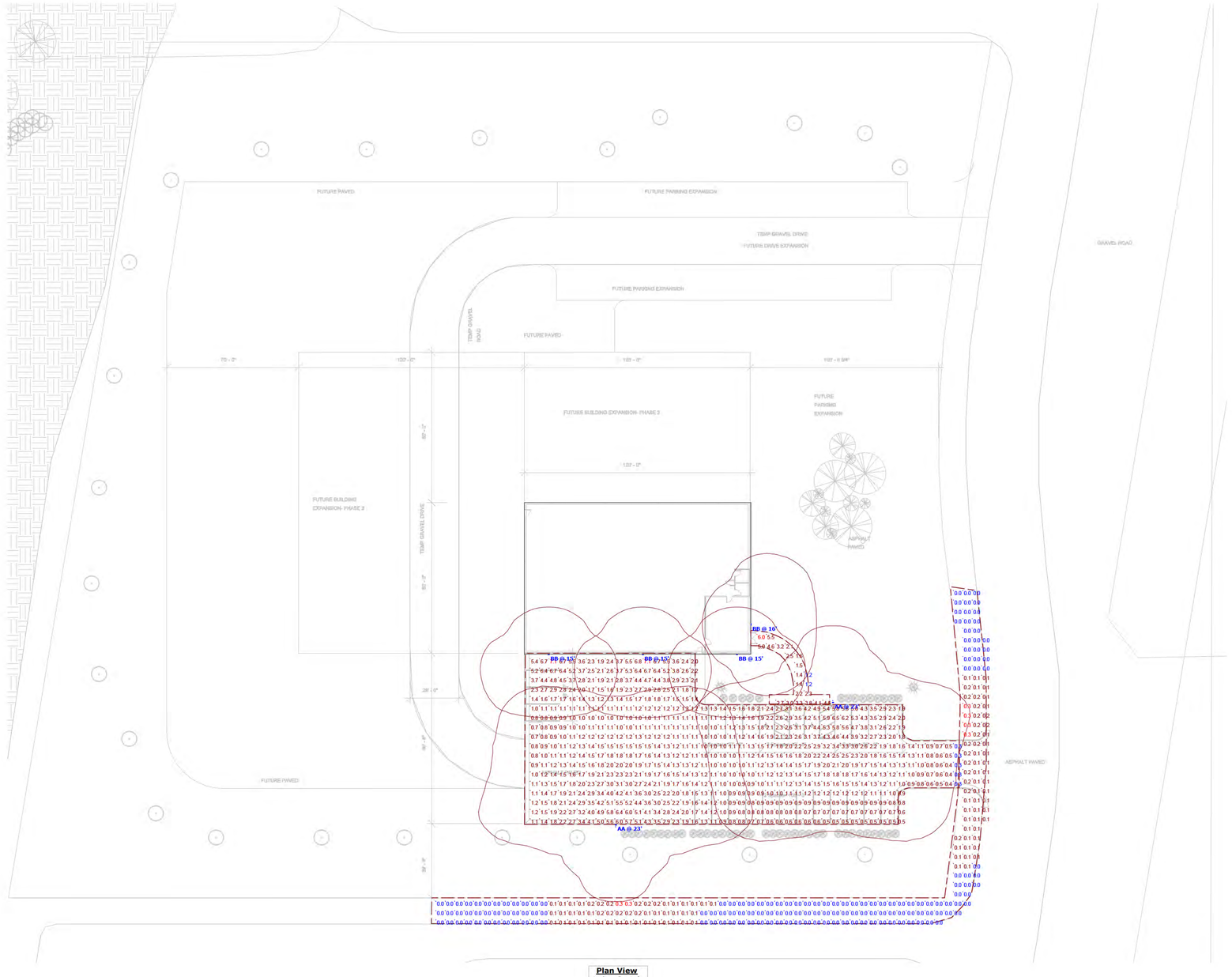
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C7

Paper Size: 22x34

Schedule

Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Lumens Per Lamp	Light Loss Factor	Wattage
	AA	2	Lithonia Lighting	RSX1 LED P4 40K R4	RSX Area Fixture Size 1 P4 Lumen Package 4000K CCT Type R4 Distribution		1	16573	1	133.14
	BB	4	Lithonia Lighting	WPX2 LED 40K Mvolt	WPX2 LED wallpack 6000lm 4000K color temperature 120-277 Volt		1	5896	1	47.77



Plan View
Scale - 1" = 30ft

CITY VIEW ELECTRIC INC.

BP Metals

Designer	
Amber Forester	
Date	
4/20/2021	
Scale	
Not to Scale	
Drawing No.	
LO	
Summary	
Lighting Calculat ons	

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: July 6, 2021
Subject: Ordinance Amending the City Zoning Ordinance, Section 13, Article 2, Subdivision 21: Wind Energy Conversion Systems

---

Overview/Background: At the May 18th Committee of the Whole the Council directed staff to draft an ordinance to allow small Wind Energy Conservation Systems (WECS) in residential zoning districts. Currently, this Ordinance only allows for WECS in the B-2, I-1, T1-B, and T1-I zoning districts. At COW the Committee discussed the size of the wind energy conversion system, noise levels they produce, and energy output. This item was brought to the Planning Commission Meeting on June 15th and passed with a 6-0 vote.

Request:
Consider adoption of the ordinance amending City Zoning Ordinances Section 13, Article 2, Subdivision 21: Wind Energy Conversion Systems

Attachments:

- ORD 2021-XX

ORDINANCE NO._____

AN ORDINANCE TO AMEND CITY ZONING CODE, ORDINANCE 445 SECTION 13, ARTICLE 2, SUBDIVISION 21: WIND ENERGY CONVERSION SYSTEMS

The City Council of the City of Isanti does ordain:

Section 1 – Amendment. Ordinance 445, Section 13, Article 2, Subdivision 21: Wind Energy Conversion Systems is hereby amended as follows:

Section 13: Non-Residential Use Regulations is amended and replaced with the following:

Subdivision 21: Wind Energy Conversion Systems (WECS)

C. Applicability. WECS may be allowed as an accessory use in the B-2, I-I, T1-B, and T1-I Districts as a Conditional Use, subject to the provisions and regulations established within this Subdivision. Small WECS may be allowed as an accessory use in the R1A, R-1, R-2, R-3A, and R-3B Districts and shall not require a Conditional Use Permit.

EFFECTIVE DATE:

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

Adopted by the Isanti City Council this ____day of _____, 2021.

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand
City Clerk

Posting Date:

CC Reading Date:

Publication Date:

Effective Date:

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: July 6, 2021
Subject: Ordinance Amendment to Chapter 87, Keeping of Certain Animals to Allow Ducks

---

Overview/Background: The Committee of the Whole discussed regulations for keeping ducks in residential areas at the May 18th and June 1st, 2021 meetings, and directed staff to draft an ordinance amendment.

Analysis of Application: The proposed amendment is to add ducks to be allowed in residential districts. The proposed ordinance amendment is similar to the existing regulations for chickens and reflects similar language. The Committee of the Whole recommended that ducks have their wings clipped, and that the maximum number of ducks allowed by lot size will be 2 for lots under 3 acres and have a maximum of 4 ducks for lots 3 acres or larger.

Request:
Consider adoption of the ordinance amending city code Chapter 87 Article 1, Keeping of Certain Animals to allow for ducks to be kept on properties zoned R-1A, R-1, R-2, R-3A, and R-3B.

Attachments:

- ORD XXX

ORDINANCE NO._____

AN ORDINANCE AMENDING ORDINANCE NO. 70, ADOPTED APRIL 15, 1975 AND ORDINANCE NO. 506 ADOPTED APRIL 19, 2011 AND TITLED KEEPING OF CERTAIN ANIMALS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 70 and 506, titled Keeping of Certain Animals, codified in Chapter 87 of the City Code, are hereby amended as follows:

§ 87-1.4 **Ducks.**
The City allows the keeping of ducks on residential properties in the R-1A, R-1, R-2, R-3A, and R-3B Zoning Districts, subject to the following requirements:

A. Ducks shall not be kept inside the principal structure.
B. Ducks shall not be kept in such a manner as to constitute a public nuisance as defined by the City.
C. Coops or enclosures are required and shall:
    (1) Meet all setback requirements for the zoning district of the property.
    (2) Be at least 10 feet from a side or rear property line.
    (3) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
    (4) Shall be at least 30 feet from any residential dwelling on any adjacent property.
D. The owner must keep the ducks in a coop or fenced in area and shall be contained within the owner's parcel at all times.
E. Duck wings shall be clipped to avoid flight.
F. The property owner shall maintain the coop or enclosures such that they are in good shape, not unsightly and free from major defects.
G. The property owner shall properly store all animal feed such to ensure that it does not attract insect or rodents.
H. The property owner shall dispose of all animal waste in an appropriate manner on a weekly basis.
I. Ducks are prohibited in multifamily structures and/or homes.
J. Sale of eggs commercially is prohibited in residential districts.
K. All coops or enclosures shall be kept at least 10 feet or further from any primary structure.
L. The maximum total number of ducks allowed on properties are as follows:

Lot Size (Acres)	Maximum Number Allowed
Less than 3 acres	2 ducks
More than 3 acres	4 ducks

EFFECTIVE DATE:

This ordinance takes effect upon its adoption and publication in the official city newspaper.

Adopted by the Isanti City Council this ____day of _____, 2021.

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand
City Clerk

Posting Date:

CC Reading Date:

Publication Date:

Effective Date:

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 6, 2021
Subject: Development Agreement Fairway Greens South

Background: On June 1, 2021 the City Council approved the preliminary and final plat for Fairway Greens South. As part of the development process a development agreement is required. The applicant has reviewed the draft agreement and would like to discuss the Letter of Credit.

In the financial guarantee section of the development agreement, we require cash or a Letter of Credit (LOC) to cover 125% of the development costs. The developer asked staff about the agreement and asked if it would be similar to a previous agreement that was done in 2014. Staff told the developer it would generally be the same but the fees and amounts will be different. Each development agreement is negotiated per that specific development with some standard language.

The developer states in his request that staff told him his development would follow the same terms as the old agreement, simply put that is not true. Staff said the agreement would be similar and the fees and costs will be different. Regardless it doesn't matter what the 2014 agreement said, it was not with him nor was it for his site. In that 2014 agreement his site was platted as an outlot. Each agreement is tailored to the development and negotiated out. This developer applied for the subdivision without meeting with staff prior to submittal, there was no conversation at all about the development with Community Development Staff. The developer didn't ask any questions about the financial section of the DA until he received the draft. Finance Director Betker explains why we do not accept surety bonds below:

Because letters of credit are independent from the underlying transactions, they are often more attractive to beneficiaries because there is no need to prove a breach of the underlying contract or the extent to which the beneficiary suffered damages. Further, traditional defenses and claims in contract law do not apply to letter-of-credit transactions because a letter of credit is governed by its own set of legal principles. Thus, from the point of view of a beneficiary, letters of credit are enforceable against an issuer regardless of the bankruptcy of the applicant.
Unlike a letter of credit, a surety bond attaches to the underlying contract and thus must be interpreted consistently with the underlying contract. The surety bond operates like a guaranty where a guarantor's obligation is secondary. This means that the surety's obligation does not mature until the principal obligor defaults on the underlying contract. In contrast, the obligation of an issuer in a letter-of-credit transaction is primary.
In the end our primary obligation is to mitigate risk to the 6k+ residents of Isanti. An LOC does that more effectively than a surety bond. I have a professional and moral obligation to pursue, and insist on, that risk mitigation.

Request: Consider the developers request to allow a surety bond instead of a letter of credit. Staff does not support a surety bond.

Attachments

- Applicant's request

Sheila Sellman

Subject: FW: CC request

[redacted]
Sent: Monday, June 28, 2021 1:46 PM
To: Sheila Sellman <ssellman@cityofisanti.us>
Subject: Re: CC request

Hello,

I would like to request to have a surety bond as an option along with LOC and cash escrow. I had planned to use a surety bond for the final phase of the development that was acceptable in prior phases and was told that we would be following the same terms as prior phases in the new developers agreement. The change to exclude it has a significant impact on the development. It has a huge negative financial impact for me to change now and being that it is getting later in the year it could push the development off to next year or make it too risky to start with fear that it could not get completed this year if there are starting delays. I want to move forward with the surety bond to get started right away and keep moving forward.

Thank you,

Tony Hanson
[redacted]

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 30, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: 3rd Avenue Crosswalk Evaluation
Project No.: 0R1.123133

As requested at the June 15, 2021 Committee of a Whole meeting, we have evaluated the installation of crosswalks across 3rd Avenue at the new Bluebird Court and Eagle Street intersections. These would be crossings at uncontrolled intersections where vehicles do not stop. The existing boulevard on the east side of 3rd Avenue is steeper than the allowed maximum slope for ADA pedestrian ramps. Attached is a figure showing the proposed crossing improvements.

Bluebird Court:
At Bluebird Court the recommended improvement would be to remove approximately 100 feet of trail to raise the surface up 1.5 feet ramping up to the new ped ramp location and then ramping back down to the existing trail elevation. We would recommend constructing a concrete ped ramp in the boulevard between the trail and 3rd Avenue. Considering this is an uncontrolled crossing, we also recommend installing cross walk signs on either side of the crossing, and striping crosswalk blocks as well.

Eagle Street:
At Eagle Street the recommended improvement would be to have the contractor installing the sidewalk along Eagle Street to shift the walk to the south similar to how they installed the walk along Bluebird Court. This would more closely align the crossing with the parking lot entrance on the east side of 3rd Avenue. Considering this is an uncontrolled crossing, we recommend installing cross walk signs on either side of the crossing, and striping crosswalk blocks as well. These blocks could be staggered to direct the pedestrians to the parking lot entrance initially, and if it is found to be necessary in the future, we could construct a concrete ped ramp in the boulevard north of the parking lot entrance.

Due to the dip in the road north of Eagle Street, site distance for south bound vehicles is obstructed and makes the crossing at Eagle Street difficult to see in advance. Therefore, we recommend installing one advance crosswalk sign in the low point to warn south bound drivers of the crossing ahead.

The 2021 Street Improvements project is scheduled to sealcoat this section of 3rd Avenue this summer. We recommend adding the above listed work to this project as the scope of work is similar to other tasks within the contract. Based on the bid prices received, we estimate the above improvements to cost approximately $7,500. Public works may be able to install the signs or paint the crossings to further reduce the added cost.

I will be at the July 5, 2021 Council meeting to answer any questions you may have. Please contact me with any questions or comments you may have prior to the meeting.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2021-XXX

APPROVING THE ADDITION OF CROSSWALKS ON 3RD AVENUE NW

WHEREAS, Committee of the Whole discussed the addition of crosswalks on 3rd Avenue NW; and,

WHEREAS, the additional crosswalks would be at the intersections of Bluebird Court NW and Eagle Street NW crossing 3rd Avenue NW; and,

WHEREAS, at the Bluebird Court intersection approximately 100' of trail would need to be removed and raised up 1.5' to meet ADA Requirements for the crosswalk; and,

WHEREAS, a concrete pedestrian ramp would be installed between 3rd Avenue NW and the trail at the intersection of Bluebird Court; and,

WHEREAS, the sidewalk along Eagle Street would shift to the south similar to Bluebird Court allowing it to closely line up with the parking lot entrance on the east side of 3rd Avenue; and,

WHEREAS, the additional crosswalks will have signs on each side of the crosswalk and striping crosswalk blocks; and,

WHEREAS, a crosswalk ahead sign will be placed north of Eagle Street for southbound traffic because of a dip in the road; and,

WHEREAS, the crosswalk additions will cost approximately $7500.00 and will be part of the 2021 Street Improvement Project that is taking place on 3rd Avenue; and,

WHEREAS, Public Works will be able to paint the crosswalk blocks and install the signs to help reduce the costs;

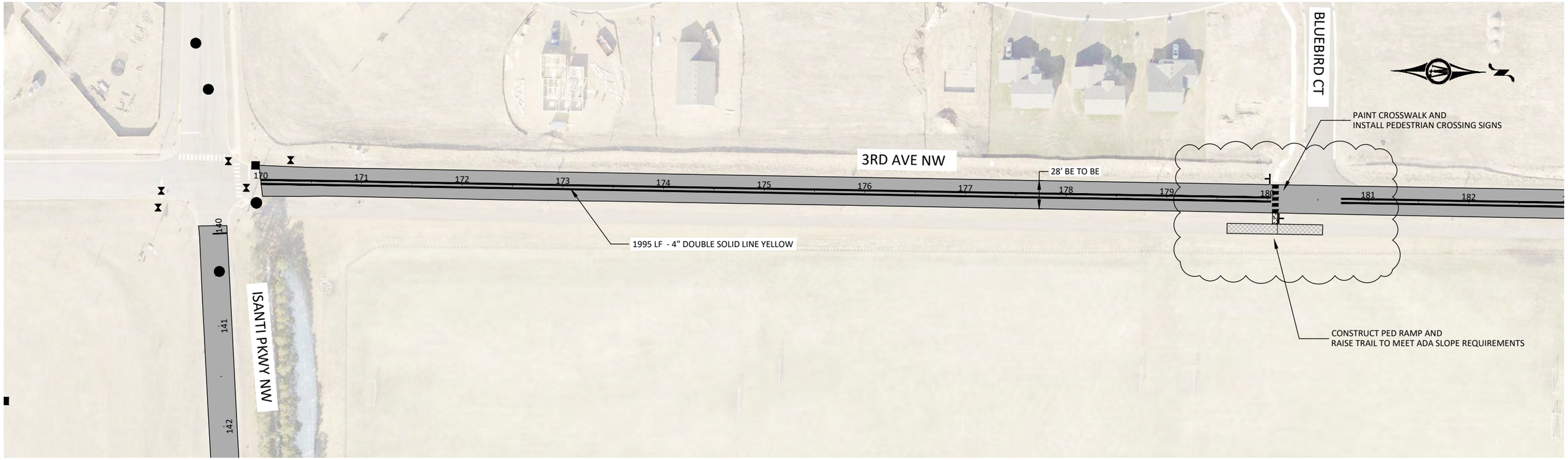
NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

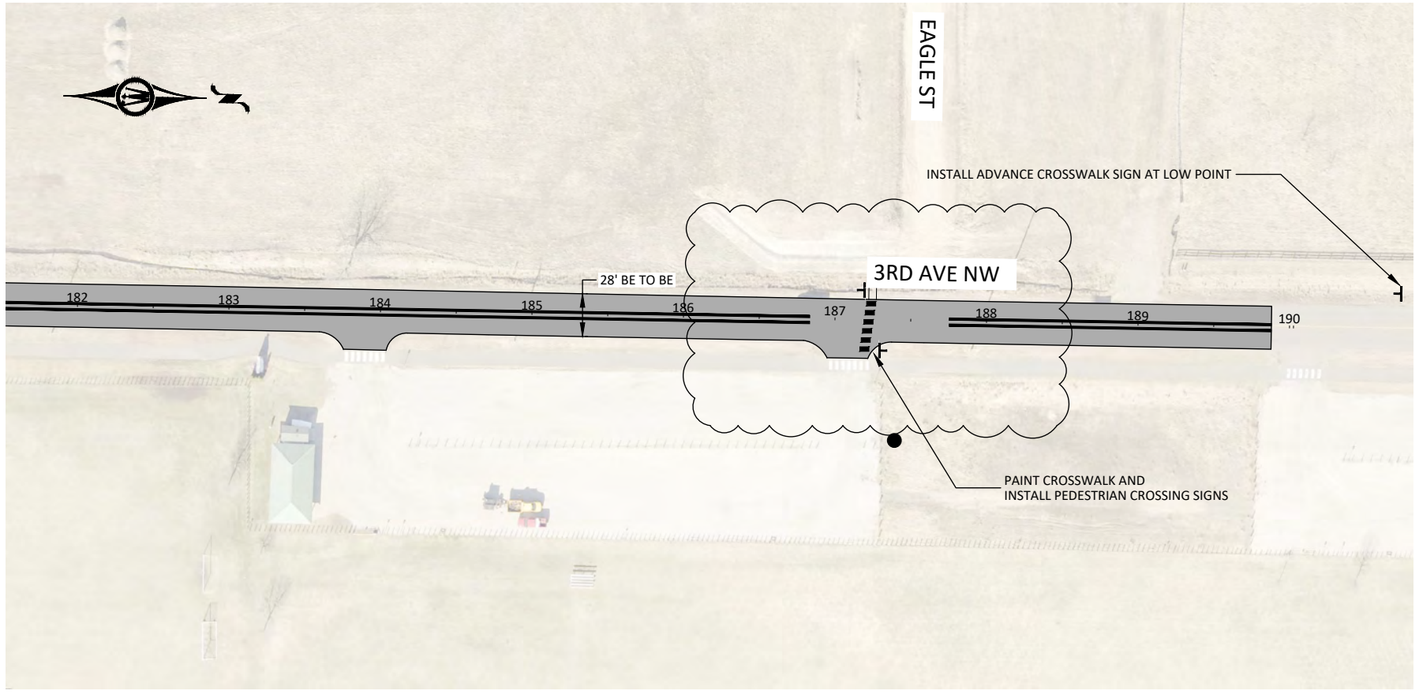
1) Add additional crosswalks at the intersections of Bluebird Ct NW and Eagle Street NW crossing 3rd Avenue NW
2) Remove and raise approximately 100' of trail at the Bluebird Court intersection to meet ADA Requirements for the pedestrian ramp
3) Additional signage and crosswalk block striping placed at each crosswalk
4) The crosswalk additions would cost approximately $7,500.00 and would be part of the 2021 Street Improvement Project taking place on 3rd Avenue

This resolution was duly adopted by the Isanti City Council this 6th day of July 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk





TYPICAL CONSTRUCTION- SEAL COAT & FOG SEAL

1. INSTALL TEMPORARY TRAFFIC CONTROL PRIOR TO CONSTRUCTION.
2. REMOVE AND REPLACE CONCRETE CURB & GUTTER AS DIRECTED BY ENGINEER.
3. CONSTRUCT BITUMINOUS PATCH (SPOT REPAIRS) AS DIRECTED BY ENGINEER.
4. CRACK FILL ALL EXISTING CRACKS AS DIRECTED BY ENGINEER.
5. SEAL COAT DESIGNATED AREAS AND PLACE CHIPS.
6. SWEEP CHIPS 3 DAYS AFTER SEAL COAT PLACEMENT.
7. FOG SEAL ALL AREAS SEAL COATED.
8. REPLACE ALL DISTURBED PAVEMENT MARKINGS.

SEAL COAT & FOG SEAL

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0 50 100
SCALE FEET

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.

JASON W. COOK
LIC. NO. 47541 DATE 04/20/2021

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	JML
CHECKED	JWC
CLIENT PROJ. NO.	0R1.123133

NO.	ISSUED FOR	DATE
1	PED RAMP	6/30/2021

CITY OF ISANTI, MINNESOTA
2021 PAVEMENT MANAGEMENT PROJECT
3RD AVE NW

SHEET 10 OF 10

City of Isanti

Gross Payroll	99,015.22
Social Security & Medicare	5,773.62
Public Employees Retirement	9,931.67
Total City Expense	114,720.51

Pay Date 6/25/2021

Pay Period 13 (6/6-6/19/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/16/2021	56136	2873	ADAPCO LLC	101-20200	1,820 00
06/21	06/16/2021	56137	2850	BEAUDRY OIL & PROPANE INC	101-20200	3,369.70
06/21	06/16/2021	56138	9	BERNICKS PEPSI-COLA	609-20200	2,097 02
06/21	06/16/2021	56139	2814	BROWN, BRANDON	101-20200	182.74
06/21	06/16/2021	56140	1792	CARLOS CREEK WINERY	609-20200	135.00
06/21	06/16/2021	56141	1474	CDW GOVERNMENT INC	614-20200	21.66
06/21	06/16/2021	56142	1815	CENTURYLINK	609-20200	600.62
06/21	06/16/2021	56143	918	CRYSTAL SPRINGS ICE	609-20200	577.26
06/21	06/16/2021	56144	8	DAHLHEIMER DISTRIBUTING CO	609-20200	24,388.42
06/21	06/16/2021	56145	55	ECM PUBLISHERS INC	609-20200	166.25
06/21	06/16/2021	56146	912	FASTENAL COMPANY	101-20200	22.95
06/21	06/16/2021	56147	1682	FERGUSON WATERWORKS	101-20200	95.66
06/21	06/16/2021	56148	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	134.55
06/21	06/16/2021	56149	2028	FURTHER	101-20200	29.80
06/21	06/16/2021	56150	2028	FURTHER	861-20200	35.00
06/21	06/16/2021	56151	739	HACH COMPANY	601-20200	618.97
06/21	06/16/2021	56152	114	ISANTI COUNTY RECORDER	101-20200	46.00
06/21	06/16/2021	56153	270	ISANTI READY MIX INC	101-20200	512.00
06/21	06/16/2021	56154	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,557 53
06/21	06/16/2021	56155	5	KAWALEK TRUCKING	609-20200	119.00
06/21	06/16/2021	56156	1479	LOFFLER COMPANIES	108-20200	3,306 85
06/21	06/16/2021	56157	1479	LOFFLER COMPANIES INC	108-20200	238.45
06/21	06/16/2021	56158	17	MCDONALD DISTRIBUTING CO	609-20200	12,726.04
06/21	06/16/2021	56159	2208	MINNESOTA EQUIPMENT INC	101-20200	308.00
06/21	06/16/2021	56160	1788	MINNESOTA PETROLEUM SERVICE	101-20200	398.50
06/21	06/16/2021	56161	176	MN DEPT OF REVENUE	101-20200	35,132.00
06/21	06/16/2021	56162	2842	MN PEIP	861-20200	31,687.80
06/21	06/16/2021	56163	981	NORTHERN DEWATERING INC	602-20200	1,538 00
06/21	06/16/2021	56164	283	OLSON POWER & EQUIPMENT	101-20200	684.97
06/21	06/16/2021	56165	2553	O'REILLY	101-20200	6.99
06/21	06/16/2021	56166	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,213 00
06/21	06/16/2021	56167	2551	POLLARD WATER	603-20200	629.33
06/21	06/16/2021	56168	12	POSTMASTER	101-20200	165.00
06/21	06/16/2021	56169	2341	RED BULL DISTRIBUTION CO INC	609-20200	111.20
06/21	06/16/2021	56170	2518	SEMLER HOMES	505-20200	38,000.00
06/21	06/16/2021	56171	2396	SOUTHERN GLAZERS OF MN	609-20200	7,044 07
06/21	06/16/2021	56172	1361	STAPLES ADVANTAGE	101-20200	275.55
06/21	06/16/2021	56173	73	STAR	601-20200	11.79
06/21	06/16/2021	56174	2027	US INTERNET	603-20200	57.80
06/21	06/16/2021	56175	42	VIKING COCA-COLA BOTTLING CO	609-20200	34.40
06/21	06/16/2021	56176	3053	WALZ ENTERPRISES LLC	609-20200	410.28
06/21	06/16/2021	56177	4	WATSON CO INC	609-20200	4,913 92
06/21	06/16/2021	56178	1922	WEX BANK	603-20200	3,648.13
06/21	06/16/2021	56179	3019	WIDSETH SMITH NOLTING & ASSOC INC	609-20200	5,250 00
Grand Totals:						187,322.20

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/17/2021	56180	1815	CENTURYLINK	601-20200	85.94
Grand Totals:						85.94

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/21	06/23/2021	56181	127	ABDO EICK & MEYERS LLP	609-20200	800.00
06/21	06/23/2021	56182	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	642.67
06/21	06/23/2021	56183	53	BELLBOY CORPORATION	609-20200	4,783 55
06/21	06/23/2021	56184	9	BERNICKS PEPSI-COLA	609-20200	2,071 26
06/21	06/23/2021	56185	2319	BREAKTHRU BEVERAGE OF MN	609-20200	9,022 88
06/21	06/23/2021	56186	2221	C & L DISTRIBUTING	609-20200	527.80
06/21	06/23/2021	56187	2487	CAPITOL BEVERAGE SALES	609-20200	61.91
06/21	06/23/2021	56188	1969	CITY OF ST PAUL	101-20200	300.00
06/21	06/23/2021	56189	1472	CRAWFORDS EQUIPMENT INC	101-20200	204.89
06/21	06/23/2021	56190	918	CRYSTAL SPRINGS ICE	609-20200	579.15
06/21	06/23/2021	56191	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,392.10
06/21	06/23/2021	56192	2720	DEFIANT DISTRIBUTORS	609-20200	446.58
06/21	06/23/2021	56193	1941	DELTA DENTAL	861-20200	3,648 25
06/21	06/23/2021	56194	2478	EAST CENTRAL ENERGY	101-20200	42.85
06/21	06/23/2021	56195	2229	EAST POINT FOUNDRY	609-20200	854.33
06/21	06/23/2021	56196	16	ELECTRO WATCHMAN INC	609-20200	272.53
06/21	06/23/2021	56197	2794	EMERGENCY EQUIPMENT CONNECTION INC	101-20200	421.00
06/21	06/23/2021	56198	739	HACH COMPANY	601-20200	90.75
06/21	06/23/2021	56199	160	HAWKINS INC	601-20200	6,459 98
06/21	06/23/2021	56200	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	195.76
06/21	06/23/2021	56201	188	ISANTI COUNTY SHERIFF	101-20200	65.01
06/21	06/23/2021	56202	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,185 22
06/21	06/23/2021	56203	5	KAWALEK TRUCKING	609-20200	264.60
06/21	06/23/2021	56204	2828	MCCARTY, JOHN	101-20200	10.92
06/21	06/23/2021	56205	17	MCDONALD DISTRIBUTING CO	609-20200	16,713.70
06/21	06/23/2021	56206	1536	MINNESOTA DEED	219-20200	833.33
06/21	06/23/2021	56207	1180	MLB PRINTING INC	101-20200	155.00
06/21	06/23/2021	56208	2080	MVTL LABORATORIES INC	601-20200	703.94
06/21	06/23/2021	56209	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,982 91
06/21	06/23/2021	56210	2406	QUALITY FLOW SYSTEMS INC	602-20200	18,460.00
06/21	06/23/2021	56211	2680	SABA, BRIAN	101-20200	12.38
06/21	06/23/2021	56212	2396	SOUTHERN GLAZERS OF MN	609-20200	9,035.11
06/21	06/23/2021	56213	315	ST PAUL STAMP WORKS	101-20200	19.40
06/21	06/23/2021	56214	73	STAR	609-20200	280.00
06/21	06/23/2021	56215	42	VIKING COCA-COLA BOTTLING CO	609-20200	437.76
06/21	06/23/2021	56216	2955	WELFRING, JEREMY	101-20200	322.94
Grand Totals:						102,300.46

City of Isanti

Gross Payroll	8,694.25
Social Security & Medicare	665.12
Total City Expense	9,359.37

Pay Date 6/30/2021

Pay Period: Q2CCPay21 (4/1-6/30/21)

RESOLUTION 2021-XXX

APPROVING APPLICATION FOR A LOCAL GAMBLING PERMIT FOR PHEASANTS FOREVER, INC LEGENDARY LONGTAILS

WHEREAS, the City has received an application for exempt gambling permit from Pheasants Forever, INC Legendary Longtails to hold an event on July 31, 2021 at 2 Enterprise Ave NE Suite A3, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is more than $1,500.00 for the event and will require state approval; 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, Suzanne Schmidt, 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 applications for an exempt gambling permits is approved for the following date: July 31, 2021 at 2 Enterprise Ave NE Suite A3, Isanti, MN.

This Resolution is hereby approved by the Isanti City Council this 6th day of July 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE FOR AUGUST 15TH, 2021

WHEREAS, the City has received an application for exempt gambling permit from Rum River BMX to hold an event on August 15th, 2021 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $2,000 for the event and will require state approval; 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, 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 applications for an exempt gambling permits is approved for the following date: August 15th, 2021 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 6th day of July 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE FOR AUGUST 28TH AND AUGUST 29TH, 2021

WHEREAS, the City has received an application for exempt gambling permit from Rum River BMX to hold an event on August 28th and August 29th, 2021 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $2,000 for the event and will require state approval; 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, 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 applications for an exempt gambling permits is approved for the following date: August 28th and August 29th, 2021 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 6th day of July 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING A MUTUAL AID AGREEMENT BETWEEN THE CITY OF ISANTI AND THE CITY OF PRINCETON FOR THE SHARING OF EQUIPMENT AND PERSONNEL RESOURCES

WHEREAS, an agreement has been developed pursuant to Minnesota Statutes 471.59 that authorizes the joint and cooperative exercise of powers common to contracting parties; and,

WHEREAS, the intent of the agreement is to make equipment, personnel and other resources available to a political subdivision from another political subdivision; said political subdivisions being the City of Isanti and the City of Princeton;

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

1. That the Mutual Aid Agreement Between the City of Isanti and the City of Princeton attached as 'Exhibit A' is approved.

2. Mayor and City Administrator are hereby authorized to execute said document.

This resolution was duly adopted by the Isanti City Council this 6th day of July 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

City of Princeton and City of Isanti, Minnesota
Mutual Aid Agreement

Purpose
This Agreement is made pursuant to Minnesota Statutes, Section 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this Agreement is to make equipment, personnel and other resources available to governmental units from other governmental units.

Definitions

"Party" means a governmental unit as defined by Minnesota Statues, Section 471.59, subd. 1.

"Parties" shall collectively mean more than one Party.

"Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.

"Requesting Party" means a Party that requests Assistance from other Parties.

"Responding Official" means the person designated by a Party who is responsible to determine whether and to what extent that Party should provide Assistance to a Requesting Party.

"Responding Party" means a Party that provides Assistance to a Requesting Party.

"Assistance" means (Check the type of assistance that will be provided):

✓Public works personnel and equipment:
✓Law enforcement personnel and equipment:
✓Utility personnel and equipment:
✓Other personnel and equipment as listed below:
Building Inspectors, Administration, Finance, or Public Information Officer

Procedure

1. **Request for Assistance**. Whenever, in the opinion of a Requesting Official, there is a need for Assistance from other Parties, the Requesting Official may call upon the Responding Official of any other Party to furnish Assistance.

2. **Response to Request**. Upon the request for Assistance from a Requesting Party, the Responding Official may authorize and direct that Party's personnel to provide Assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party and the availability of resources.

3. **Recall of Assistance**. The Responding Official may at any time recall such Assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.

4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws Assistance.

Workers' compensation
Each Party shall be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing Assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employees or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Damage to equipment
Each Party shall be responsible for damages to or loss of its own equipment. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of the Requesting Party.

2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this Agreement.

3. For purposes of determining total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a(b), the Parties are considered a single governmental unit and the total liability of the Parties shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. § 466.04, subd. 1.

4. The intent of this subdivision is to impose on each Requesting Party a duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

5. No party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish Assistance to any other Party, or for recalling Assistance, both as described in this Agreement.

Charges to the Requesting Party

1. No charges will be levied by a Responding Party to this Agreement for Assistance rendered to a Requesting Party under the terms of this Agreement unless that Assistance continues for a period of more than 48 hours. If Assistance provided under this Agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any Assistance provided after the initial 8-hour period, including salaries, overtime, materials and supplies and other necessary expenses. The Requesting Party will reimburse the Party providing the Assistance for that amount.

2. Such charges are not contingent upon the availability of federal or state government funds.

Duration

This Agreement will be in force for a period of five years from the date of execution. Any Party may withdraw from this Agreement upon thirty (30) days written notice to the other Party or Parties to the Agreement. (Expiration Date: June 30, 2026)

Execution
Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date: _____ Entity: City of Isanti

_____
By: Jeff Johnson
Title: Mayor

_____
By: Josi Wood
Title: City Administrator

Date: _____ Entity: City of Princeton

_____
By: Thom Walker
Title: Mayor

_____
By: Michele McPherson
Title: City Administrator

Appendix A
Charges

Response to mutual aid: First forty-eight hours are free

After the first forty-eight hours charges will be based upon equipment and personnel as follows:

Police/Equipment	**Police Hourly Rate**
Officer & Car	$75.00
Officer	$68.00

Public Works Charges

Labor Rate – Regular Time	Per hour minimum charge of ½ hour	$40.00
Labor Rate – Over Time	Per hour minimum charge of 2 hours	$60.00
Loader (with one operator)	Per hour	$90.00
Skidsteer (with one operator)	Per hour	$75.00
Skidsteer with attachment snow blower, brush cutter, broom, grapple bucket or other (with one operator)	Per hour	$125.00
Dump Truck (with one operator)	Per hour	$85.00
Street Sweeper (with one operator)	Per hour	$85.00
Bucket Truck (two people required per OSHA included in hourly rate)	Per hour	$175.00
Progressive Mower	Per Hour	$65.00
One-ton truck (with one operator)	Per hour	$65.00
Vactor Sewer Cleaning Truck (with two operators as required by OSHA)	Per hour	$155.00
Air compressor or portable generator	Per hour	$65.00

RESOLUTION 2021-XXX

APPROVING A MUTUAL AID AGREEMENT BETWEEN THE CITY OF ISANTI AND THE CITY OF BRAHAM FOR THE SHARING OF EQUIPMENT AND PERSONNEL RESOURCES

WHEREAS, an agreement has been developed pursuant to Minnesota Statutes 471.59 that authorizes the joint and cooperative exercise of powers common to contracting parties; and,

WHEREAS, the intent of the agreement is to make equipment, personnel and other resources available to a political subdivision from another political subdivision; said political subdivisions being the City of Isanti and the City of Braham;

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

1. That the Mutual Aid Agreement Between the City of Isanti and the City of Braham attached as 'Exhibit A' is approved.

2. Mayor and City Administrator are hereby authorized to execute said document.

This resolution was duly adopted by the Isanti City Council this 6th day of July 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

City of Braham and City of Isanti, Minnesota
Mutual Aid Agreement

Purpose
This Agreement is made pursuant to Minnesota Statutes, Section 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this Agreement is to make equipment, personnel and other resources available to governmental units from other governmental units.

Definitions

"Party" means a governmental unit as defined by Minnesota Statues, Section 471.59, subd. 1.

"Parties" shall collectively mean more than one Party.

"Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.

"Requesting Party" means a Party that requests Assistance from other Parties.

"Responding Official" means the person designated by a Party who is responsible to determine whether and to what extent that Party should provide Assistance to a Requesting Party.

"Responding Party" means a Party that provides Assistance to a Requesting Party.

"Assistance" means (Check the type of assistance that will be provided):

✓Public works personnel and equipment:
✓Law enforcement personnel and equipment:
✓Utility personnel and equipment:
✓Other personnel and equipment as listed below:
Building Inspectors, Administration, Finance, or Public Information Officer

Procedure

1. **Request for Assistance**. Whenever, in the opinion of a Requesting Official, there is a need for Assistance from other Parties, the Requesting Official may call upon the Responding Official of any other Party to furnish Assistance.

2. **Response to Request**. Upon the request for Assistance from a Requesting Party, the Responding Official may authorize and direct that Party's personnel to provide Assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party and the availability of resources.

3. **Recall of Assistance**. The Responding Official may at any time recall such Assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.

4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws Assistance.

Workers' compensation
Each Party shall be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing Assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employees or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Damage to equipment
Each Party shall be responsible for damages to or loss of its own equipment. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of the Requesting Party.

2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this Agreement.

3. For purposes of determining total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a(b), the Parties are considered a single governmental unit and the total liability of the Parties shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. § 466.04, subd. 1.

4. The intent of this subdivision is to impose on each Requesting Party a duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

5. No party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish Assistance to any other Party, or for recalling Assistance, both as described in this Agreement.

Charges to the Requesting Party

1. No charges will be levied by a Responding Party to this Agreement for Assistance rendered to a Requesting Party under the terms of this Agreement unless that Assistance continues for a period of more than 48 hours. If Assistance provided under this Agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any Assistance provided after the initial 8-hour period, including salaries, overtime, materials and supplies and other necessary expenses. The Requesting Party will reimburse the Party providing the Assistance for that amount.

2. Such charges are not contingent upon the availability of federal or state government funds.

Duration

This Agreement will be in force for a period of five years from the date of execution. Any Party may withdraw from this Agreement upon thirty (30) days written notice to the other Party or Parties to the Agreement. (Expiration Date: June 30, 2026)

Execution
Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date: _____ Entity: City of Isanti

_____
By: Jeff Johnson
Title: Mayor

_____
By: Josi Wood
Title: City Administrator

Date: _____ Entity: City of Braham

_____
By: Patricia Carlson
Title: Mayor

_____
By: Angela Grafstrom
Title: City Administrator

Appendix A
Charges

Response to mutual aid: First forty-eight hours are free

After the first forty-eight hours charges will be based upon equipment and personnel as follows:

Police/Equipment	**Police Hourly Rate**
Officer & Car	$75.00
Officer	$50.00

Public Works Charges

Labor Rate – Regular Time	Per hour minimum charge of ½ hour	$40.00
Labor Rate – Over Time	Per hour minimum charge of 2 hours	$60.00
Loader (with one operator)	Per hour	$90.00
Skidsteer (with one operator)	Per hour	$75.00
Skidsteer with attachment snow blower, brush cutter, broom, grapple bucket or other (with one operator)	Per hour	$125.00
Dump Truck (with one operator)	Per hour	$85.00
Street Sweeper (with one operator)	Per hour	$85.00
Bucket Truck (two people required per OSHA included in hourly rate)	Per hour	$175.00
Progressive Mower	Per Hour	$65.00
One-ton truck (with one operator)	Per hour	$65.00
Vactor Sewer Cleaning Truck (with two operators as required by OSHA)	Per hour	$155.00
Air compressor or portable generator	Per hour	$65.00

RESOLUTION 2021-XXX

POLICY FOR DONATION OF SURPLUS CITY PROPERTY

WHEREAS, from time to time the City may determine there are equipment or goods that is no longer of use to the City or equipment that has been determined to be replaced as the useful life deems necessary; and,

WHEREAS, the City may donate the equipment or goods to a nonprofit organization with established procedures outlined in a Policy for the donation of Surplus Equipment per Minnesota Statue § 471.3459; and,

WHEREAS, the donation of surplus property Policy is represented as 'Exhibit A'; and,

WHEREAS, the form for a nonprofit organization to request surplus property is represented as 'Exhibit B';

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve a Donation of Surplus Property Policy and form for such request per 'Exhibit A' and 'Exhibit B'.

This resolution was duly adopted by the Isanti City Council this 6th day of July 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Exhibit A

DONATION OF SURPLUS PROPERTY POLICY

PURPOSE
The purpose of this Policy is to establish procedures for the donation of Surplus Equipment by the City to a Nonprofit Organization as required by Minnesota Statue § 471.3459.

SCOPE
This policy applies to all City departments that generate Surplus Equipment and governs the actions of all City employees and officials.

DEFINITIONS

"City" means the City of Isanti, Minnesota.

"City Council" means the governing body of the City.

"Donation" means to contribute, donate or give Surplus Equipment at no cost to a Nonprofit Organization that serves a public purpose and benefits its community as a whole.

"Eligible Organization" means a Nonprofit Organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

"Fair Market Value" means the price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all relevant facts.

"Nonprofit Organization" means an organization formed under Section 501(c)(3) of the Internal Revenue Code.

"Policy" means this Policy adopted by the City Council.

"Surplus Equipment" means equipment used by the City's public works department, and cellular phones and emergency medical and firefighting equipment that is no longer needed by the City because it does not meet industry standards for emergency medical services, police, or fire departments or has minimal or no resale value.

"Surplus Equipment Form" means the form attached as Exhibit I to this Policy that must be filled out by a Nonprofit Organization requesting a Donation of Surplus Equipment.

PROCEDURE
The City shall determine all Surplus Equipment and may offer it for Donation in conformance with the following guidelines:

1. Identify Surplus Equipment. Department supervisors are responsible for monitoring their equipment and shall identify and report all Surplus Equipment to the City Finance Director on at least an annual basis.

2. Determine the Fair Market Value of Surplus Equipment. The City Finance Director shall work with City staff to determine the Fair Market Value of the Surplus Equipment.

3. City Council Declaration. The City Finance Director will forward a list of the Surplus Equipment with each item's Fair Market Value to the City Council who shall approve or deny the Surplus Equipment as eligible for Donation. The City has no obligation to make a Donation of Surplus Equipment. Surplus Equipment that is not donated may be sold, recycled or discarded in the discretion of the City Administrator.

4. Donation. After the City Council has determined the Surplus Equipment is eligible for Donation, the City Finance Director is responsible for coordinating the Donation of the Surplus Equipment in accordance with the terms of this Policy.

5. Transfer between Departments. All Surplus Equipment must first be considered for transfer between departments for the benefit of the City.

6. Advertisement. Surplus Equipment shall be posted as eligible for Donation on the City's website. The City may also use other reasonable means to notify Eligible Organizations about the availability of Surplus Equipment. The City shall wait at least 30 days after advertising Surplus Equipment before approving any Donation.

7. Surplus Equipment Form. Eligible Organizations interested in Surplus Equipment shall fill out a Surplus Equipment Form and submit the form to the City Finance Director.

8. Approval of Donation. If the Surplus Equipment has a Fair Market Value less than $500, the City Department Director shall approve the Donation to an Eligible Organization, subject to review by the City Council. If the Surplus Equipment has a Fair Market Value greater than $500, the City Council must approve the donation by a majority vote of the City Council.

9. Prioritization of Donations. If more than one Eligible Organizations requests a Donation for the same Surplus Equipment, the City shall consider factors it deems relevant including how the Surplus Equipment will be used, the benefit to the Eligible Organization, the impact on the City, how the Donation will accomplish goals of the City Council, and any previous Donation to the Eligible Organization.

10. Conflict of Interest. All City employees and officials are prohibited from taking possession of any Surplus Equipment on behalf of an Eligible Organization.

11. As Is. A Donation of Surplus Equipment is made "as is" with no warranty, guarantee or representation of any kind, express or implied, as to the condition, utility, or usability of the Surplus Equipment offered. The Surplus Equipment may be defective and cannot be relied up for safety purposes.

12. Title. The City Finance Director or Police Chief, if police department equipment, shall cause any title or other ownership documents to be transferred to the Eligible Organization at the time

of transfer. Any fees required to transfer the Surplus Equipment are the responsibility of the Eligible Organization.

13. Transportation. In the Surplus Equipment Form, the Eligible Organization must provide a detailed plan for transporting the Surplus Equipment from the City to the Eligible Organization. The Eligible Organization must pay all expenses associated with the transportation of the Surplus Equipment.

14. Delegation. The City Administrator may delegate specific responsibilities for implementing this Policy.

15. Documentation. The City Finance Director shall document the Donation of all Surplus Equipment and shall keep such records in accordance with the City's Records Retention Schedule.

16. Review of Policy. The City Finance Director is responsible for maintaining and reviewing this Policy. Any changes to this Policy must be approved by the City Council.

Exhibit B

Surplus Equipment Request Form

Organization Name: _____

Organization Address:
_____
_____

Organization Website: _____

(Attach proof of status as a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code.)

Organization Purpose: _____

Point of Contact
Name: _____
Address: _____
_____

Email: _____
Phone: _____

City Surplus Equipment of Interest: _____

How will the requested Surplus Equipment benefit your organization?
_____

How do you plan to transport the surplus property from the City to your location?
_____

DISCLAIMER OF WARRANTIES. The City makes no agreement, warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for any particular purpose or use of the Surplus Equipment by the recipient or any other user.

The recipient acknowledges the Surplus Equipment may be defective and that it cannot be relied

upon for safety purposes. The recipient has a duty to inspect the Surplus Equipment before it is used for any purpose.

The recipient acknowledges that the City is not a manufacturer of the Surplus Equipment or a dealer therein; that the Surplus Equipment is being provided “as-is” and “with all faults,” it being agreed and understood that all of the aforementioned risks are to be borne by the recipient or user of the Surplus Equipment.

In no event shall the City be liable for any damages in connection with or arising out of the recipient’s or any other person’s or entity’s use of the Surplus Equipment.

I acknowledge that the Donation of any Surplus Equipment to my organization is subject to the City’s Policy for Donation of Surplus Equipment to a Nonprofit Organization.

I have authority to request a Donation from the City and to bind my organization to the terms of this form.

Signature of Applicant _____

Date _____

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 6, 2021
Subject: Resolution 2021-XXX Authorizing a Reduction in the Letter of Credit for Circle B Ranch

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Background:

Brenan Cox with Circle B Ranch is requesting a reduction in their Letter of Credit (LOC) for their parking lot. Per their CUP they have five years to pave their parking lot and a LOC was submitted as part of that approval. They have paved the accessible stalls and some of the lot and are requesting a reduction in their LOC for that work. Staff recommends reducing the LOC to $20,450.00

Attachments:

- Resolution 2020-XXX

RESOLUTION 2021-XXX

AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR CIRCLE B RANCH

WHEREAS, Brennan Cox has submitted a written request for a reduction in the letter of credit as described in Conditional Use Permit; and,

WHEREAS, Mr. Cox has requested a reduction for the work that has been completed on the parking lot; and,

WHEREAS, Mr. Cox has five years to install the parking lot and has installed a portion of the lot; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommended approval to reduce the amount to $20,450.00;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested reduction in the letter of credit be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said reduction.

This Resolution was duly adopted by Isanti City Council this 6th day of July 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

A Community For Generations.
Isanti

Memo for Council

To: Mayor Johnson and Members of the City Council
From: City Administrator Josi Wood
Date: July 6, 2021
Subject: Resolution 2021-XXX Accepting Quote for New Liquor Store Point of Sale Software

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Background:
Staff solicited three quotes for Point of Sale (POS) Software for the new liquor store; two were received:

	RITE	Cybertill
Total	**$11,310.00**	**$12,200.67**

Recommendation:
Staff recommends RITE for the following reasons:

- Overall cost is less with more services provided
- Liquor specific POS software – specialized
- Ability to get stock information / pictures of beers/wines/spirits for ecommerce site
- Integrated customer loyalty program
- Integrated ecommerce site ability
- Simple and easy to navigate ecommerce for curbside sales
- Cloud-based software with ability to use "off-line"
- Training provided and ease of use by employees
- Ability to run a large variety of reports that can also be customized

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2021-XXX
- RITE agreement

RESOLUTION 2021-XXX

ACCEPTING QUOTE FOR LIQUOR STORE POINT OF SALE SOFTWARE

WHEREAS, the Liquor Store requires upgrades to the Point of Sale (POS) software and hardware that will be installed at the new store; and,

WHEREAS, staff evaluated multiple platforms and solicited quotes from RITE-Cloud Retailer, Cybertill and EPOS; and,

WHEREAS, RITE-Cloud Retailer was found to be in the best interest of the City based upon having the lowest overall cost while providing additional modules such as ecommerce and a customer loyalty program; and,

WHEREAS, the new liquor store will have two stationary POS and one additional mobile for curbside sales as well as an online e-commerce portal;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve the following:

1. Accept Point of Sale software by Rite including 5% contingency in the total amount, not to exceed, $11,875.50.
2. Funding identified as the 2021A bond issue.
3. Authorize staff to enter into an agreement for such service including ongoing monthly costs for service.

This resolution was duly adopted by the Isanti City Council this 6th day of July 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

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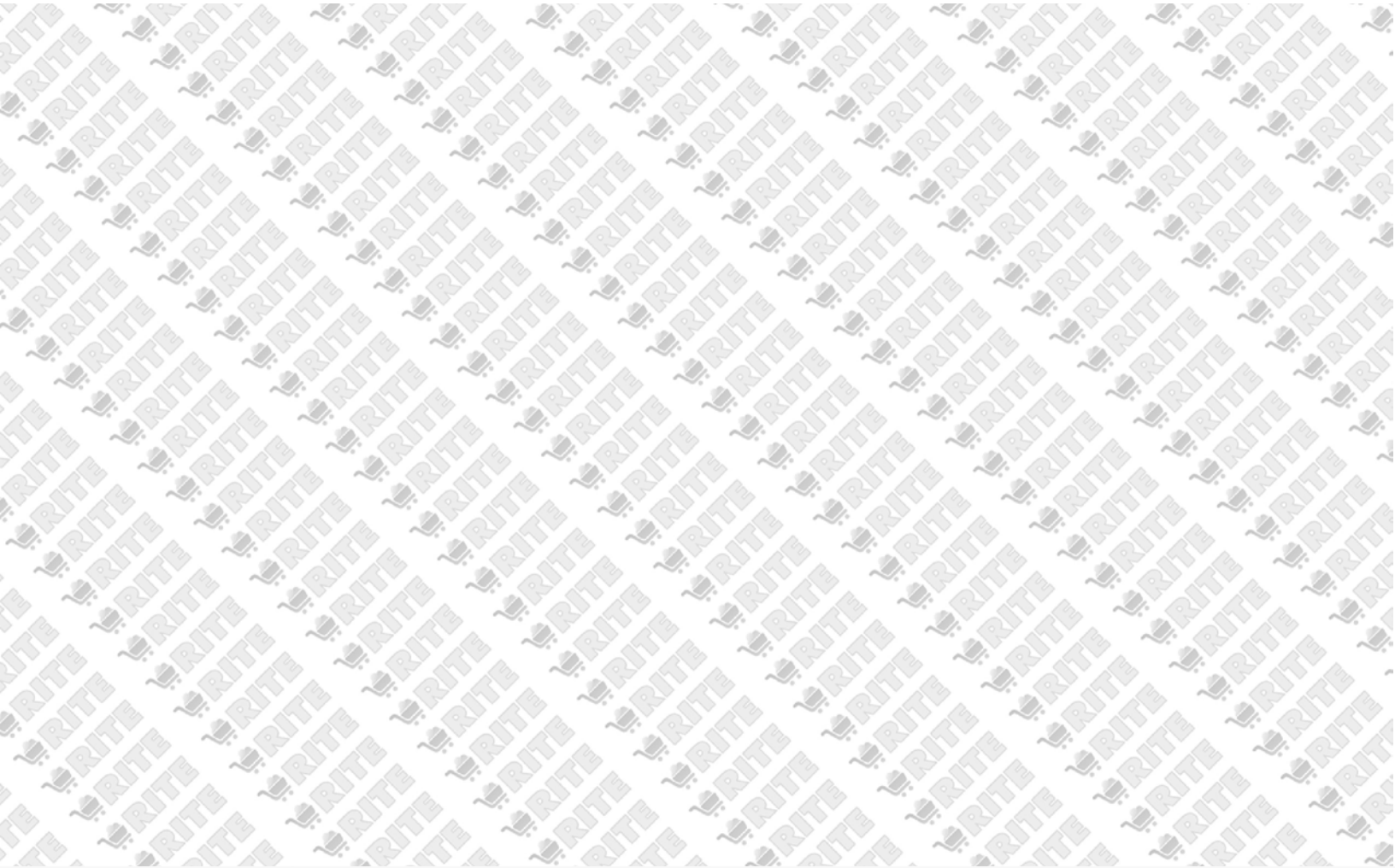
RITE

Client: City of Isanti

Sales rep: Gary Noble

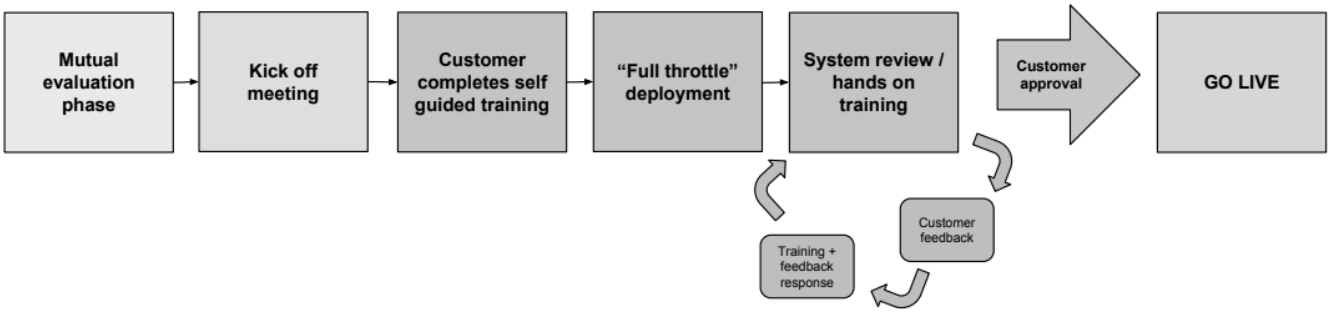
Date: 6-28-2021

Proposals expire 60 days from date



RITE Proven Process

RITE uses our "Proven Process" to deploy systems to new customers. This is a process that has been refined over more than a decade of experience working with retailers like you and we consider it the **best in the industry**.



This is a time tested process that emphasizes two very simple ideas:

ONE: An ounce of prevention is worth a pound of cure.

Time spent preparing for go-live is time well spent. If the stakeholders don't take the time, it becomes a debt that always gets paid. **If all parties don't do the work up front the debt will get paid, during go-live - and with a tidy amount of interest.** A training issue, as an example, is easy to address early before it becomes a "hair on fire" event on the first day of go-live if people are not prepared.

TWO: Getting the project done quickly = best results for customer

As you learn more about our process you'll notice the emphasis on us moving quickly, and our expectation that the client does the same. There are many benefits, including:

- The sooner we deploy, the sooner you reap the benefits of your new system. If the new system will help you sell $X more or save $X per month, the sooner you start the sooner that happens.
- Many things we do during the deployment are like an ice cream cake, they melt with time. If we train you today and we wait a month to go-live you know the knowledge will dissipate without use. If we import your data, the longer we wait the more inaccurate the data becomes. The list goes on and on.

Understanding our process is critical as we base our proposal pricing on the fact that we can apply these tactics to your project More details can be found in the "RITE Proven Process" document online which was sent as an additional attachment to the email containing this quote – you should review it before accepting the proposal to ensure you're comfortable with the process.

If you are serious about your business and making the most out of this investment **you'll love this process** but, no doubt, it is a commitment on your part.

*Although we use the word quickly to describe the pace of the project, deploying the RITE way generally takes 4-6 weeks from the time the proposal is signed and deposit received. Please note that with the growth of the Cloud Retailer product we are quite busy so following these processes is critical to a successful deployment.

Initial_____

Summary of proposed software, services, and equipment

Cloud Retailer POS subscription / upfront Costs

Cloud Retailer standard pricing is $50 per month fee per POS + $500 per POS upfront license cost.

The Cloud Retailer monthly fee includes 2GB of database space per POS. 2GB of space typically equates to approximately $8M in sales history and $4M in purchase order history for a retailer where the average price of product is $25. The system does include the ability to archive old data.

Included support / premium services

There is a basic level of service included in the Cloud Retailer subscription fee – see the Cloud Retailer Wiki site for the terms of this service here:

http://wiki.cloudretailer.com/tech-articles/other/support-covered-by-subscription-fee

Subject to change, with notice given.

Premium services are used by customers to cover services not included in the base level of service, things like deeper level training, support for hardware, networks, customization of reports, etc. The majority of our customers buy a block of time and use it as they desire. The block quoted with your system is included below:

5 hour bundle - $595
10 hour bundle - $1,090
25 hour bundle - $2,475
50 hour bundle - $4,725

Packages must be purchased up front to utilize premium services.

"It's unwise to pay too much, but it's worse to pay too little. When you pay too little, you sometimes lose everything, because the thing you bought was incapable of doing the thing it was bought to do"

Initial_____

Installation & training

Cloud Retailer includes a full fledged complement of software components in the price of the base software. In order for us to make operational, configure, train, and enhance your use of those functionalities, there is an additional cost. *If you intend to utilize a specific module make sure the "Included" column below says YES or it will not be deployed.*

The price below includes:

- Time for our staff to enable a given functionality, including initial configuration that may be needed.
- Access to training materials and consulting time. Some training will be self-guided, some one-on-one, and much of this service is conducted through "system review". Which of these methods is utilized depends on the module. We will send **(2)TWO** individuals through the training process for the price stated.
    - See details for each module on our wiki site. https://wiki.cloudretailer.com/training
    - We employ a "train the trainer" approach and us training two users is a sweet spot. One person doesn't allow for enough feedback about the business and is also risky (what if that person moves to another job). Three or more can make our conversations unfocused and have more overhead. If you'd us to train more or less than two people make sure that is listed in the special requirements section of this document.
- Supportability of your system. While all of these functionalities are generally accessible in the system if you do not have two staff members trained on how to use them – we will not provide support on the functionality. You can schedule additional training at any time post go-live.

Initial_____

Software modules to deploy

Level	Module / Service	Included	Cost
100	Basic install & training + POS basics and back office basics	YES	$450
125	End of day reconciliation	YES	$75
150	Back office reporting	YES	$100
175	Shelf tag printing	YES	$75
200	Age verification	YES	$50
225	Gift card creation and processing	YES	$50
250	Employee time clock	YES	$75
275	Setting up basic promotions	YES	$50
300	Rentals / kegs *dymo label printer required for tag printing	NO	$100
325	Inventory – including purchase orders, inventory transfers, physical inventory counting	YES	$450
350	Introduction to configuring Taskpads (buttons at POS)	YES	$150
375	Creating and managing orders (work orders, layaways, special orders, web orders)	NO	$200
400	Orders training which can cover topics like full page invoicing, wholesale pricing, accounts receivable statements, etc. If you use any of these concepts it requires “orders 375” training as precursor.	NO	$350
425	Customer loyalty programs	YES	$450
450	Basic product importing	YES	$150
475	Supplier purchase planning	YES	$350
500	Configuring dynamic attribute sets	NO	$150
575	Formula based, advanced promotions. Multi layered, quantity/volume discount schemes, price levels, etc... *requires Basic Promotions 275 training as precursor	YES	$400
NA	Base costs / POS and back office spin up - always required	YES	$75

Our objective is to train you on how to execute a majority of the functionality you need to ensure you can wield the system to your maximum benefit and keep your support costs low. Taskpad training (the buttons you use at the POS) is a great example. The system comes with a default configuration and we will train you how to adjust as needed. If you want us to perform services like configure your taskpad for you instead of being trained to do so yourself, we will happily do so utilizing premium service package time. If you need many specialized buttons set up (10+ buttons) or you require some specialized button workflow make sure that you discuss it with your sales rep **and** that they list this in the “Customer Special Requirements” section of this document. **Do not accept the proposal unless ALL special requests are listed there.**

Initial_____

Add-on modules

Cloud Retailer includes a number of software Add-On integrations and features that are *not* included in the price of the base software. In order for us to deploy, configure, train, and support your use of those functionalities, there is an additional upfront and ongoing cost. *If you are going to utilize a specific module make sure the "Included" column says YES for each module you intend on deploying.*

Module	Setup/ training	Monthly	Unit	Comments	Included
Eset Antivirus - Standard	$10	$4	Per device	STRONGLY recommended for ALL computers!	0
Cloud Retailer Mobile	$1,695	$19	Per device	Includes Android based inventory scanning device, installation, training. Requires wifi infrastructure with solid coverage throughout building.	0
Supplier Integration (Fintech)	$400	$50	Per store	Other file formats supported but there are additional costs. A Fintech account is required and does have additional fees.	NO
Accounting integration	$450	$20	Per store	We can integrate to Quickooks on premise, online, or create a comma separated flat file. Our standard integration assumes that the data will be imported into the accounting system via GL buckets for each department and tender type. Custom mappings are an option however they come with an additional cost. See our wiki site for additional details.	NO
Base email alert configuration	$50	$0	Per alert	Assumes the report that would execute the alert already exists. Does not include time to design custom reports that may be needed.	YES
Uncorked Commerce	$850	$180	Per Store	Credit card processing fees: 2.69% + 25 cents per transaction E-commerce card processing is more expensive than in-store rates as they are higher risk transactions (no physical card is present).	YES
Drizly integration	$110	$10	Per store		NO
City Hive integration	$275	$20	Per store		NO
Thirstie integration	$275	$20	Per store		NO
Reserve Bar integration	$275	$20	Per store		NO
BottleCapps integration	TBD	$20	Per store		NO

More detailed information about the software and add-on modules for Cloud Retailer can be found on our Wiki Page at: http://wiki.cloudretailer.com/rite-proven-process-rpp/cloud-retailer-module-list

Initial_____

(0) CloudRetailer RITE Handheld ($1,695 per + $19 per month)
This includes a one-time license cost for the CloudRetailer Mobile Manager software, which is a tool to create and receive purchase orders, create and receive inventory transfers, perform physical inventory counts, print labels, and manage item properties. It also includes a RITE handheld running Android OS, with 1D scanner, charging dock, and charging cable.*$19 per month software maintenance charge is required.



Cloud Retailer credit card processing module

Cloud Retailer includes the ability to process credit cards using some of the most secure technology available and can be utilized through multiple payment processors. There is an ongoing hard cost for RITE in supporting these solutions, maintaining and verifying the security required for these solutions and therefore there is a charge to utilizing this technology.

Please choose one of the following options:

- ❑ I am not processing credit cards or will be using a non-integrated payment terminal ($0)
- ❑ NAB signed *through* RITE (NAB preferred – therefore $10 per month with payment terminals with NAB **lifetime warranty**). Account must be signed via RITE.
- ❑ I am bringing my existing payment processing account with First Data, Heartland, TSYS (NON-RITE) account- $10 per month per POS

If you are processing credit cards through someone else and interested in processing with NAB via RITE, NAB can usually beat most rates. Assuming you would switch, provided they meet or beat your current terms), and they cannot meet or beat your current pricing (2 months statements required), RITE will credit your CardDefender $10 per month maintenance fees **for one year** under current processor, AND give you a free month of Cloud Retailer subscription services. If you're in a contract with another provider very often these contracts are "bought out" by NAB to allow you to open an account with them. See contract terms and conditions for details.

Typically, the payment processor sources the payment terminals (PAX S300 is supported) however if you require RITE to provide the terminals let us know. We REQUIRE that the retailer use a Tailwind mounting stand as it enhances the longevity of the device.

If using your existing payment provider please provide Processor contact information here:

Company name: _____

Rep name: _____ Rep email: _____

Rep phone: _____

Customer wants to use contactless payments (pay w/ mobile):	**YES**
Customer requires PIN based debit:	**YES**
Customer requires EBT / food stamps:	**NO**
Customer wants to allow debit cash back:	**NO**

Initial_____

Existing hardware evaluation / deployment

If RITE will not be providing hardware to the customer, all existing hardware must meet our minimum standards and be well prepared for use with the new system. See our website for details and a list of supported barcode scanners, receipt printers, and other peripherals: http://wiki.cloudretailer.com/tech-articles/other/hardware-requirements-for-cloud-retailer

- CloudRetailer does NOT support old school green character customer facing pole displays.
- Cloud Retailer ONLY supports ZPL (Zebra programming language) label printers
- Changes in state Driver's License technology may require upgrading to 2D barcode scanner in order to interact with DL (age verification and/or setting customer to transaction)

Under no circumstances do we *support* off brand POS hardware. Typically we're able to make most products work, though they may not be able to utilize the entire Cloud Retailer feature set. RITE makes no guarantee that it can make a specific device work, at which point we will apply a credit for the amount paid to make the hardware work against the purchase of new equipment from RITE.

There is a maximum amount of time RITE will invest in the attempt. This is calculated by taking the charge for the device divided by $50. For a barcode scanner we would invest a maximum of 2 hours before we would require the user to purchase new equipment.

If you believe you've received an exemption to these standards, it must be stated in writing here (space below). TM88V receipt printers, ELO touch screens, Windows 10 cpu i5 w/ 8 GB Ram and 2.90 GHz.

POS Hardware included in proposal

Below are the hardware components that WILL be purchased through RITE. ****We may need to provide and have your permission to provide "reasonable substitutions" due to COVID shortages AND this also may delay system deployment as chip shortages have delayed all hardware.**

(3) POS Station components ($539 per register)
Datalogic QD2430 2D Barcode Scanner
APG Cash Drawer (19 X 15 inches)

(1) Retail-Ready Business Class mini NUC (Intel processor with a Passmark speed score of at least 3200, 4GB of RAM, 128GB solid state hard drive, and Windows 10 Professional.
Includes RITE's Pure POS retail image for Windows. Includes 3-year warranty

Initial_____

(1) Datalogic QD2430 WIRELESS 2D Barcode Scanner $549
A responsive and economical barcode scanner that is Omni-directional (easier point and shoot to scan) and is a MUST if you plan on scanning ID's like the "Real ID" that utilize 2D barcode technology, or if scanning QR codes. 2D scanners also scan barcode images on phones.

(1) Zebra ZD410 Direct Thermal Label Printer ($420)
The ZD410 has a 2" printing width and can print 3.5 inches per second. A great compact label printer for shelf tags or item labels. This is a thermal barcode label/shelf tag label printer and includes a roll of 2.25 x 1.25 sticky labels.

(2) Card Defender S300 Payment Terminal SOURCED BY PROCESSOR
The Card Defender S300 is a fully featured customer-facing, payment device which offers retailers an innovative branding channel. Combining high-security payment, outstanding durability, PCI compliance, and NFC capabilities (apple pay, google wallet etc...) the S300 features a responsive capacitive touch screen and electrostatic pen to enable electronic signature capture and excellent finger touch responsiveness.



(2) Card Defender S300 Mounting Bracket ($68 per terminal)
A mounting bracket that allows you to bolt the unit to your countertop and have it nicely presented to customers. It also enhances the longevity of the payment terminal.



Additional Hardware Options (not included on proposal)

Logic Controls LV4000 – (8.4" LCD Net Display) **$349 per**



Standard and custom reporting

This proposal assumes that the Cloud Retailer factory reports, receipt templates, and labels will work in a satisfactory way for the end user. In order to view a gallery of our most common templates go to this address:
http://wiki.cloudretailer.com/tech-articles/module---labels/standard-templates

If you are a user of another system and have critical reports and you are not 100% positive the equivalent data is included in a Cloud Retailer report, provide them to us and make sure they are listed below in the "Customer Special Requirements" section. We very likely have them or something similar or can create a report for you (as a premium service).

Initial_____

User acceptance testing hardware

As per the RITE Proven Process, we have your team do “user acceptance testing”. This is to ensure that you are very well trained and comfortable prior to go-live. In order to do this properly we need your team to have hardware that can be configured with Cloud Retailer to get the full effect of your new system. We typically cannot configure the hardware to work with both your old POS and your new one. Please choose from one of the following options.

- ✓ I am buying a new POS station and can set this up out of the way somewhere for cashiers to train/test on.

- ❑ I have a spare barcode scanner that is compatible with Cloud Retailer. I am ok with having two scanners plugged into one of my POS stations temporarily. One that can be used with my existing POS software and the other will be used with Cloud Retailer (as the configurations are incompatible).

- ❑ I am buying a new barcode scanner *as part of this proposal* and it will be shipped early on to me so I can plug it into an existing POS station. I am ok with having two scanners plugged into one of my POS stations temporarily. One that can be used with my existing POS software and the other will be used with Cloud Retailer (as the configurations are incompatible).

Data conversion

This proposal includes (choose one):

- ❑ I am starting from scratch – no import – I will manually enter data or import it myself (requires import training module)

- ❑ I am starting from scratch – but using a template product DB provided by RITE. Please see terms of use / data ownership agreement for more details: http://wiki.cloudretailer.com/tech-articles/other/template-database-usage

- ✓ Conversion using Excel spreadsheets provided by the merchant to import customers, products, prices, gift cards, and suppliers. This option does NOT include importing historical data. You can download the Excel template here https://tinyurl.com/yayqcm3h.

PLEASE ADD ANY IMPORTANT DETAILS ABOUT YOUR IMPORT HERE

LPOS/LBOSS import

Here is a link to a very important article with considerations about data conversions – please review carefully.

http://wiki.cloudretailer.com/tech-articles/other/database-conversion-considerations

Initial_____

As stated in the article, garbage in, garbage out. We strongly recommend prior to providing your database that the data is clean and has been translated where needed. Our quoted price does not include any truncating, massaging, manipulation, cleansing, deduplication, transformation, or translation of data unless explicitly stated in the comments above.

We DO offer these services at an additional cost to our standard data import costs as it is often a time-consuming process but can definitely be worth the time for some users.

APIs, custom scripts, data exports / imports.

Integration processes are a functionality of the system to import, export, or update data in an automated fashion. API's are functionalities that allow for 3rd party apps to integrate with Cloud Retailer. None of these are provided unless specified.

If you do not see something that meets your requirements or have questions please ask *prior* to approving this proposal. If a requirement is not listed in this proposal then it is not included. Any special requests need to be notated in the "Customer Special Requirements" section of this document. If you're unsure, please ask – we're happy to add notes in the special requirements section to make sure everyone is clear on the requirements of the project.

Customer special requirements / notes

*Customer may add any notations here that were previously discussed with their Sales Rep that should be highlighted. This is a solely a project notes section and not a place to add or request new features.

The customer has no other special requirements. All CR factory standard reporting, receipts, and labels are sufficient. We can create CloudRetailer compatible label(s) if provided a sample of what you require via support package time. These samples should be provided **before** the proposal is signed.

Initial_____

Investment summary

QTY		Cost	Total Cost
3	CloudRetailer core - upfront	$500	$1,500
	Database import / Template database		$899
	Software configuration & training		$2,950
1	5 Hour Support Package	$595	$595
	Add-on modules - set-up (Email alerts, eShop)		$1,000
	POS Hardware total (POS Peripherals)		$3,477
	POS hardware configuration		$300
	Subtotal:		$10,721
	(exempt) Sales tax:	0.00%	$0
	One time cost total:		**$10,721**
3	CloudRetailer POS - monthly subscription	$50	$150
3	Payment processing module	$10	$30
0	Payment processing module discount	-$10	$0
1	Add-on modules subscription (eShop)	$180	$180
0	Non-standard hardware - subscription	$0	$0
	Recurring monthly charges:		**$360**
	(exempt) Sales tax:	0.00%	$0
	Proposal total:		**$11,081**
	Down payment required:	**$6,649**	
60% down payment required			

*If taxes have been mistakenly computed, RITE reserves the right to invoice the customer for the appropriate taxes at any point in time.

Initial_____

Purchase agreement

Prices guaranteed on this quotation for sixty (60) days from the date of proposal

All rendered services are non-refundable (50% of installation fees are used prior to installation and are therefore non-refundable.) There is a 25% restocking fee on all standard hardware - any special order hardware is non-refundable.

Any pricing information included herein is for quotation purposes only and is not an order or offer to sell. All prices and descriptions are subject to change without notice. All products are subject to availability from the manufacturer. This price may not include any applicable taxes, tariffs, or shipping costs. We strive to properly calculate these items but if we do not we reserve the right to collect these at any point in time if it was not calculated properly initially. All billing and support notices will be performed via email to the address listed below.

billing@rite.us
support@rite.us
Please make sure these are in your “safe email” list.

IMPORTANT DETAILS

- ❏ Important: **Cloud Retailer subscriptions start 45 days** after the kick off meeting occurs, **regardless of go-live date**. Please make sure any special notes about your timeline are listed above. If the deployment is completed in less than 45 days you will receive the subscription days prior to that for free. If you go-live later than 45 days, the subscription charges will have automatically started on the 45 day mark.
- ❏ RITE desires the client to provide “always on” remote access to POS stations, at a minimum during the deployment stage but preferably long term. Stores will be sent “invite codes” and will be required to run a process to invite us to each POS station. The client authorizes this activity.
- ❏ The proposal includes OFFSITE installation and remote training. This means you will be responsible for the physical plugging in of equipment and mounting of the units. Once they are connected to electricity and the network and securely mounted we will work with you to finalize the installation. Configuring the equipment one time is included in the scope of this project. If equipment has to be configured multiple times that would be out of scope.
- ❏ The customer is aware that the Cloud Retailer subscription includes base services only with the option to purchase premium support services, which bear an additional cost. See Cloud Retailer support terms and conditions for more details on definition for base services versus premium services:

  http://wiki.cloudretailer.com/tech-articles/other/support-covered-by-subscription-fee

- ❏ The premium support packages offered by RITE (blocks of time) provide the customer with a discounted price that is lower than the standard hourly rate. If the customer opts not to choose one at this time they acknowledge that any premium service executed by RITE will be done at their current hourly rate billed in 15-minute increments and subject to their standard support agreement.
- ❏ All products and services that are to be delivered as per this quote need to be explicitly included in writing in this quote. We want to make sure you know exactly what you're getting and that we understand your expectations to ensure the highest level of customer satisfaction. If something is not explicitly listed on the proposal, it’s not included. Please make sure any and all special requests or special circumstances are well documented on this contract.
- ❏ By signing this document you are agreeing to Cloud Retailers Data Ownership, Privacy Policy, and Terms of Service. Details can be found here:

  http://wiki.cloudretailer.com/tech-articles/other/privacy-policy-azure

If any of these options are not acceptable or desirable PLEASE discuss alternatives with us *prior* to executing this proposal.

Initial_____

MONTHLY SUBSCRIPTION CANCELLATION POLICY

We fully expect the Cloud Retailer product to earn your continued patronage each and every month. If we are not living up to your expectations you are free to cancel your service at any time with the following considerations:

- If more than the current month's fees have already been paid (i.e. a yearly subscription paid in full), a prorated refund will be issued after the thirty (30) day data retention period, less any discounts that were previously applied.
- All licensed POS Devices that have been active for at least one (1) day during the current month will be billed for the entire month. For example, if you wanted to activate service so that you could have additional registers for Christmas, a minimum of one month would be billed.
- Written notice of termination is sent to billing@rite.us at least ten (10) business days prior to the end of the current month. Notices sent after this period will end during the next month.
- All outstanding or past due balances with RITE have been paid in full (or appropriate arrangements made with the billing department).
- Access to the POS terminals and back office will cease at the end of the current month's service. All data required should be exported prior to sending the cancellation notice as data will be removed at this time and will no longer be recoverable.
- Cloud Retailer "core" fees represent the cost associated with the service of initially setting up and turning on your Cloud Retailer software. It does not include costs for installation of the point of sale software. It is non-refundable.

UPTIME GUARANTEE. Cloud Retailer has a guaranteed uptime of 99% on all *hosted* services.

- The back office application viewed through a browser is considered the "hosted" service. The point of sale/cash register application is reliant on the user's hardware and is not wholly reliant on the hosted back office services. Therefore, the uptime of this functionality is based on the end users responsibility to maintain their equipment and is therefore excluded from this guarantee.
- RITE Enterprises Inc. is responsible for the uptime of its "cloud" (servers, network, etc). If a user loses access to hosted services due to a network, the internet, or computer issues on their end it would not be counted as downtime.
- Measurement of the uptime excludes time between 1 AM and 3 AM Eastern Standard Time (nightly) as this is a maintenance window for the application.
- If Cloud Retailer does not meet this uptime guarantee then the user can submit notice of times they suspect as qualifying as downtime at which point they will be compared to internal records. If valid the user would be credited for that downtime that is in excess of the 1% downtime allowed. This credit will be prorated to their bill based on the percentage of downtime that occurred. This credit cannot exceed the monthly subscription cost of the software for any given month.
- Downtime is defined as a problem with the software that inhibits the user from being able to perform more than 80% of the normal functions in any reasonable capacity. The user must report these issues within 15 minutes of the occurrence taking place for them to be logged as downtime.

DEFECT. For purposes of support, this agreement defines a defect as a problem with the software or systems not operating in accordance with how the software was originally designed (which may or may not be in agreement with what any given user would prefer).

LICENSE. RITE Enterprises Inc. shall retain the ownership of the provided copy of Cloud Retailer software and the documentation provided therewith (referred to as a single entity, or as components, as "the Licensed Software") which is licensed on a non-exclusive basis for use under the following conditions.

Initial_____

PERMITTED USES. Subject to the terms hereunder, RITE hereby grants to Licensee a limited, non-exclusive, non-transferable, revocable license, without the right to sub-license, to install and operate the Licensed Software and to operate an account on the RITE website and related applications solely for the benefit of Licensee and not for any third party, until the termination of this Agreement. Any rights not expressly granted hereunder are reserved. There are no implied rights of any kind. To the extent that the Licensed Software includes intellectual property rights of any third party ("Third Party Rights"), the license granted is to the extent that RITE is able to license such Third Party Rights.

PROHIBITED USES. Licensee shall not (a) make copies of or further distribute the Licensed Software, including copying onto any other medium, (b) distribute, rent, sublicense, lease, resell, or assign the Licensed Software, (c) alter, modify or adapt the Licensed Software or the RITE Services, including but not limited to, translating, decompiling, disassembling, reverse engineering, or creating derivative works, (d) export the Licensed Software without the appropriate foreign government licenses and without RITE prior written approval, (e) resell, rent or otherwise provide access to the RITE services to a third party or (f) take any action in an attempt to obtain any other RITE user's data, cause malfunction, crash, tamper with or otherwise impair the RITE website and related applications, and their services. Any rights not expressly granted hereunder are reserved by RITE.

No rights in the Licensed Software or RITE Services are granted, whether expressly or by implication, including, without limitation, any rights in any patents, copyrights, trademarks or trade secrets embodied therein, except in connection with the permitted uses expressly described herein.

ARBITRATION. The validity of any controversy or claim arising out of or in connection with this Agreement shall be subject to Arbitration by a single arbitrator under the auspices of the American Arbitration Association ("AAA") pursuant to its Commercial Arbitration Rules. Notice of the hearing is to be given to the parties in writing by registered mail, return receipt requested, addressed to said parties at the addresses herein set forth. All arbitration proceedings shall be conducted in accordance with the rules of the AAA at the branch of the AAA closest to the Vendor's principal place of

TAXES. Customer hereby agrees to be responsible for and to pay any and all sales taxes levied by federal, state or local governments, and such taxes shall be collected by Vendor pursuant to Paragraph 3 above; and, in addition, the Customer shall indemnify and hold Vendor harmless from payment of any taxes, including but not limited to sales, use, or personal property taxes when and if Vendor is required to pay such tax based on this Agreement.

LIMITATION OF REMEDY. Customer's exclusive remedy and vendor's entire liability in contract, tort or otherwise, in the event that vendor, exercising reasonable diligence and having made repeated efforts, is unable to comply with the requirements as set forth herein, shall be the payment of actual damages incurred, but not to exceed the actual contract price for the item as specified herein.

INDEMNIFICATION. You agree to indemnify, defend, and hold harmless RITE Enterprises Inc., its officers, directors, employees, agents, and third parties for any losses, costs, liabilities, and expenses (including reasonable attorneys' fees) relating to or arising out of the use or the ability to use the Site or services, any user posting made by you, your violation of any terms of this Agreement or your violation of any rights of a third party, or your violation of any applicable laws, rules or regulations.

NOTICES. All notices required or permitted hereunder shall be in writing and shall be deemed duly given, upon dispatch, if sent registered or certified mail, return receipt requested, to the parties at the addresses listed on the first page of this Agreement, or to such other address as the parties may from time to time designate by appropriate notice.

Initial_____

Recurring ACH Payment Authorization

You authorize regularly scheduled charges to your checking/savings account. You will be charged the amount indicated below each billing period. A receipt for each payment will be provided to you and the charge will appear on your bank statement.

Business Name: _____

I _____ authorize RITE Enterprises to charge my
(Full Name) (Merchant's Name)

bank account indicated below for $_____ on the 1st or 15th of
(Amount $) (day)

each month.
(week, month, etc.)

This payment is for Recurring software subscription.
(Description of Goods/Services)

Billing Information

I also authorize the one-time charge of _____ for my current order of _____. Initials _____

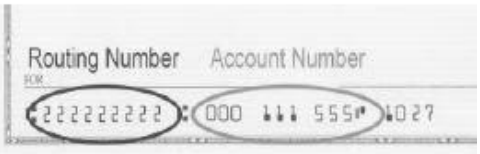
Billing Address _____ Phone # _____

City, State, Zip _____ Email _____

Bank Details **

☐ Checking ☐ Savings

Account Name _____
Bank Name _____
Account Number _____
Routing Number _____



I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify RITE Enterprises Inc in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that RITE Enterprises Inc. may at its discretion attempt to process the charge again within 30 days, and agree to an additional $35 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this bank account and will not dispute these scheduled transactions with my bank; so long as the transactions correspond to the terms indicated in this authorization form.

SIGNATURE _____ DATE _____
(Account Holder's Signature)

** For accuracy purposes, please attach a copy of a voided check with this form.

Initial_____

I agree to allow RITE to auto charge me for the Monthly Service Agreement associated with CloudRetailer based upon the amount of **360.00 per month plus tax**. I hereby approve and am authorized as such to do so. Number of POS Stations involved **_(3)_POS, (3) Integrated EMV terminal, eShop__**

☐ I prefer to be billed annually via invoice for the full year at $4,320 + tax

Signature: _____ Date:_____

I certify that I accept this quotation and have the authority to do so on behalf of the undersigned company and have determined that the solution provided through this system purchased meets our company's requirements and needs as we explained them to RITE. I also agree to participate and in the terms associated with RITE's Proven Process for projects.

Name and Job Title: _____

Company: _____

Company Address: _____

City, State, Zip: _____

Phone: _____

Cell Phone: _____

*Email Address: _____

***(Correspondence will be directed to this address)**

Signature: _____

Date: _____

Shipping Address

☐ Same as Company

_____

_____

_____

*_Checks can be made out to RITE and mailed to_:
RITE - Accounting Dept.
1001 2nd Street S - Suite 100
Sartell, MN 56377

In order to process this document efficiently for you, ***ALL PAGES*** OF THIS DOCUMENT MUST BE INITIALED AND RETURNED. If not, we will contact you to resend it. Thanks for your help!

Please fill out form and fax to: 320-230-1796 or email to billing@rite.us

Initial_____

RESOLUTION 2021-XXX

AUTHORIZING REQUEST FOR PROPOSALS FOR AUDITING SERVICES

WHEREAS, the City of Isanti is required by statute to have an annual financial audit; and,

WHEREAS, the City of Isanti seeks to procure the services of an audit firm to perform annual financial audits.

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

1. Approval of the Request for Proposals for Municipal Auditing Services, attached as Exhibit "A".

2. Publication of notice of the Request for Proposals and distribution to seek proposals for such services from qualified consultants and firms.

This Resolution hereby approved by the Isanti City Council this 6th day of July 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Exhibit A

CITY OF ISANTI
REQUEST FOR PROPOSALS
MUNICIPAL AUDITING SERVICES

STATEMENT OF PURPOSE:

The City of Isanti is requesting proposals from qualified firms to audit its financial statements for five consecutive years beginning with audit work to be competed in 2022 for the fiscal year ending December 31, 2021.

These audits are to be performed 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, as well as the provisions of the Minnesota Legal Compliance Audit Guide for Local Government and requirements of the Office of State Auditor.

There is no expressed or implied obligation for the City of Isanti to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

DESCRIPTION OF THE GOVERNMENT:

The City of Isanti operates under "Optional Plan A" form of government as defined by the State of Minnesota statutes. The Council consists of a Mayor and four Council members. For 2021, the City has approximately 30 full time employees, and a General Fund budget of just over $4 million. City enterprise funds include water, sewer, stormwater and an off-sale liquor store. Inventory audit procedures will be required for liquor store operations. More information, including past financial audit reports can be obtained at www.cityofisanti.us.

RFP TIMELINE;

The following timeline is anticipated in the RFP process:

Council Approval of RFP	July 6th 2021
Advertise RFP	July 7th 2021
Deadline to submit proposals	4:30 p.m. August 4th 2021
City Council consideration	August 17th 2021

AUDIT PROCESS:

The City of Isanti will be ready for fieldwork beginning the final week of February. The City of Isanti will be flexible in the scheduling of audit fieldwork, however the final audit report and management letter should be presented to City Council at the second meeting in April, which is always the third Tuesday of the month.

Finance Staff will work the audit firm to ensure that mutual expectations are met prior to the commencement of annual audit fieldwork. The City of Isanti will provide audit firm staff a reasonable work area within City Hall while fieldwork is progressing.

Two to three hard copies and one electronic file (pdf format) of the audit report and management letter are to be provided. Drafting of the audit report is not completed by City staff but is to be included as part of the audit proposal and fee.

WORK PAPERS:

The audit firm shall provide digital copies of all work papers, journal entries, and adjusted trial balances no later than the delivery of the final audit report. The auditors will also make available all work papers as requested by any subsequent audit firm.

OTHER REQUIRED SERVICES:

Other services may be requested as necessary and will be billed at hourly rates of the individuals performing requested duties. These services may include, but are not limited to the following:

- Office of State Auditor Annual City Financial Reporting Form
- Preparation of Tax Increment Financing Annual Reports
- Technical assistance in tax increment and audit issues
- Other financial assistance as requested

EVALUATION PROCEDURES:

Proposals will be evaluated holistically, considering but not limited to the following criteria: Experience, Technical Expertise, and Price. The City of Isanti intends ultimately to choose an audit firm based exclusively on the best interests of the City of Isanti.

The City Council will select a firm with consideration for staff recommendations. It is anticipated a firm will be selected on August 17th 2021. Firms may be requested to make oral presentations.

The City reserves the right to reject any or all proposals.

TERMS OF CONTRACT:

Firms submitting a proposal should extend not to exceed pricing for the following audit years:

2022 Audit for Year-end 12-31-2021	$ _____
2023 Audit for Year-end 12-31-2022	$ _____
2024 Audit for Year-end 12-31-2023	$ _____
2025 Audit for Year-end 12-31-2024	$ _____
2026 Audit for Year-end 12-31-2025	$ _____

The City of Isanti requests that the proposal include the staff assigned to the audit as well as title, profile, and normal hourly billing rate.

Either party may terminate the contract at any time with 120 days written notice.

PROPOSAL SUBMISSION:

All proposals should be clearly identified as Municipal Auditing Services Proposals and must be received by 4:30 PM on August 4th 2021. Hardcopy proposals will be accepted but digital submissions are preferred.

Please mail hardcopy proposals to:

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

Please email digital proposals to:

MBetker@cityofisanti.us

Questions concerning the proposal may be submitted to Finance Director Betker at MBetker@cityofisanti.us or by telephone at 763-762-5758.

RESOLUTION 2021-XXX

APPROVING THE RE-HIRE OF PART-TIME PUBLIC WORKS SEASONAL 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 a Seasonal position for part time employment; and,

WHEREAS, Gene West is selected as the most qualified candidate for the open Seasonal position. Gene West is a Seasonal re-hire from 2020;

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 Public Works Seasonal position to Gene West for the City of Isanti and shall be eligible to start on or after April 7th, 2021.
2. Gene West shall start at the wage scale of $15.70 per hour.
3. Seasonal hires shall not work more than 100 days per the Union Contact in the position of the Public Works Seasonal position effective through Fall 2021.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offers.
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 July 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council

To: Mayor Johnson and Members of the City Council
From: City Administrator Josi Wood
Date: July 6, 2021
Subject: Resolution 2021-XXX Accepting Quote for New Liquor Store Security System

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Background:
Staff solicited quotes for security for the new liquor store. There will be security on all access entrance points with an alarm system that is connected to a phone line/internet to call out if there is unauthorized entry. There will be security cameras placed throughout the store on the interior to deter theft and aid in the safety of all staff. There will be security cameras placed on the perimeter of the exterior and parking lot of the store as well.

Cameras from the current liquor store will be utilized to save on cost. The DVR at the old store will not be utilized as the functions are limited. It will be retained as an emergency back up if needed.

Recommendation:
Staff recommends entering into an agreement with Legacy Security as they are in the best interest of the City.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2021-XXX
- Legacy Quotes

RESOLUTION 2021-XXX

ACCEPTING QUOTE FOR LIQUOR STORE SECURITY SYSTEM

WHEREAS, the Liquor Store requires security software and hardware that will be installed on the interior and exterior of the new store as well as access entry points; and,

WHEREAS, the security system at the current liquor store will be utilized at the new store plus additional hardware and upgrades due to the size of the facility; and,

WHEREAS, staff solicited quotes from two vendors and found Legacy Security to be in the best interest of the City; and,

WHEREAS, the cost for access alarm is $3,122.49 and cost for security camera software and hardware is $14,551.97;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve the following:

1. Accept security equipment quotes by Legacy Security with additional $1,000.00 for specific camera angles if necessary, in the total amount, not to exceed, $18,674.46.
2. Funding identified as the 2021A bond issue.
3. Authorize staff to enter into an agreement for security services with Legacy Security including on-going annual costs.

This resolution was duly adopted by the Isanti City Council this 6th day of July 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Estimate

Legacy Security
4356 4th St NE
Columbia Heights, MN 55421
Sales@LegacySecurity.Technology
763-781-5945

Date	Estimate #
6/29/2021	3458

City of Isanti
Josi Wood
PO Box 428
Isanti, MN 55040-7372

Your Salesperson	PO / Project Name	Exp Date	Terms
Jeremy	Liquor Store Cameras 24ch	7/29/2021	50% Down

Quantity	Description	Price Each	Total
4	Travel Assessment	65.00	260.00
1	Camera DVR, 24Ch, IP HD, 16TB, HDD Backup, UPS Surge Protector, Includes programming and installation	2,213.95	2,213.95
4	Camera, Bullet, IP, 4MP, 2.8mm Wide Angle Lens, IR 130ft, 24/7 Full Color, 12VDC / PoE, Includes cabling, installation, and programming LOCATIONS: Front Parking Left Front Parking Right Back Delivery Area	701.0275	2,804.11
4	Camera, Dome, IP, 4MP, 2.8mm Wide Angle Lens, IR 130ft, 24/7 Full Color, 12VDC / PoE, Includes cabling, installation, and programming LOCATIONS: Front Entry POS1 POS2 Walk-In Cooler	615.055	2,460.22
16	Camera (Moved from current Liquor Store Location), Dome, IP, 2 MP, 2.8mm, Nightvision 100ft, Includes cabling, installation, and programming LOCATIONS: Retail Areas 1-16	381.60	6,105.60
1	Surveillance Monitor, 20" LED with ceiling mount, HDMI, VGA, BNC, Includes HDMI Extender & Cables Note: this monitor may be installed up to 200' from the DVR, if the location is within 50' we can change the install to HDMI cable direct and lower the cost by $225.00	708.09	708.09

Please contact Jeremy at Jeremy@LegacySecurity.Technology or (763) 607-1854 with any questions or comments.

Sales Tax (7.125%)	$0.00
Total	$14,551.97

By signing below you agree to the prices presented in the above estimate and the terms and conditions on the following pages.

Acceptance Signature:_____ Date:_____

Estimate

Legacy Security
4356 4th St NE
Columbia Heights, MN 55421
Sales@LegacySecurity.Technology
763-781-5945

Date	Estimate #
6/29/2021	3459

City of Isanti
Josi Wood
PO Box 428
Isanti, MN 55040-7372

Your Salesperson	PO / Project Name	Exp Date	Terms
Jeremy	Liquor Store Cameras 24ch	7/29/2021	50% Down

Quantity	Description	Price Each	Total
4	Travel Assessment	65.00	260.00
1	Enterprise Camera DVR, 24Ch, IP HD, 12TB, Backup, UPS Surge Protector, Includes programming and installation	7,293.83	7,293.83
4	Camera, Bullet, IP, 4MP, 2.8mm Wide Angle Lens, IR 130ft, 24/7 Full Color, 12VDC / PoE, Includes cabling, installation, and programming LOCATIONS: Front Parking Left Front Parking Right Back Delivery Area	701.0275	2,804.11
4	Camera, Dome, IP, 4MP, 2.8mm Wide Angle Lens, IR 130ft, 24/7 Full Color, 12VDC / PoE, Includes cabling, installation, and programming LOCATIONS: Front Entry POS1 POS2 Walk-In Cooler	615.055	2,460.22
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Please contact Jeremy at Jeremy@LegacySecurity.Technology or (763) 607-1854 with any questions or comments.

Sales Tax (7.125%)	$0.00
Total	$19,631.85

By signing below you agree to the prices presented in the above estimate and the terms and conditions on the following pages.

Acceptance Signature:_____ Date:_____

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
June 22,2021

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Zachary Gahm and Council Member Jimmy Gordon
Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator, Maizy Burk, Parks, Recreation & Culture Intern, and Mayor Jeff Johnson

Agenda/Modifications: None

2. Meeting Minutes: Motion by Gordon; second by Witte to approve meeting Minutes from April 27, 2021. Motion passed 4-0.

3. Oath of Office: New member Zachary Gahm pronounced the Oath of Office and was officially welcomed to the Board.

4. VFW Park Lease Termination: Olson shared an update on the VFW Park lease termination conversation with the VFW. She relayed that a discussion has taken place with the incoming VFW President who has brought the position to the Post members. Olson is awaiting the decision from the VFW on whether they wish to receive and maintain the playground equipment as a donation or if they would like the City to dismantle the property in terminating the lease agreement.

5. Department Updates: Olson shared updates from May and June events, which have been well-attended. An Adopt-A-Park application has been received and accepted for the Rotary of Cambridge and Isanti. They will begin maintaining Rum River Meadows Park beginning in June through the end of the Park season. New bleachers have been installed at Unity Park. Community Center maintenance was completed and the Isanti Lions are working on getting the oven up to code. Pickleball court has been painted at Mattson Park. The park survey has been distributed to 100+ residents surrounding both Rum River Meadows Park and Isanti Hills Neighborhood Park. Responses are coming in and Maizy is collecting results to be analyzed after the June 30 deadline. Zdon noted the previous survey didn't receive many results so the 50+ received so far is a good improvement.
The Farmers' Market has welcomed a good assortment of vendors, featuring 18-20 through the rest of the season. Attendance has been low, but office staff are taking measures to increase promotion of the weekly markets. First Street Dance was a hit and welcomed an estimated 3000 attendees. The band had a short sound issue at the beginning, but recovered quickly. 8 vendors were onsite and all sold out of most items; they were very pleased with attendance and excited for the next event. Trash was excessive and there was a large number of unsupervised youth in attendance so increased safety and waste measures will be added to the upcoming dates. Medallion Hunt will take place again this year. Maizy is managing the project and coming up with clues and hiding location. She is also connecting with area businesses to secure prizes with a goal of a $500 value. Olson confirmed they are taking measures to extend the hunt period this year and make the medallion more difficult to find. Fireworks have been scheduled for July 8 following the Jubilee Days parade and 4 food trucks will be present onsite. Splish Splash Summer Bash will take place at Bluebird Park on July 9. This year will feature Kids Dance, a waterslide, slip 'n slide, food trucks, pop bottle rockets, face painting and additional water-based activities. Gahm inquired about having community organizations involved. Olson noted she had connected with a few, but it may not be viable for them to participate this year. The goal is to continue to grow the event for future years and include more participation from local businesses and groups.
Olson shared that the Committee of the Whole, prompted by Councilmember Gordon, has requested research on adding an archery range to the Isanti park offerings. Olson will be looking into options and considerations to share at the July COW meeting, and for the PRC Board in July. The Board had a number of questions regarding safety measures and staffing options, to which Olson will be including in her research.
Olson shared that the Performance Center and lighting project in Bluebird Park was approved by the City Council and should be completed in mid-August/early September. Olson noted the goal is to move the September 11 Street Dance to the park, but will depend on construction timeline. Members of the Board had a number of questions regarding the decision to move the Street Dances to the park. Mayor Johnson provided some background on that decision and that it would help with safety measures and event logistics

to be able to use the park instead of the downtown streets. The Board shared concerns about the Street Dances losing their appeal by not being in the street, and that the downtown businesses would not benefit from the move. Olson noted that the businesses downtown don't currently engage in the event and all are closed during it. Zdon shared that bands will want an elevated stage and that should be considered in the height of the Performance Center. Olson noted that the Performance Center was scoped as an amphitheater, which assumes a downward view, but would clarify the height of the cement base. Witte asked about the splash pad plans and if those were to move forward. Olson noted the restrooms and splash pad projects had been postponed, per the Council, and she would be researching those projects more moving into 2022. Mayor Johnson provided some insights into the project from his initial research and stated it is slated to be completed in 2024.

Adjournment: Motion by Witte, second by Gordon to adjourn the June 22, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:48 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

DRAFT

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 20, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/ Commendations/ Certificate Awards

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items
<u>City Administrator Josi Wood</u>
ADD K.2. Resolution 2021-XXX Declaring a Critical Water Deficiency

L. Consent Agenda

M. Other Communications

Adjournment

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Matt Sylvester, Public Services Director
Date: July 20, 2021
Subject: Resolution 2021-XXX Declaring a Critical Water Deficiency

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Background:

City Code 325-17 Lawn sprinkling, watering and irrigation states that as an annual restriction during the period from May 1 thru September 1annually all lawns with addresses ending in an odd number may be watered on odd numbered days and addresses ending in an even number may be watered on even numbered days but will not be allowed between 12:00 – 6:00 pm.

With the lack of rain and the high temps we are receiving this summer the Department of Natural Resources (DNR) has declared that the state is in a "Drought Warning Phase" meaning that they are asking communities over 1,000 people to reduce their water usage. As part of our Water Supply Plan and City Code Chapter 325-15 Water Conservation Restrictions, Critical Water Deficiency, that in order to restrict our water usage the Governor, and / or Mayor would need to declare a "Critical Water Deficiency. To declare a "Critical Water Deficiency" is not mandatory at this time but it would need to be declared in order to further restrict and enforce water usage.

It should be known that last year at this time we averaged 1.072 million gallons of water per day and at this time we are averaging 1.3 million gallons per day. That is an increase of 228,000 gallons per day.

Request:
Staff would action on to declare a "Critical Water Deficiency" and to what extent would we ask that residents further reduce their water usage.

Attachments:

- Resolution 2021-XXX Declaring a Critical Water Deficiency
- City Code Chapter 325-15
- City Code Chapter 325-16
- City Code Chapter 325-17

RESOLUTION 2021-XXX

DECLARING A CRITICAL WATER DEFICIENCY

WHEREAS, the State of Minnesota is in a high drought; and,

WHEREAS, the Department of Natural Resources (DNR) has declared a "Drought Warning Phase" and has asked communities over 1,000 people to reduce their water usage; and,

WHEREAS, as part of our Water Supply Plan and City Code Chapter 325-15 Water Conservation Restrictions, Critical Water Deficiency, the Governor, and or Mayor would need to declare a "Critical Water Deficiency" in order to further reduce our water usage; and,

WHEREAS, the residents of Isanti are being asked to further reduce their water usage by …….;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota the State of Minnesota is in a high drought and the DNR has declared a Drought Warning Phase and is asking communities over 1,000 people to reduce their water usage and as part of the Water Supply Plan and City Code Chapter 325-15 Water Conservation Restrictions, Critical Water Deficiency the Mayor of Isanti has declared a Critical Water Deficiency and is asking residents to reduce their water usage by ……

This resolution was duly adopted by the Isanti City Council this 20th day of July 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

§ 325-15. Intent.

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 Minn. Stat. § 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.

§ 325-16. Water conservation restrictions, critical water deficiency.

A. Application.

(1) This article applies to all customers of public water suppliers who own or control water use on any premises.

(2) No owner or 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 article.

(3) Mandatory emergency conservation measures shall be implemented based upon the declaration of a critical water emergency by the Governor and/or Mayor.

B. Waste of water prohibited.

(1) Customers or owners shall maintain taps, faucets, valves and other waste facilities so that water waste is eliminated from seeps, dripping faucets, etc.

(2) No owner or person shall waste water deliberately by allowing irrigation or sprinkling water to run off onto the street or into the drains.

(3) Water may be ran through approved water taps during specified time periods to keep service lines from freezing in accordance with the water tap policy, as adopted by resolution of the City Council.

C. 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.

D. 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 nonagricultural 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 is 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.

E. Variances. The City Administrator, or his/her designee, is authorized to grant variances to this article 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 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.

F. 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 describes 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 Article V of this chapter.

(4) A violator may appeal the citation within five 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.

G. Severability. If any provision of this article 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 article and the application of the article to any other situation shall not be invalidated.

§ 325-17. 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 and providing notification to the public. 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 and the annual watering restrictions imposed pursuant to this section if the owner 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 owner claims the privilege of exemption from the restrictions otherwise applicable under this section, a representative of the City may inspect the subject property during reasonable times to ensure 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 noon to 6:00 p.m. each day. This provision shall automatically apply unless superseded by action of the City Administrator as provided in this section above imposing more restrictive measures. Notwithstanding the provisions of this section, the City Administrator or his/her designee may, upon request of an 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.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 20, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards
1. 2021 Jubilee Parade Mayor's Choice Trophy (Cambridge-Isanti Youth Hockey Association)

G. Approve City Council Minutes
1. July 6, 2021- Regular Meeting of the City Council
2. May 18, 2021- Planning Commission Meeting

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, July 27, 2021 at 6:00 p.m.
2. City Council Meeting	Wednesday, August 4, 2021 at 7:00 p.m.
3. Economic Development Authority Meeting	Wednesday, August 4, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. Resolution 2021-XXX Consider the Issuance, Sale, and Delivery of an Educational Facilities Revenue Note

K. Business Items
City Administrator Josi Wood
1. Editorial and Legal Analysis Review and Modifications to Ordinances
    a. ORD-XXX An Ordinance to Repeal and Replace Chapter 256; Property Maintenance Standards
    b. ORD-XXX An Ordinance to Repeal and Replace Chapter 257; Right-of-Way Management
    c. ORD-XXX An Ordinance Amending Chapter 160; Fees
    d. ORD-XXX An Ordinance Amending Chapter 312; Unclaimed Property
    e. ORD-XXX An Ordinance Amending Chapter 111; Building Construction
    f. ORD-XXX An Ordinance Amending Chapters as Presented in the Editorial and Legal Analysis Summary

L. Approve Consent Agenda
1. Consider Payroll in the Amount of $126,954.51 and Accounts Payable in the Amount of $821,081.60
2. Resolution 2021-XXX Approving Wellhead Protection Area Signs
3. Resolution 2021-XXX Authorizing Engineering Services for the Minor Subdivision of the Liquor Store Lot at 10 6th Ave SE
4. Resolution 2021-XXX Terminating Contract and Accepting Quote and Authorizing to Enter into a Contract for Cleaning Services

M. Other Communications

1. June Police Department Reports
2. June Code Enforcement Officer Report
3. June Building Inspector Report
4. July Engineering Project Status Report

N. CLOSED SESSION

1. Closed Session for Discussions to Purchase Real Property PID 16.090.0102 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3(c)

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 6, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Public Services Director Matt Sylvester, City Engineer Jason Cook and Chief of Police Travis Muyres

Others Present: Dan HinneKamp and Anthony Hanson

D. Public Comment
None

E. Adopt Agenda
Revised Agenda:
ADD K.10. Support for Rum River BMX Hosting the 2022 National Event at Isanti Indoor Arena
ADD L.13. Resolution 2021-161 Declaring an End to The Local Emergency

Motion by Lundeen, seconded by Collison to approve agenda with the modifications listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. June 15, 2021- Regular Meeting of the City Council
2. June 15, 2021- Committee of the Whole Meeting
3. May 18, 2021- Planning Commission Meeting
4. April 27, 2021- Parks, Recreation and Culture Board Meeting Minutes

Motion by Lundeen, seconded by Collison to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1. Committee of the Whole	Tuesday, July 20, 2021 at 5:00 p.m.
2. City Council Meeting	Tuesday, July 20, 2021 at 7:00 p.m.
3. Budget Work Session	Tuesday, July 20, 2021 *(Immediately following the City Council Meeting)*
4. Planning Commission Meeting	Tuesday, July 20, 2021

(Immediately following the Budget Work Session)

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

1. **Resolution 2021-144** Interview Applicant for Vacant Parks, Recreation and Culture Board Seat
Applicant Dan HinneKamp was interviewed by Mayor Johnson for the vacant Parks, Recreation and Culture Board seat. Johnson asked questions specific to Parks, Recreation and Culture.

   A motion was made by Lundeen, seconded by Bergley to appoint Dan HinneKamp to the Parks, Recreation and Culture Board. Motion passed 5-0. Motion carried.

City Administrator Josi Wood

2. **Resolution 2021-145** Approving a Special Event Permit Application for Rum River BMX MN State Series Finals
City Administrator Josi Wood shared that this is a special event permit request for the State Series Finals which is scheduled for August 27th-29th. The hours for the event are Friday from 4:00 p.m. to 9:00 p.m., Saturday from 1:00 p.m. to 6:00 p.m. and Sunday from 9:00 a.m. to 5:00 p.m. The estimated number of people to be in attendance is 1,000-1,200 per day.

   A motion was made by Collison, seconded by Lundeen to approve resolution as presented. Motion passed 5-0. Motion carried.

3. **Resolution 2021-146** Approving a Special Event Permit Application for Ally's Walk for Kleefstra
City Administrator Josi Wood shared that this is a special event permit request for Ally's Walk for Kleefstra which is scheduled for July 24, 2021 from 9:00 a.m. to 3:00 p.m. The walk/run event will begin at the soccer complex and travel along the Cambridge-Isanti Bike/Walk Trail for 1.5 miles where it will conclude at Bluebird Park. The estimated number of people in attendance is 50-75 people.

   A motion was made by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

4. **Resolution 2021-147** Approving a Special Event Permit Application for Rum River BMX MN State Qualifier Event
City Administrator Josi Wood shared that this is a special event permit request for the MN State Qualifier which is scheduled for August 15th from 7:00 a.m. to 5:00 p.m. The estimated number of people in attendance is 800-1,000 people.

   A motion was made by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

5. **Resolution 2021-148** A Resolution Approving the Site Plans for a Manufacturing Building for BP Metals at 825 East Dual Blvd NE

City Administrator Josi Wood shared that this was presented at the June 24, 2021 Planning Commission meeting and is for a custom sheet metal fabrication shop located at 825 East Dual Blvd NE. The Planning Commission has recommended approval for the site plan with the conditions that were mentioned at the June 15th Planning Commission meeting.

A motion was made by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

6. **Ordinance-756** Amending the City Zoning Ordinance, Section 13, Article 2, Subdivision 210: Wind Energy Conversion Systems
City Administrator Josi Wood shared that this was discussed at the May 18th Committee of the Whole meeting where staff was directed to draft an ordinance to allow small Wind Energy Conservation Systems in residential zoning districts. Committee of the Whole recommended approval as well as Planning Commission with a 6-0 vote.

A motion was made by Lundeen, seconded by Bergley to approve ordinance as presented. Motion passed 5-0. Motion carried.

7. **Ordinance-757** Amending Chapter 87, Keeping of Certain Animals to Allow Ducks
City Administrator Josi Wood shared that this was discussed at the May 18th and June 15th Committee of the Whole meetings where staff was directed to draft an ordinance amendment. The proposed ordinance amendment is similar to existing regulations for chickens and reflects similar language. The Committee of the Whole recommended that ducks shall have their wings clipped, and that the maximum number of ducks allowed will be 2 for lots under 3 acres and a maximum of 4 ducks for lots 3 acres or larger.

A motion was made by Bergley, seconded by Lundeen to approve ordinance as presented. Motion passed 5-0. Motion carried.

8. Development Agreement Fairway Greens South Discussion
City Administrator Josi Wood shared that on June 1st the City Council approved the preliminary and final plat for Fairway Greens South. As part of the development process a development agreement is required. The applicant has reviewed the draft agreement and would like to discuss the Letter of Credit. In the financial guarantee section of the development agreement, cash or a Letter of Credit to cover 125% of the development costs. The developer asked staff about the agreement and asked if it would be similar to a previous agreement that was done in 2014. Staff told the developer it would generally be the same but the fees and amounts will be different. Each development agreement is negotiated per that specific development with some standard language. The 2014 agreement was not for the applicant nor was it for his site. Each agreement is tailored to the development and negotiated out. This developer applied for the subdivision without meeting with staff prior to submittal, there was no conversation at all about the development with Community Development Staff.

Finance Director Mike Betker shared the risks of surety bonds and why they are generally not accepted.

Developer Anthony Hanson shared his concerns on why he feels a surety bond shall be acceptable for the financial guarantee portion of the agreement.

A motion was made to deny the request for the surety bond as an acceptable financial guarantee of the development agreement, seconded by Collison. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

9. **Resolution 2021-149** Approving the Addition of Sidewalks on 3rd Ave NW
   City Engineer Jason Cook shared that at the June 15, 2021 it was requested to evaluate the installation of crosswalks across 3rd Avenue at the new Bluebird Court and Eagle Street intersections. These would be crossings at uncontrolled intersections where vehicles do not stop. The existing boulevard on the east side of 3rd Avenue is steeper than the allowed maximum slope for ADA pedestrian ramps. At Bluebird Park the recommended improvement would be to remove approximately 100 feet of trail to raise the surface up 1.5 feet ramping up to the new ped ramp location and then ramping back down to the existing trail elevation. It is also recommended constructing a concrete ped ramp in the boulevard between the trail and 3rd Avenue. Considering this is an uncontrolled crossing, it is also recommended to install cross walk signs on either side of the crossing, and striping crosswalk blocks as well.

   Cook further shared that at Eagle Street the recommended improvement would be to have the contractor installing the sidewalk along Eagle Street to shift the walk to the south similar to how they installed the walk along Bluebird Court. This would more closely align the crossing with the parking lot entrance on the east side of 3rd Avenue. Considering this is also an uncontrolled crossing, it is recommended to install cross walk signs on either side of the crossing and striping crosswalk blocks as well. These blocks could be staggered to direct the pedestrians to the parking lot entrance initially, and if it is found to be necessary in the future a concrete ped ramp could be constructed in the boulevard north of the parking lot entrance. Due to the dip in the road north of Eagle Street, site distance for south bound vehicles is obstructed and makes the crossing at Eagle Street difficult to see in advance. Therefore, it is recommended installation of one advance crosswalk sign in the low point to warn south bound drivers of the crossing ahead. The 2021 Street Improvements project is scheduled to sealcoat this section of 3rd Avenue this summer. It is recommended to add the above-described listed work to this project as the scope of work similar to other tasks within the contract. Based on the bid prices received, the described improvements will cost approximately $7,500.00. Public Works may install signs and paint the crossing to further reduce the cost by approximately $500.00 to $700.00.

   A motion was made by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

10. Support for Rum River BMX Hosting the 2022 National Event at Isanti Indoor Arena
    City Administrator Josi Wood shared that Rum River BMX has made a request for the City's support for hosting the 2022 National Event. They need a letter written stating support of the event on their behalf to go for their application.

    Mayor Johnson stated that this was done two years ago and the Council was on board.

    Motion by Lundeen, seconded by Collison to approve a letter being written in support of the event. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Consider Payroll in the Amount of $114,720.51, Accounts Payable in the Amount of $649,611.62, and Second Quarter Payroll for Council/ Boards/ Commissions in the Amount of $9,359.37

2. **Resolution 2021-150** Approving Application for a Local Gambling Permit for Pheasants Forever, INC Legendary Longtails (MN) Chapter #962
3. **Resolution 2021-151** Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for August 15th, 2021
4. **Resolution 2021-152** Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle for August 28th and 28th, 2021
5. **Resolution 2021-153** Approving a Mutual Aid Agreement Between the City of Isanti and the City of Princeton for the Sharing of Equipment and Personnel Resources
6. **Resolution 2021-154** Approving a Mutual Aid Agreement Between the City of Isanti and the City of Braham for the Sharing of Equipment and Personnel Resources
7. **Resolution 2021-155** Policy for Donation of Surplus Property
8. **Resolution 2021-156** Authorizing a Reduction in the Letter of Credit for Circle B Ranch
9. **Resolution 2021-157** Accepting Quote for New Liquor Store Point of Sale Software
10. **Resolution 2021-158** Authorizing Request for Proposals for Auditing Services
11. **Resolution 2021-159** Approving the Re-Hire of Part-Time Public Works Seasonal Gene West
12. **Resolution 2021-160** Accepting Quote for New Liquor Store Security System
13. **Resolution 2021-161** Declaring an End to The Local Emergency

A motion was made by Lundeen, seconded by Bergley to approve the consent agenda with the added modification of L.13. Motion passed 5-0. Motion carried.

M. Other Communications

1. Draft Minutes for the June 22, 2021 Parks, Recreation and Culture Board Meeting

N. CLOSED SESSION

1. Closed Session for Discussions of Appraisals of Real Property PID 16.090.0102 901 E Dual Blvd NE Isanti, MN and PID 16.029.2100 10 6th Ave SE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3(c)

   Mayor Johnson stated the Council would be going into closed session for discussions of appraisals of real property PID 16.090.0102 901 E Dual Blvd NE Isanti, MN and PID 16.029.2100 10 6th Ave SE Isanti, MN pursuant to Minnesota Statutes Section 13D.05 Subd3(c).

   The meeting was closed at 7:56 p.m.

   Upon reopening of the meeting at 8:04 p.m., a motion was made by Lundeen to list the lot by the new liquor store for the appraised price, seconded by Collison. Motion passed 4-1 with Gordon abstaining. Motion carried.

   A motion was made by Collison to get an appraisal on the current liquor store, seconded by Lundeen. Motion passed 5-0. Motion carried.

   A motion was made by Lundeen to go into closed session to discuss the amount for the 901 E Dual Blvd NE property, seconded by Collison. Motion passed 5-0. Motion carried.

2. Closed Session for Discussions to Purchase Real Property PID 16.090.0102 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3(c)

Mayor Johnson stated the Council will be going into closed session for discussions to purchase real property PID 16.090.0102 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3(c)

The meeting was closed at 8:16 p.m.

Upon reopening of the meeting at 8:30 p.m., a motion was made by Lundeen to remove N.3. from the agenda, seconded by Bergley. Motion passed 5-0. Motion carried.

~~**3.** Closed Session for Discussions to Sell a Portion of Real Property PID 16.029.2100 10 6th Ave SE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3(c)~~

Adjournment
A motion was made by Bergley, seconded by Gordon to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 8:32 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, May 18, 2021

Immediately following the 7:00 P.M City Council Meeting;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 7:12 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Alexander Collins, Arissya Simon.
     Members Absent: Dan Collison
     Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis, City Administrator Josi Wood
   - D. Agenda Modifications: None

2. **Meeting Minutes**
   - A. Approval of Minutes from the March 16, 2021 Planning Commission Meeting motion by Bergley, second by Collins motion passes 6-0.

3. **Public Hearing**

   - A. Request by Anthony Hanson for approval for a Preliminary and Final Plat under City Ordinance 536, said request is for a development labeled Fairway Greens South located at PID 16.142.0020. Sellman presented the preliminary and final plans for a proposed single family residential housing development called Fairway Greens South. Representatives of the proposed development were present at the meeting and available for questions, Anthony Hanson the land owner and the engineer of the development from LHB Inc. There was a letter that was submitted to City Staff, in which Mayor Johnson read at the meeting that expressed concerns for the development only having one access and the increased amount of traffic that these new houses would bring to the neighborhood. Traffic and safety concerns were also presented by other members of the neighborhood at the public hearing and fire truck access was discussed. The applicant, Anthony Hanson explained that this development extending into a cul-de-sac was already part of the master plans for the Fairway Greens development, and he is simply carrying out these plans for what was already approved. The Planning Commission asked if it was possible to add another street from County Road 5 that would connect to Wendover St NE to possibly mitigate traffic and give an additional access to these houses. Hanson expressed that a lot or two would have to be taken out of the plans to create this road and the development is under a tight budget as it stands. Hanson explained that he would be open to possibly creating a temporary road until the current through road gets completed in the future and then develop these lots. Motion for approval of the preliminary and final plat for Fairway Greens South by Gordon, 2nd by Lundeen,

motion tied 3-3. Members of the audience requested for a reopening of the public hearing due to added responses by the applicant after public hearing was closed. Motion to reopen the public hearing by Gordon, 2nd by Bergley, motion passes 6-0. Two more members of the audience spoke at the public hearing, regarding traffic concerns and future street issues. They asked the Planning Commission to look at the development as a whole in regards to potential numbers of vehicles traveling on the one road. Planning Commission members agreed that they need to consider finding a balance between people's safety, and profit for developers and the community. The motion for a 3-3 tie vote stood with Gordon, Lundeen and Simon voting yay and Johnson, Collison and Bergley voting nay. This motion will be brought to the following City Council Meeting on June 1st, 2021.

B. Request by Isanti Self-Storage for approval of Site Plans under City Ordinance 445 Section 18 and Conditional Use Permit under City Ordinance 445, Section 21, Article 2, said request is for self-storage facilities located at 515 1st Ave NW. Saltis presented the Site Plans and Conditional Use Permit for Isanti Self-Storage. The applicants representing Isanti Self-Storage were present at the meeting and available for questions from the Planning Commission members. Larry Kuechle, the property owner to the south of Isanti Self-Storage, explained that he is worried about his property values decreasing, the quality of the units that were built, and that the storage units do not meet setbacks. The applicant, Jon Taxdahl of Isanti Self-Storage explained that they were unaware that they would need building permits for the additional units added around the perimeter of the site and that they were attempting to meet the storage demand for residents in the city. The Planning Commission asked if the drive aisle widths in between storage units would suffice for a fire truck turn around. The applicant explained that it would be able to access the units with a hose but that the drive aisle widths are tight. Luke Merrill also spoke at the public hearing and explained that the self-storage facility is an asset to the community and seems like the structures are built well even if they are temporary. Another representative of Isanti Self-Storage spoke at the public hearing and explained that these units were built with quality materials, and the community is appreciative that the additional units are available. Mayor Johnson closed the public hearing and reiterated that there are not definitive measurements of where the units are located, and could possibly be encroaching on neighboring properties. City Staff told the Planning Commission that they recommend denial for the additional units but would be open to approving a Conditional Use Permit for Self-Storage on site. Variances would be needed at a later time for the location of the units encroaching into the setbacks of the I-1 Zoning District, and for exceeding the 75% impervious surface maximum in the district. Motion to deny the site plans by Lundeen, 2nd by Johnson. This motion was denied with a 2-4 vote. Motion to accept the property as self-storage by Lundeen, 2nd by Bergley, motion carried 6-0. Motion to approve the site plans with a condition to provide a site survey for units on the west side of the property and stay at least 2 ft off the west property line and remove the units on the south side of the property by Gordon, 2nd by Bergley, motion passes 4-2.

5. **Other Business:** None
6. **Discussion Item:** None
7. **Adjournment:** Motion by Bergley, 2nd by Lundeen to adjourn, motion passed 6-0 meeting adjourned at 8:57 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

CITY OF ISANTI, MINNESOTA

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY OF AN EDUCATIONAL FACILITIES REVENUE NOTE AND APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF THE NOTE AND RELATED DOCUMENTS

WHEREAS, the City is a statutory city and political subdivision duly organized and existing under the Constitution and laws of the State of Minnesota. Pursuant to Minnesota Statutes, Sections 469.152 through 469.1655, as amended (the "Act"), the City is authorized to issue revenue obligations to finance, in whole or in part, the cost of the acquisition, construction, reconstruction, improvement, betterment, or extension of a "project," defined in the Act, in part, as any properties, real or personal, used or useful in connection with a revenue producing enterprise , whether or not operated for profit;

WHEREAS, ABC Building Services, a Minnesota nonprofit corporation (the "Company"), proposes to acquire, renovate and improve the existing school campus located at 903 6th Ave Court NE and 1005 7th Ave NE in the City (the "School Facility") for educational purposes and lease the School Facility to Art and Science Academy, Inc., a Minnesota nonprofit corporation (the "School") pursuant to a Lease Agreement to be entered between the Company and the School, for the operation of a kindergarten through 8th grade school public charter facility with plans for expansion through 12th grade, and to lease the School Facility to the School;

WHEREAS, the Company has requested that the City issue one or more series of conduit revenue bonds to be designated as the Educational Facilities Revenue Note (Art and Science Academy Project), Series 2021A (the "Note"), in the original aggregate principal amount not to exceed $5,600,000, and loan the proceeds derived from the sale of the Note to the Company pursuant to a Loan Agreement, to be dated on or after August 1, 2021 (the "Loan Agreement"), between the City and the Company, to (i) finance the acquisition, renovation and improvement of the School Facility; (ii) fund a debt service reserve fund, if necessary; (iii) pay a portion of the interest on the Note, if necessary; and (iv) pay the costs of issuing the Note, if necessary (the "Project"). The Note is proposed to be purchased by First Bank & Trust (the "Lender");

WHEREAS, the Company and the School have both represented to the City that they are exempt from federal income taxation under Section 501(a) of the Internal Revenue Code of 1986, as amended (the "Code"), as a result of the application of Section 501(c)(3) of the Code;

WHEREAS, the loan repayments to be made by the Company under the Loan Agreement will be fixed so as to produce revenue sufficient to pay the principal of, premium, if any, and interest on the Note when due. The City will assign its rights to the basic payments and certain other rights under the Loan Agreement to the Lender (not including certain unassigned rights of the City, including those related to indemnification and reimbursement for costs and expenses), pursuant to the terms of an Assignment of Loan Agreement, to be dated on or after August 1, 2021

(the "Assignment of Loan Agreement"), between the City, the Company, and the Lender. The Company's obligation to make loan repayments under the Loan Agreement will be secured by: (i) a Combination Mortgage, Security Agreement, Assignment of Rents and Fixture Financing Statement from the Company to the Lender, to be dated on or after August 1, 2021 (the "Mortgage"), relating to the Note; (ii) an Assignment of Lease, to be dated on or after August 1, 2021 (the "Assignment of Lease"), from the Company to the Lender and consented to by the School; (iii) a Pledge and Covenant Agreement, to be dated on or after August 1, 2021 (the "Pledge Agreement"), between the School and the Lender, pledging certain revenues of the School, including money due to the School from the State of Minnesota Lease Aid Payment Program; (iv) a Debt Service Reserve Account Agreement dated on or after August 1, 2021 (the "Debt Service Reserve Agreement"), by and between the Company and the Lender; and (v) other security provided or arranged by the Company or the School;

WHEREAS, the proceeds of the Note will be disbursed by the Lender to the Company pursuant to the Loan Agreement;

WHEREAS, forms of the following documents have been submitted to the City and are now on file with the City: (i) the form of the Note; (ii) the Loan Agreement; (iii) the Assignment of Loan Agreement; (iv) the Mortgage; (v) the Assignment of Lease; and (vi) the Debt Service Reserve Agreement;

WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), and regulations promulgated thereunder, the Note may not be issued as tax-exempt bonds unless the City Council approves the Note after conducting a public hearing thereon and Section 469.154, subdivision 4 of the Act requires that prior to submitting an application to the Minnesota Department of Employment and Economic Development ("DEED") for approval of the Project, the Council must conduct a public hearing on the proposal to undertake projects authorized to be financed under the terms of the Act;

WHEREAS, the notice of public hearing (the "Public Notice") was published in the *Isanti-Chisago County Star*, the official newspaper and a newspaper of general circulation in the City, with respect to (i) the required public hearing under Section 147(f) of the Code; (ii) the required public hearing under Section 469.154, subdivision 4 of the Act; and (iii) the approval of the issuance of the Note. The Public Notice was published at least 14 days prior to the date of the public hearing. On the date hereof, the Council conducted a public hearing at which a reasonable opportunity was provide for interested individuals to express their views, both orally and in writing, with respect to the proposed issuance of the Note and the location and nature of the Project.

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

Section 1. Issuance of the Note.

1.01. Findings. The Council hereby finds, determines, and declares that:

(a) The issuance and sale of the Note, the execution and delivery by the City of the Note, the Loan Agreement, and the Assignment of Loan Agreement, and the performance of all covenants and agreements of the City contained in the Loan Agreement and the Assignment of Loan Agreement are undertaken pursuant to the Act.

(b) The acquisition, renovation and improvement of the School Facility, furthers the economic development purposes stated in Section 469.152 of the Act, constitutes a revenue producing "project," as defined in Section 469.153, subdivision 2(b) of the Act.

(c) In accordance with Section 469.154, subdivision 7, of the Act, the officers, employees, and agents of the City are hereby authorized and directed to encourage the Company and the School to provide employment opportunities to economically disadvantaged or unemployed individuals. Such individuals may be identified by such mechanisms as are available to the Company and the School, such as a first source agreement in which the Company and the School agrees to use a designated State employment office as a first source for employment recruitment, referral, and placement.

(d) The loan repayments to be made by the Company under the Loan Agreement are fixed to produce revenues sufficient to provide for the prompt payment of principal of, premium, if any, and interest on the Note issued under this resolution when due, and the Loan Agreement also provides that the Company is required to pay all expenses of the operation and maintenance of the School Facility, including, but without limitation, adequate insurance thereon and insurance against all liability for injury to persons or property arising from the operation thereof, and all lawfully imposed taxes and special assessments levied upon or with respect to the School Facility and payable during the term of the Loan Agreement.

(e) As provided in the Loan Agreement, the Note shall not be payable from nor charged upon any funds other than the revenues pledged to its payment, nor shall the City be subject to any liability thereon, except as otherwise provided in this paragraph. No holder of the Note shall ever have the right to compel any exercise by the City of its taxing powers to pay the Note or the interest or premium thereon, or to enforce payment thereof against any property of the City except the interests of the City in the Loan Agreement and the revenues and assets thereunder (except for certain unassigned rights of the City, including those related to indemnification and reimbursement for certain costs and expenses), which will be assigned to the Lender under the Assignment of Loan Agreement. The Note shall not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of the City, except the interests of the City in the Loan Agreement, and the revenues and assets thereunder (except for the unassigned rights of the City referenced above), which will be assigned to the Lender under the Assignment of Loan Agreement. The Note shall recite that the Note is issued pursuant to the Act, and that the Note, including interest and premium, if any, thereon, is payable solely from the revenues and assets pledged to the payment thereof, and the Note shall not constitute a debt of the City within the meaning of any constitutional or statutory limitations.

1.02. Issuance and Sale of the Note. The City hereby authorizes the issuance of the Note in the aggregate principal amount not to exceed $5,600,000, in one or more series, in the form, and with the terms set forth in the form of the Note now on file with the City. The aggregate principal amount of the Note, the interest rate of the Note, the terms for adjustment of the interest rate on the Note, the date of the documents referenced in this resolution and the Note, and the terms of redemption of the Note may be established or modified with the approval of the City. The execution and delivery of the Note shall be conclusive evidence that the City has approved such terms as subsequently established or modified. The offer of the Lender to purchase the Note at the price of par plus accrued interest, if any, to the date of delivery at the interest rate or rates specified in the Note is hereby accepted. Upon approval of the Project by DEED, the Mayor and the City Administrator of the City (the "City Officials") are authorized and directed to prepare and execute the Note as prescribed in the Loan Agreement and the Note shall be delivered to the Lender. The City Officials are hereby authorized to execute and deliver any agreements with any depository institution, including any representation letter or amendment to any existing representation letter, in the event the City and the Lender elect to register the Note in book-entry form.

1.03. Special, Limited Obligation of City. The Note shall be a special, limited obligation of the City, and the principal of, premium, if any, and interest on the Note shall be payable solely from the proceeds of the Note, the revenues derived from the Company pursuant to the Loan Agreement, and the security provided by the Company in accordance with the terms of the Loan Agreement, the Mortgage, the Assignment of Loan Agreement, the Assignment of Lease, the Pledge Agreement, the Debt Service Reserve Agreement and any and all other security of any kind or nature provided by the Company to the Lender. The Note will be subject to the provisions of a Tax Certificate, to be dated on or after August 1, 2021 (the "Tax Certificate"), by the Company and the School, and endorsed by the City.

1.04. Approval of Documents. The City Officials are hereby authorized and directed to execute and deliver the Loan Agreement, the Note, the Assignment of Loan Agreement, and such other documents as bond counsel considers appropriate in connection with the issuance of the Note (collectively, the "City Documents"). The forms of the City Documents and all other documents listed in the recitals hereof and exhibits thereto, and any consents and such other documents as are necessary or appropriate in connection with the issuance, sale, and delivery of the Note, including without limitation various certificates of the City, the Information Return for Tax-Exempt Private Activity Bond Issues, Form 8038, a certificate as to arbitrage and rebate, and similar documents (collectively, the "Financing Documents") are approved substantially in the forms on file with the City Administrator. The City Documents, in substantially the forms submitted, are directed to be executed in the name and on behalf of the City by the City Officials. The Note is to be executed in the name of and on behalf of the City by the City Officials and delivered to the Lender. Any other Financing Documents and certificates necessary to the transaction described above may be executed by one or more appropriate officers of the City. All of the provisions of the Financing Documents, when executed as authorized herein, shall be deemed to be a part of this resolution as fully and to the same extent as if incorporated verbatim herein and shall be in full force and effect from the date of execution and delivery thereof.

The approval hereby given to the various Financing Documents referred to above includes approval of such additional details therein as may be necessary and appropriate and such

modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by bond counsel to the City, the appropriate City staff person, or by the officers authorized herein to execute or accept, as the case may be, said documents prior to their execution; and said officers or staff members are hereby authorized to approve said changes on behalf of the City. The execution of any instrument by the appropriate officer or officers of the City herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof.

1.05. Certifications of the City. The Mayor, City Administrator, and Finance Director of the City and other officers, employees, and agents of the City are hereby authorized and directed to prepare and furnish to bond counsel and the Lender certified copies of all proceedings and records of the City relating to the issuance of the Note, including a certification of this resolution. Such officers, employees, and agents are hereby authorized to execute and deliver, on behalf of the City, all other certificates, instruments, and other written documents that may be requested by bond counsel, the Lender, or other persons or entities in conjunction with the issuance of the Note. Without imposing any limitation on the scope of the preceding sentence, such officers, employees, and agents are specifically authorized to execute and deliver one or more certificates of the City, an endorsement of the City to the Tax Certificate, an Information Return for Tax-Exempt Private Activity Bond Issues, Form 8038, and all other documents and certificates as shall be necessary and appropriate in connection with the issuance, sale, and delivery of the Note. The City hereby authorizes Kennedy & Graven, Chartered, acting as bond counsel, to prepare, execute, and deliver its approving legal opinion with respect to the Note.

1.06. Security for the Note. The City hereby authorizes the Company to provide such security for payment of the Company's obligations under the Loan Agreement and for payment of the Note, including the Mortgage, the Assignment of Lease, the Debt Service Reserve Agreement and the Pledge Agreement, as is agreed upon by the Company and the Lender, and the City hereby approves the execution and delivery of such security.

1.07. DEED Application. As required by the terms of Section 469.154 of the Act, the employees, officers, and agents of the City are hereby authorized and directed to submit an application to DEED for approval of the Project and the issuance of the Note.

1.08. Bank Qualification Designation. The City hereby designates the Note as a "qualified tax-exempt obligation" pursuant to Section 265(b)(3) of the Code.

1.09 Registration of Transfer. The City will cause to be kept at the office of the City Administrator a Note Register in which, subject to such reasonable regulations as it may prescribe, the City shall provide for the registration of transfers of ownership of the Note. The Note shall be initially registered in the name of the Lender and, subject to Section 1.12, shall be transferable upon the Note Register by the Lender in person or by its agent duly authorized in writing, upon surrender of the Note together with a written instrument of transfer satisfactory to the City Administrator, duly executed by the Lender or its duly authorized agent. The following form of assignment shall be sufficient for said purpose.

For value received _____ hereby sells, assigns and transfers unto _____ the within Note of the City of Isanti, Minnesota, and does hereby irrevocably constitute and appoint _____ attorney to transfer said Note on the books of said City with full power of substitution in the premises. The undersigned certifies that the transfer is made in accordance with the provisions of Sections 1.09 through 1.12 of the Resolution authorizing the issuance of the Note.

Dated: _____

By: _____
Registered Owner

Upon such transfer the City Administrator shall note the date of registration and the name and address of the new Lender in the applicable Note Register and in the registration blank appearing on the Note; subject to receipt of a purchaser letter or certification as required by Section 1.12 hereof.

1.10 Mutilated, Lost or Destroyed Note. In case the Note issued hereunder shall become mutilated or be destroyed or lost, the City shall, if not then prohibited by law, cause to be executed and delivered, a new Note of like outstanding principal amount, number and tenor in exchange and substitution for and upon cancellation of such mutilated Note, or in lieu of and in substitution for such Note destroyed or lost, upon the payment by the Lender of the reasonable expenses and charges of the City in connection therewith, and in the case of a Note destroyed or lost, the filing with the City of evidence satisfactory to the City with indemnity satisfactory to it. If the mutilated, destroyed or lost Note has already matured or been called for redemption in accordance with its terms it shall not be necessary to issue a new Note prior to payment.

1.11 Ownership of Note. The City may deem and treat the person in whose name the Note is last registered in the Note Register and by notation on the Note whether or not such Note shall be overdue, as the absolute owner of such Note for the purpose of receiving payment of or on account of the principal balance, redemption price or interest and for all other purposes whatsoever, and the City shall not be affected by any notice to the contrary.

1.12 Limitation on Note Transfers. The Note will be issued to a "qualified institutional buyer" or an "accredited investor" (i.e. the Lender) and without registration under state or other securities laws, pursuant to an exemption for such issuance; and accordingly the Note may not be assigned or transferred in whole or part, nor may a participation interest in the Note be given pursuant to any participation agreement, except to another "qualified institutional buyer" or "accredited investor" in accordance with an applicable exemption from such registration requirements and with full and accurate disclosure of all material facts to the prospective purchaser(s) or transferee(s). The City will require, as a precondition to any transfer, that the transferee provide to the City a written letter or certificate in a form satisfactory to the City and other evidence satisfactory to the City that the transferee is a qualified institutional buyer or other accredited investor under the securities laws.

1.13 Issuance of a New Note. Subject to the provisions of Section 1.12, the City shall, at the request and expense of the Lender, issue a new note, in aggregate outstanding principal amount equal to that of the Note surrendered, and of like tenor except as to number, principal

amount, and the amount of the periodic installments payable thereunder, and registered in the name of the Lender or such transferee as may be designated by the Lender.

Section 2. Miscellaneous.

2.01. Agreements Binding. All agreements, covenants, and obligations of the City contained in this resolution and in the above-referenced documents shall be deemed to be the agreements, covenants, and obligations of the City to the full extent authorized or permitted by law, and all such agreements, covenants, and obligations shall be binding on the City and enforceable in accordance with their terms. No agreement, covenant, or obligation contained in this resolution or in the above-referenced documents shall be deemed to be an agreement, covenant, or obligation of any member of the Council, or of any officer, employee, or agent of the City in that person's individual capacity. Neither the members of the Council nor any officer executing the Note shall be liable personally on the Note or be subject to any personal liability or accountability by reason of the issuance of the Note.

2.02. Rights Conferred. Except as herein otherwise expressly provided, nothing in this resolution or in the Loan Agreement, expressed or implied, is intended or shall be construed to confer upon any person, firm, or corporation other than the City and the registered and beneficial owners of the Note, any right, remedy, or claim, legal or equitable, under and by reason of this resolution or any provision hereof or of the Loan Agreement or any provision thereof; this resolution, the Loan Agreement and all of their provisions being intended to be, and being for the sole and exclusive benefit of the City and the registered and beneficial owners of the Note issued under the provisions of this resolution and the Loan Agreement, and the Company to the extent expressly provided in the Loan Agreement.

No provision, covenant, or agreement contained in the Financing Documents, the Note or in any other document relating to the Note, and no obligation therein or herein imposed upon the City or the breach thereof, shall constitute or give rise to any pecuniary liability of the City or any charge upon its general credit or taxing powers. In making the agreements, provisions, covenants, and representations set forth in such documents, the City has not obligated itself to pay or remit any funds or revenues, other than funds and revenues derived from the Loan Agreement which are to be applied to the payment of the Note, as provided therein and in the Financing Documents.

2.03. Validity. In case any one or more of the provisions of this resolution, or of the documents mentioned herein, or of the Note issued hereunder shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this resolution, or of the aforementioned documents, or of the Note, but this resolution, the aforementioned documents, and the Note shall be construed and endorsed as if such illegal or invalid provisions had not been contained therein. If for any reason the Mayor or the City Administrator, or any other officers, employees, or agents of the City authorized to execute certificates, instruments, or other written documents on behalf of the City, shall for any reason cease to be an officer, employee, or agent of the City after the execution by such person of any certificate, instrument, or other written document, such fact shall not affect the validity or enforceability of such certificate, instrument, or other written document. If for any reason the Mayor or the City Administrator is unable to execute and deliver the documents referred to in this resolution, such documents may be executed

by any member of the City Council or any officer of the City delegated the duties of the Mayor or the City Administrator with the same force and effect as if such documents were executed and delivered by the Mayor or the City Administrator.

2.04. Costs. The Company will pay the administrative fees of the City and pay, or, upon demand, reimburse the City for payment of, any and all costs incurred by the City in connection with financing the Project and issuing the Note, whether or not the Note is issued. The Company shall indemnify the City against all liabilities, losses, damages, costs, and expenses (including attorney's fees and expenses incurred by the City) arising with respect to the Project or the Note, as further provided for in the Loan Agreement

2.05. Governmental Program. The City has established a governmental program of acquiring purpose investments for qualified 501(c)(3) organizations' projects. The governmental program is one in which the following requirements of §1.148-1(b) of the federal regulations relating to tax-exempt obligations shall be met:

(a) the program involves the origination or acquisition of purpose investments;

(b) at least 95% of the cost of the purpose investments acquired under the program represents one or more loans to a substantial number of persons representing the general public, states or political subdivisions, 501(c)(3) organizations, persons who provide housing and related facilities, or any combination of the foregoing;

(c) at least 95% of the receipts from the purpose investments are used to pay principal, interest, or redemption prices on issues that financed the program, to pay or reimburse administrative costs of those issues or of the program, to pay or reimburse anticipated future losses directly related to the program, to finance additional purpose investments for the same general purposes of the program, or to redeem and retire governmental obligations at the next earliest possible date of redemption;

(d) the program documents prohibit any obligor on a purpose investment financed by the program or any related party to that obligor from purchasing bonds of an issue that finances the program in an amount related to the amount of the purpose investment acquired from that obligor; and.

2.06. Effective Date. This resolution shall be in full force and effect from and after its approval. The approvals contained in the resolution are effective for one year after the date hereof.

Adopted by the City Council of the City of Isanti, Minnesota this 20th day of July, 2021.

_____

Mayor

ATTEST:

_____

City Administrator

A Community For Generations.
Isanti

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Josi Wood, City Administrator

Date: July 20, 2021

Subject: Editorial and Legal Analysis Review and Modifications to Ordinances

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Background:

Staff has reviewed City Code Chapters for the following:

- Correct and updated MN Statute references
- Consistencies of terminology within the Chapters and among the Chapters
- Legal analysis for compliance
- Inserting policies by Resolution that should be within Ordinance

As a part of the City Code project update that was initiated in 2020, General Code went through all the codified Chapters for an Editorial and Legal analysis (E & L). The purpose of the Editorial and Legal Analysis is to give City officials an overview of the codification project and to give an in-depth, chapter -by- chapter review of the City's Code. It is a guide to help facilitate areas of question and give an opportunity to have the City make revisions to legislation, if desired. This was presented to Committee of the Whole at the June 15, 2021 meeting with recommended approval.

Request:

- Staff is requesting the following recommendations:
  - Remove Chapter 29, Newsletter, as it is not necessary and no longer applicable.
  - Uncodify Chapter A343, Gas Distribution Franchise, to a stand-alone Chapter (similar to other franchise agreements)
  - Repeal and Replace Chapter 256; Property Maintenance Standards
  - Repeal and Replace Chapter 257; Right-of-Way Management
  - Amend Chapter 160; Fees
  - Amend Chapter 312; Unclaimed Property
  - Amend Chapter 111; Building Construction
  - Amend Chapters as Presented in the Editorial and Legal Analysis summary

Attachments:

- ORD-XXX An Ordinance to Repeal and Replace Chapter 256; Property Maintenance Standards
- ORD-XXX An Ordinance to Repeal and Replace Chapter 257; Right-of-Way Management
- ORD-XXX An Ordinance Amending Chapter 160; Fees

- ORD-XXX An Ordinance Amending Chapter 312; Unclaimed Property
- ORD-XXX An Ordinance Amending Chapters as Presented in the Editorial and Legal Analysis Summary

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 435 ADOPTED ON MAY 6, 2008 AND ORDINANCE NO. 438, ADOPTED ON JULY 1, 2008 AND ORDINANCE 452 ADOPTOED ON FEBRUARY 17, 2009 AND ORDINANCE NO 509 ADOPTED ON MAY 3, 2011 AND ORDINANCE NO 520 ADOPTED ON OCTOBER 4, 2011 TITLED RESIDENTIAL PROPERTY MAINTENANCE STANDARDS

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 -Repealer. Ordinance 435, codified in Chapter 256 of the City Code, is hereby repealed in their entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 256 is hereby adopted:

Chapter 256

Property Maintenance Standards

Article I General Provisions

§256-1 Definitions

§256-2 Findings

§256-3 Purpose

§256-4 Scope

§256-5 Construction and Application

Article II Administration and Enforcement

§256-6 Inspections

§256-7 Licensing of rental units

§256-8 Compliance and enforcement.; violations and penalties

Article III Minimum Standards

§256-9 Basic requirements for maintenance of properties

§256-10 Pests

§256-11 Garbage, Recyclable Materials

§256-12 Maintenance Requirements

§256-13 Minimum Requirements for Dwelling/Dwelling Units

§256-14 Screening and Monitoring of Premises and Building

§ 256-1 **Definitions.**
The following words, terms and phrases, when used in this chapter, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning. Whenever the terms "dwelling

unit," "premises" or "structure" are used in this chapter, they shall be construed as though they were followed by the words "or any part thereof."

ACCESSORY BUILDING

A subordinate building or portion of the main building which is located on the same lot as the principal building, the use of which is incidental and accessory to the use of the principal building.

ACCESSORY USE

A use that:

a) Is incidental and subordinate in area, extent, and purpose to the principal use;

b) Contributes to the comfort, convenience, or necessity of the principal use;

c) Is located on the same lot or within the same building and within the same zoning district as the principal use by the same party as the principal use; and

d) Will not alter the character of the area or be detrimental thereto.

APPROVED

Bound by the authority having jurisdiction as meeting all applicable laws and codes.

BASEMENT

The portion or portions of a building that is/are partly or completely below grade.

BEDROOM

Any room or space intended to be used for sleeping purposes.

BOARDINGHOUSE

A building other than a hotel or motel where, for compensation and by prearrangement for definite periods, meals and/or lodging are provided for persons not members of the principal family, not to exceed 10 persons.

BUILDING

Any structure erected for the support, shelter, or enclosure of persons, animals, chattels, or moveable property of any kind.

CITY INSPECTOR

The City Administrator or the City Administrator's authorized representative.

CLEAN

The absence of rubbish, garbage, vermin, and other unsightly, offensive, or extraneous matter.

DWELLING

A structure or portion thereof designated or used predominantly for residential occupancy of a continued nature, including one-family dwellings, two-family dwellings, and multiple-family dwellings of three or more family dwelling units either rental or owner-occupied, but not including hotels and motels.

DWELLING UNIT

A single unit providing complete independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation.

ELECTRICAL SYSTEM

Any and all methods of transmitting electricity for use to any dwelling, dwelling unit, or manufactured home.

EXIT

A continuous and unobstructed means of egress to a public or private way and shall include intervening doors, doorways, corridors, ramps, stairways, smokeproof enclosures, horizontal exits, exit passageways, exit courts and yards.

FAMILY

a) An individual, or a group of persons related by blood, marriage, or adoption, including foster children, living together as single housekeeping unit.

b) Residents of a State licensed community residential facility as defined and authorized by State law.

c) A group of not more than six persons who need not be related by blood, marriage, or adoption, living together as a single housekeeping unit.

FLOOR AREA, GROSS

The sum of the gross horizontal area of the several floors of such structure or structures measured from the exterior faces and exterior walls or from the center line of common walls separating dwelling units. Basement devoted to storage and/or off-street parking shall not be included.

FUNCTIONING

In such a physical condition as to safely perform the service or services for which an item is designed or intended.

GARAGE DOORS

The large overhead door or sliding or swinging doors on an attached or detached garage that allow a vehicle to enter.

GARBAGE

Every accumulation of animal, vegetable or other matter that attends the preparation, consumption, display, dealing or storage of meat, fish, fowl, birds, fruit, or vegetables, including the cans, containers or wrappers wasted along with such materials.

GUARDRAIL OR GUARD

A building component or a system of building components located at or near the open sides of an elevated walking surface that minimizes the possibility of a fall from the walking surface to a lower level.

HABITABLE BUILDING

A building or part thereof that meets minimum standards for use as a dwelling or place of abode by one or more persons.

HABITABLE ROOM

A room or enclosed floor space used or intended to be used for living, sleeping, cooking, or eating purposes, excluding bathrooms, water closet compartments, laundries, furnace rooms, unfinished basements (those without required ventilation, required electric outlets, and required exit facilities), pantries, utility rooms with less than 50 square feet of floor space, foyers, communicating corridors, stairways, closets, storage space, workshops, hobby and recreation areas, and parts of the structure below ground level or in attics.

HEATING, VENTILATION AND AIR-CONDITIONING SYSTEM

Any and all units, equipment, material and miscellaneous devices used in the process of heating, ventilating, and air conditioning of any dwelling, dwelling unit or structure.

IMPAIRED STRUCTURE

Any structure that contains conditions dangerous to the public health, safety, and general welfare of the citizens or due to deterioration and lack of maintenance may reasonably be expected to cause a blighting effect upon surrounding properties. Impaired structures include, but are not limited to, those having or exhibiting faulty design or construction, failure to keep them in a proper state of repair, lack of adequate lighting or ventilation, inability to properly heat, improper management, or any combination of these factors.

INFESTATION

The presence within or around a dwelling of any insects, rodents, or other pests.

KITCHEN

A space containing a sink with counter working space, adequate space for installing cooking and refrigeration equipment, and adequate space for the storage of cooking utensils.

LICENSED PREMISES

The premises as stated in the application for an approved rental license, together with the rental dwelling unit or units, communal, shared, or public areas within a building containing the unit or units, and external common areas providing amenities to a building containing the unit or units, including but not limited to, common open space, yards, drives, garages, and parking areas, whether owned by the licensee, an association, or a third party.

LIVING ROOM

A habitable room within a dwelling unit which is intended to be used primarily for general living purposes.

LOT

A parcel of land of at least sufficient size to meet zoning and platting requirements for use, coverage, and area, and to provide such yards and other open spaces as are required by the City zoning and subdivision ordinances.

MAINTENANCE

To keep in a good state of repair; to preserve from deterioration and blight.

MANUFACTURED HOME

As defined in the City Zoning Ordinance and shall include all buildings used or intended for use as part of the equipment of the manufactured home, whether a charge is made for the use of a manufactured home park and its facilities or not. A manufactured home shall be considered a dwelling under the provision of this chapter.

MULTIPLE-FAMILY DWELLING

A building or portion thereof containing three or more dwelling units.

MULTIPLE OCCUPANCY

The occupancy of a building that supports, shelters, or encloses more than one distinct use.

NONCOMBUSTIBLE

Any material or a combination of materials which will not ignite or support combustion during a five-minute exposure. (Refer to UBC.)

NONRESIDENTIAL BUILDING

A building or structure other than a dwelling or dwelling unit.

OCCUPANCY

The purpose for which a building, or part thereof, is used or intended to be used.

OCCUPANT

Any person residing in a dwelling, dwelling unit, rooming unit or manufactured home.

OCCUPIED AREAS

For dwelling units, those areas designated and utilized as habitable space, as well as nonhabitable space, which are easily accessible and normally utilized by the occupant.

OPERATOR

The owners or their agents, who have charge, care, control, or management of a building or part thereof.

OWNER

Any person who, alone, jointly, or severally with others, shall be in actual possession of, or have charge, care or control of, any building or a portion thereof within the City as owner, employee or agent of the owner, or a trustee or guardian of the estate or person of the title holder. Any such person representing the actual owner shall be bound to comply with the provisions of this chapter to the same extent as the owner.

PERMISSIBLE OCCUPANT LOAD

The maximum number of individuals permitted to occupy a building or space within a building.

PERSON

Includes a natural person, that person's heirs, executors, administrators or assigns, and also including a firm, partnership or corporation, its or their successors or assigns or the agent of any of the aforesaid.

PLUMBING SYSTEM

All potable water supplies and distribution pipes, all plumbing fixtures and traps, all drainage and vent pipes, and all building drains, including their respective joints and connections, devices, and appurtenances within the property lines of the premises and shall include potable water treatment or using equipment.

PREMISES

A platted lot or part thereof or unplatted parcel of land, either occupied or unoccupied or any dwelling or nondwelling structure, including such building, accessory structure, or other structure thereof.

PROPER CONNECTION TO AN APPROVED SEWER SYSTEM

A functioning sewer connection free from defects, leaks, or obstructions with sufficient capacity to drain all fixtures or appliances which feed into it. The sewer system (be it municipal or private) must be capable of disposing of sewage in a safe, sanitary, and adequate manner.

PROPER CONNECTION TO AN APPROVED WATER SYSTEM

A functioning plumbing connection free from defects, leaks or obstructions providing an uncontaminated, controllable flow of cold or heated water.

PUBLIC AREAS

Those areas which are normally occupied or open to the general public.

PUBLIC HALL

A hall, court, or passageway for providing ingress to or egress from a dwelling unit, which is not within the exclusive control of one family.

REFUSE

All putrescible and notputrescible waste solids including garbage and rubbish.

REPAIR

To restore to a sound and acceptable state of operation, serviceability, or appearance in the determination of the City Inspector.

RENTAL FACILITY

A residential or nonresidential building or development containing one or more units under single ownership where the building and/or unit are intended to be rented or let to tenants even if the owner occupies one or more of the units. "Rental facility" also includes a mobile home or similar development where the mobile homes are individually owned and the home site and surrounding premises are leased to the mobile home owner, but the remainder of the development is owned and controlled by a person.

RESIDENTIAL BUILDING

A structure containing a dwelling unit.

ROOMING UNIT

Any room or group of rooms forming a single unit used or intended to be used for living and sleeping but not for cooking.

RODENT HARBORAGE

Any place where rodents live, nest, or seek shelter.

RUBBISH

Wood, leaves, trimmings from shrubs, dead trees or branches thereof, shavings, sawdust, excelsior, wooden ware, printed matter, paper, paperboard, pasteboard, grass, rags, straw, boots, shoes, hats and all other combustibles not included under the term "garbage."

SAFETY

The condition of being free from danger and hazards which may cause accidents or disease.

SINGLE-FAMILY DWELLING

A residential structure containing one dwelling unit where the structure and surrounding premises are held in single ownership.

SINGLE OCCUPANCY FACILITY

A residential or nonresidential building or development containing one or more units where the units and surrounding premises are intended to be separately owned and which does not include any commonly owned interior or exterior areas.

STRUCTURE

That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

SUBSTANDARD DWELLING

Any dwelling which does not conform to the minimum standards established by State or local laws and ordinances.

TWO-FAMILY DWELLING

A residential structure containing two dwelling units having a single wall in common where the structure and surrounding premises are held in single ownership.

SUPPLIED

Paid for, furnished by, provide by or under the control of the owner, operator or agent thereof, of a building or portion thereof.

UNIT

One or more rooms intended for the use of a single occupant.

UNSAFE

As applied to a structure, a condition or combination of conditions which is dangerous or hazardous to persons or property.

UNSANITARY

As applied to a structure, conditions which are dangerous or hazardous to the health of persons.

USE

The purpose or activity for which the land or building is designated or intended, or for which it is occupied, utilized or maintained, and shall include the performance of such activity as defined by the performance standards of this chapter.

WATER CLOSET

A toilet, with a bowl and trap made in one piece, which is connected to the City water and sewer system or other approved water supply and sewer system.

§ 256-2 **Findings.**

It is hereby found and declared that impaired structures contain conditions that may be dangerous or result in property blight and deterioration and impairment of property values, which adversely affect the public health, safety, and general welfare of the citizens of the City. It is found that impaired structures exist within the City due to, but not limited to, faulty design or construction, failure to keep them in a proper state of repair, lack of adequate lighting or ventilation, inability to properly heat, improper management, and/or a combination of these factors. It is declared that the improvement of impaired structures and the prevention of existence of impaired structures in the future is in the best interest of the citizens of the City.

§ 256-3 **Purpose.**

The City Council recognizes that improperly maintained structures and premises and the unreasonable overcrowding of dwellings has an adverse affect on the public health, safety, morals, and general welfare of the citizens of this community and, further, that such conditions contribute to the unnecessary, excessive, and disproportionate expenditures of public funds for public health, public safety, crime prevention, fire protection, and other public services. In order to address those and other, similar concerns, the City Council finds that the following objectives are important in achieving the goal of maintaining a safe and healthy community:

(1)To protect the character and stability of all buildings and property within the City.

(2)To correct and prevent conditions that adversely affect or are likely to adversely affect the life, safety, general welfare, and health, including the physical, mental, and social well being of persons occupying buildings within the City.

(3)To provide minimum standards for heating, sanitation, ventilation, light, and maintenance necessary to the health and safety of occupants of buildings.

(4)To prevent, to the extent reasonably possible, the overcrowding of dwellings by providing minimum space standards per occupant for each dwelling unit.

(5)To provide minimum standards for the maintenance of existing buildings and thus prevent slums and blight.

(6)To preserve the value of land and buildings throughout the City.

The City Council further finds that the enactment of this Chapter is essential to the public interest and it is intended that this Chapter be liberally construed to effectuate its purposes as stated herein.

§ 256-4 **Scope.**

This Chapter applies to all residential and nonresidential structures and premises in the City, occupied or unoccupied, and constitutes the minimum standards for safe and sanitary occupancy and maintenance.

§256-5 **Construction and Application**

(1) This Chapter applies to all matters affecting or relating to the maintenance and occupancy of structures and premises in the City, provided, where the provisions of this Chapter conflict with other provisions of this Code, the most restrictive provisions govern. These provisions apply to all existing structures and premises unless otherwise specifically provided herein.

(2) Meaning of Certain Words. Whenever words such as "dwelling," "dwelling unit," "premises," "building," "facility," or "structure" are used in this Chapter, they are to be construed as though they were followed by the words "or any part thereof."

(3) Maintenance Requirement. Whenever this Chapter requires construction, reconstruction, modification, or repair to occur, it must be accomplished and maintained in accordance with all applicable building and occupancy codes.

(4) Responsibility for Performance. The owner of the property is responsible for performance under this code; provided, other jointly responsible parties include, but are not limited to:

(a) With respect to violations concerning the maintenance of common areas within a common interest facility, the association of that facility;

(b) With respect to violations concerning fixtures on the property, the owner or installer of those fixtures;

(c) With respect to violations concerning personal items on the property, the owner or any person in actual or legal control of those items;

(d) With respect to violations concerning specific areas or parts of the property under an occupant's or other person's exclusive control, that occupant or person.

(5) Violations a Misdemeanor. In addition to other civil penalties specified herein, a person who violates any provision of this Chapter is guilty of a misdemeanor. Each day of each violation constitutes a separate punishable offense.

Article II
Administration and Enforcement

§ 256-6 **Inspections.**

A. Administration and enforcement. The City Inspector or the City Inspector's designate agents shall administer and enforce the provisions of this chapter, and they are hereby authorized to cause

inspections on a scheduled basis or when reason exists to believe that a violation of this chapter has been or is being committed.

B. Authority. When a City Inspector determines a violation, the Inspector's written evaluation of deficiencies shall be considered prima facie evidence in any subsequent litigation of a violation under this chapter.

C. Inspection access. If any owner, occupant, or other person in charge of a dwelling, dwelling unit or manufactured home fails or refuses to permit free access and entry to the structure or premises under that person's control for an inspection pursuant to this chapter, the City Inspector may seek a court order authorizing such inspection.

§ 256-6 **Licensing of rental units.**

A. Required; period; renewal; enforcing against owner-occupant. To allow for the systematic enforcement of this chapter upon all dwellings, including rental dwellings, no person shall, after the enactment of this chapter, operate a rental dwelling without first having obtained a license to do so from the City, as provided in Chapter **253**, Rental Dwellings, of the Isanti City Code of Ordinances. Each such operating license shall be issued every two years and shall expire on December 31 of every other year. License renewals shall be filed at least 60 days prior to the license expiration date. If impairment should occur in an owner-occupied dwelling that threatens the health, safety, and welfare of the occupants or surrounding neighbors and property owners/renters, the City is empowered to enforce this chapter.

B. Posting of license. Every licensee of a rental dwelling shall cause to be conspicuously posted in the main entryway or other conspicuous location therein the current license for the respective dwelling unit.

§ 256-7 **Compliance and enforcement.; violations and penalties.**

A. Compliance order. Whenever the City Inspector determines that any rental dwelling or unit fails to meet the provisions of this chapter, or if any owner-occupied dwelling fails to meet provisions, the City may issue a compliance order setting forth the violations of the chapter and ordering the owner or agent to correct such violations. This compliance order shall:

(1) Be in writing;

(2) Describe the location and nature of violations of this chapter;

(3) Establish a reasonable time for the correction of such violations; and

(4) Be served upon the owner or agent. Such notice shall be deemed to be properly served upon such owner or agent, if a copy thereof is:

(a) Served upon such person;

(b) Sent by registered mail to the last known address; or

(c) Upon failure to effect notice through Subsection **A(4)(a)** or **(b)**, as set out in this section, posted at a conspicuous place in or about the dwelling which is affected by the notice.

B. Penalty for violation of chapter. Failure to meet the requirements of the compliance order is a violation of this chapter and a misdemeanor and is subject to all penalties provided for such violation under the provisions of this Code of ordinances.

C. Emergency cases. When a violation constitutes an imminent peril to life, health, or property, the City Inspector may require immediate compliance, and if necessary, take appropriate action to protect that life, health, or property.

D. Unfit for human habitation.

(1) Declaration. Any building, dwelling, dwelling unit, or rooming unit or manufactured home, which is damaged, decayed, dilapidated, unsanitary, unsafe, vermin- or rodent-infested, or which lacks provision for illumination, ventilation, or sanitary facilities to the extent that the defects create a hazard to the healthy, safety, or welfare of the occupants or of the public may be declared unfit for human habitation. Whenever and dwelling, dwelling unit, rooming unit or manufactured home has been declared unfit for human habitation, the City Inspector shall order same vacated within a reasonable time and shall post a placard on same indicating that it is unfit for human habitation, and any operating license previously issued for such dwelling shall be revoked.

(2) Vacated building. It shall be unlawful for a vacant building, dwelling, dwelling unit, rooming unit or manufactured home which has been declared unfit for human habitation to be used for human habitation until the defective conditions have been corrected and written approval has been issued by the City Inspector. It shall be unlawful for any person to deface or remove the declaration placard from any such dwelling, dwelling unit, rooming unit or manufactured home.

(3) Securing unfit and vacated dwellings and buildings. The owner of any building, dwelling, dwelling unit, rooming unit, or manufactured home which has been declared unfit for human habitation, or which is otherwise vacant for a period of 60 days or more, shall make same safe and secure so that it is not hazardous to the health, safety, and welfare of the public and does not constitute a public nuisance. Any vacant dwelling or building with open at doors, windows, garage doors, or hatchways if unguarded, shall be deemed to be a hazard to the health, safety, and welfare of the public and a public nuisance within the meaning of this chapter and under the provisions § **216-2**, Public nuisances affecting health, of the Code of the City of Isanti.

(4) Hazardous building declaration. If a building or dwelling has been declared unfit for human habitation and the owner has not remedied the defects within a prescribed reasonable time, the dwelling may be declared a hazardous building and treated consistent with the provisions of Minnesota statute.

E. Execution of compliance orders by public authority. Upon failure to comply with a compliance order within the time set and no appeal having been taken, the Council may, by resolution, cause the cited deficiency to be remedied as set forth in the compliance order. The cost of such remedy shall be placed against the subject property and may be levied and collected as a special assessment in the manner provided by Minnesota statute.

F. Right of appeal. When it is alleged by any person to whom a compliance order is directed that such compliance order is based upon erroneous interpretation of this chapter, such person may appeal the compliance order to the Council as a Board of Appeals. The filing of an appeal shall stay all proceedings, unless such a stay would cause imminent peril to life, health or property.

G. Liability of ownership transferee. Anyone securing an interest in the dwelling, dwelling unit, rooming unit, or manufactured home which has received a violation tag or compliance order shall be bound by same without further service of notice upon such person and shall be subject to all penalties and procedures prescribed by this chapter.

Article III
Minimum Standards

§ 256-9 **Basic requirements for maintenance of properties.**

A. Responsibility of owners. The owner of a dwelling shall be responsible for the maintenance of that structure and for the meeting the provisions of this chapter. Those responsibilities may not be abrogated by a private agreement.

B. Removal of basic equipment or facilities. No owner, operator, or occupant shall cause any facility or equipment which is required under this chapter to be removed from or shut off from any occupied building or dwelling unit, except for such temporary interruptions as may be necessary while actual repairs or alterations are in progress or during temporary emergencies.

(1) Foundations, Exterior Walls, Roofs. The foundation, exterior walls, and exterior roof must be substantially water tight and in sound condition and repair. The foundation must adequately support the building at all points. Every exterior wall must be free of deterioration, holes, breaks, loose or rotting boards or timbers, and any other condition that might admit rain or dampness to the interior portion of the walls or to the exterior spaces of the building. Exterior walls must be free of graffiti. All exterior wood surfaces must be protected from the elements by a protective covering or treatment. If 25 percent or more of the exterior surface is unprotected or the covering is blistered or peeling, the affected surface must be restored with a compatible protective covering or treatment. If the exterior surface of the pointing of any brick, block, or stone wall is loose or has fallen out, the surface must be repaired.

(2) Grading and Drainage. Except for wetland and approved ponds, every yard, court, walkway, driveway, and other portions of the premises on which a building stands must be graded and drained so as to be free of standing water. The water must not be drained onto adjacent properties except as provided in legally recorded easements or other documents.

(3) Windows, Doors, and Screens. Every window, exterior door, and other exterior opening must be substantially tight and in sound condition and repair. Every window, other than a fixed window or storm window, must be capable of being easily opened. Every window, door, and frame must be constructed and maintained in such relation to the adjacent wall construction as to exclude rain, wind, and pests from entering the building. Every openable window in a rental facility or unit must be supplied with screens of not less than 16 mesh per inch during the insect season. Every openable window in a residential rental unit must be equipped with an approved lock if located less than six feet above the adjacent grade.

(4) Landings at Doors. There must be a floor or a landing on each side of a door having a width not less than the width of the door or, in the case of a sliding door or atrium door, a width not less than six feet, and a length measured in the direction of travel of not less than 36 inches for residential facilities and 44 inches for nonresidential facilities. Landing surfaces more than 30 inches above the grade below must include a guardrail complying with the Minnesota State Building Code.

(5) Floors, Interior Walls, and Ceilings. Every floor, interior wall, and ceiling must be kept in sound condition and good repair. Every floor must be free of loose, warped, protruding, or rotting floor materials. Every interior wall and ceiling must be free of holes, cracks, and loose plaster and must be maintained in a tight, waterproof condition. Paints with a lasting toxic effect must not be used. The floor of every toilet room, bathroom, and kitchen must have a smooth, hard, nonabsorbent surface capable of being easily maintained in a clean and sanitary condition. Nothing herein prevents the use of carpeting in such rooms provided that the underlying floor complies with the requirements of this subsection.

(6) Heating. No person is allowed to occupy, or permit another person to occupy, any building or any part thereof that does not have heating facilities which are properly installed, which are maintained in safe and good working condition, and capable of safely and adequately heating all habitable rooms, bathrooms, and water closet compartments in every dwelling unit located therein to a temperature of at least 68 degrees Fahrenheit, at a distance of three feet above floor level and three feet from exterior walls from October through May. Gas or electric appliances designed primarily for cooking or water heating purposes are not heating facilities within the meaning of this subsection. Portable heating equipment employing flame and the use of liquid fuel does not meet the requirements of this subsection and is prohibited. No owner or occupant is allowed to install, operate, or use a space heater employing a flame that is not vented outside the structure in an approved manner.

(A) No fuel-burning heater shall be of a portable type.

(B) Every fuel-burning heather shall have a fire-resistant panel beneath it.

(C) Every fuel-burning heater shall be properly vented to a chimney or duct leading to outdoor space.

(D) Every heater located within three feet of a wall shall be equipped with insulation sufficient to prevent overheating of the wall during periods of maximum operation.

(E) Every heater smoke pipe shall be equipped with guards properly constructed of nonflammable material at the point where the pipe goes through a wall, ceiling, or partition.

(7) Fire Extinguisher. All rental units shall be equipped with a fire extinguisher with a minimum rating of 2A 10BC. The extinguisher shall be located within the individual dwelling unit or common hallway or corridor within 75 feet of the dwelling unit door.

(A) Fire extinguishers will be checked to ensure proper servicing at least every two years as a requirement of obtaining a rental license. A tag with the name of the servicing company and the service date shall be affixed to the extinguisher and shall remain affixed unit the next servicing.

(8) Carbon monoxide detectors. Carbon monoxide detectors shall be installed and maintained per MN State Statutes §299F.51.

(9) Electrical Service in Dwellings. Every dwelling unit and all public and common areas must be supplied with electric service, functioning over current protection devices, electric outlets, and electric fixtures which are properly installed, maintained in safe and good working condition in compliance with the edition of the National Electric Code in effect as of the date of construction or improvements thereto, and connected to a source of electric power in a manner prescribed by State and local laws, ordinances, rules, and regulations.

(10) Light and Ventilation. No person is allowed to occupy, or permit another person to occupy, any dwelling or dwelling unit which does not comply with the following:

(a) Habitable Room Light and Ventilation. Except where there is supplied some other device affording adequate ventilation and approved by the Compliance Official, every habitable room must have at least one window facing directly outdoors which can be opened easily. The minimum total of openable window area in every habitable room is the greater of 10 percent of the floor area of the room or 10 square feet. At least one half of the required window area must be openable.

(b) Non-habitable Room Ventilation. Every bathroom and water closet compartment and every laundry and utility room shall contain at least 50 percent of the ventilation required for habitable rooms contained in paragraph (a) above, except that no windows are required if such rooms are equipped with a ventilation system which is approved by the Compliance Official.

(c) Public Corridor and Stairway Light. Every public corridor and stairway in every common interest or rental facility must be adequately lighted by natural or electric light at all times at one foot-candle at floor level. Every public corridor and stairway in structures containing not more than two dwelling units must be supplied with conveniently located light switches controlling the adequate lighting system which may be turned on when needed, instead of full time lighting.

(11) Door Locks. No person is allowed to occupy, or permit another person to occupy, any dwelling or dwelling unit unless all exterior/exit doors of the dwelling or dwelling unit are equipped with safe, functioning locking devices. Residential common interest and rental facilities with common entrances must be furnished with door locks as follows:

(a) Every door that is designed to provide ingress or egress for a dwelling unit within a common interest or rental facility must be equipped with an approved lock that has a dead locking bolt that cannot be retracted by end pressure provided, such door must be openable from the inside without the use of a key or any special knowledge or effort.

(b) All multiunit rental structures with a central entrance lobby shall have a Fire Department lock box installed as one of the requirements for issuing a rental license.

(12) Kitchen. Every dwelling unit must have a room, or portion of a room, in which food may be prepared or cooked, which has an adequate circulation area, and is equipped with the following:

(a) A kitchen sink in good working condition and properly connected to an approved water supply system, which provides at all times an adequate amount of heated and unheated running water under pressure, and which is connected to an approved sewer system.

(b) Cabinets or shelves for the storage of eating, drinking, and cooking equipment and utensils, and for food that does not require refrigeration for safe keeping, and a counter or table for food preparation. Such cabinets or shelves and counter or table must be adequate for the permissible occupancy of the dwelling unit, and of sound construction furnished with surfaces that are easily cleanable and that will not impart any toxic or deleterious effect to food.

(c) A stove or similar device for cooking food and a refrigerator for the safe storage of food at or below 40 degrees Fahrenheit, which are properly installed with all necessary connections for safe, sanitary, and efficient operation.

(13) Toilet Facilities. Within every dwelling unit there must be a non-habitable room equipped with a flush water closet in good working condition.

(14) Lavatory Sink. Within every dwelling unit there must be a lavatory sink. Such lavatory sink may be in the same room as the flush water closet or, if located in another room, the lavatory sink must be located in close proximity to the door leading directly into the room in which the flush water closet is located.

(15) Bathtub or Shower. Within every dwelling unit there must be a non-habitable room equipped with a bathtub or shower in good working condition having an entrance door which affords privacy, unless the facilities are accessed only through a bedroom which does have such an entrance door.

(16) Bedrooms. All areas used for sleeping must be habitable rooms, and provided with an emergency escape/rescue window meeting the Minnesota State Fire Code.

(17) Stairways, Porches, and Balconies. Every stairway, inside or outside of a dwelling, and every porch, balcony, and deck must be kept in safe and structurally sound condition. Stairs, guardrails, and handrails must conform and comply with the edition of the to the Minnesota State Building Code in effect as of the date of construction or improvements thereto. Every porch, balcony, and deck 30 inches or more above grade must have a guardrail that conforms to the edition of the Minnesota State Building Code in effect as of the date of construction or improvements thereto. Except in a single occupancy residential facility, stairways having two or more risers must be provided with handrails on both sides.

(18) Access. Access to or egress from each dwelling unit may not pass through any other dwelling unit.

(19) Exterior Lighting. Exterior parking areas and walkways must be illuminated a minimum of one foot-candle at grade level. This provision does not apply to areas accessory to single-family and two-family dwellings.

(20) Yards. Every yard on improved property must provide lawn or combined ground cover of vegetation, garden, hedges, shrubbery, and related ground cover meeting Section 15 of the Zoning Code.

(21) Discontinuance of Service or Facilities. No owner, association, operator, or occupant may allow any service, facility, equipment, or utility required under this Code to be removed from or shut off from or discontinued for any occupied building or portion thereof, except for such temporary interruptions as may be necessary while actual repairs or alterations are in process, or during temporary emergencies, or in accordance with State and local laws and ordinances.

(22) Site Plans and Building Permits. All buildings, structures, and premises subject to the provisions of this Section must comply with the provisions and conditions of any approved site plan and building permit.

§256-10 Pests.

(1) Harborage. All structures and exterior property must be free from rodent harborage and infestation. Boxes, lumber, scrap metal, and similar materials that can provide shelter to pests may not be allowed to accumulate either in or outside a structure in a manner that attracts pests. Materials permitted and approved for exterior storage must be neatly stacked.

(2) Food Source. Any materials that may serve as a food source for pests, whether within a structure or on the premises, must be appropriately stored so as not to attract pests.

(3) Structures. All openings with a diameter of one-half inch or more in the exterior surfaces of a structure must be sealed.

§256-11 Garbage, Rubbish, and Recyclable Materials.

(1) Storage and Disposal. Garbage, rubbish, and recyclable materials must be stored and disposed of in a clean, sanitary, and safe manner.

§256-12 Maintenance Requirements.

(1) Screens and Storm Windows. For residential rental facilities, screens and storm windows as required by law must be installed in season.

(2) Sanitary Fixtures. Fixtures within the building must be maintained in a clean and sanitary condition.

(3) Accessory Structures. Accessory structures or buildings must be structurally sound, and be maintained in good repair and appearance. The exterior of such structures must be made weather resistant through the use of decay resistant materials such as paint or other preservatives. Paint must be maintained.

(4) Safe Building. Every foundation, roof, floor, exterior and interior wall, ceiling, inside and outside stairs, porch and balcony, and every appurtenance thereto, must be safe to use and capable of supporting loads required by the occupancy.

(5) Facilities to Function. Every supplied facility, fixture, piece of equipment, or utility required under this Code and every chimney and flue must be installed, maintained, and must function effectively in a safe, sound, and working condition.

§256-13 Minimum Requirements for Dwellings and Dwelling Units.

No person is allowed to occupy, or permit another person to occupy, any dwelling or dwelling unit for the purpose of living therein that does not comply with the following:

(1) Permissible Occupancy of Rental Dwelling Unit. Except for families as defined in this ordinance the number of occupants of a rental dwelling unit must not exceed two times the number of bedrooms in the dwelling unit.

(2) One Family Per Dwelling Unit. No more than one family is allowed to occupy a dwelling unit for the purpose of living therein.

256-14 Securing and Monitoring of Premises and Buildings.

(1) The Chief Building Official, the Fire Chief, the Chief of Police, and their designees, are authorized to order the immediate evacuation of a building or premises that poses an immediate threat to health and safety. Once evacuated, unsecured buildings or premises posing an immediate danger of sustaining property damage or threat to health and safety may be ordered immediately secured and placarded. Unauthorized entry onto placarded premises or into a placarded building, or the removal or defacing of a placard, is a misdemeanor. In all other cases, a vacant building that remains unsecured for a period of 48 hours or more is deemed a public nuisance and must be secured. City officials or their designees are authorized to enter private property and use reasonable force to enforce this clause.

(2) Manner of Securing Buildings. Boarding must be done with sound materials securely fastened to the building and painted with a color consistent with the adjacent surfaces, except that openings on walls facing street frontages must be covered with clear acrylic plastic sheets only. Nonresidential building exterior signage on the vacant portions must be removed, except signage used for sale or lease of the building as allowed by Section 16 of the Zoning Code.

(3) The premises of a vacant building must be maintained in an appropriate manner including, but not limited to, mowing of yard areas; removal of weeds from parking areas, drives, medians, and landscaping; collection and removal of debris; and watering and maintaining landscaping and yard.

Section 3 -Effective Date

This ordinance shall take effect upon its passage and publication in the official City newspaper.

Adopted by the City Council this _____day of _____2021.

_____

Mayor Jeff Johnson

_____

Jaden Strand, City Clerk

Posted on: 6/30/2021
Adopted on:
Published on:
Effective Date:

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 693, ADOPTED ON AUGUST 8, 2018 AND TITLED RIGHT-OF-WAY MANAGEMENT

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Repealer. Ordinance 693, titled Right-Of-Way, codified in Chapter 257 of the City Code, are hereby repealed in their entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 257 is hereby adopted:

Chapter 257

RIGHT-OF-WAY MANAGEMENT

§257-1. Findings, purpose and intent.
§257-2. Election to manage public rights-of-way.
§257-3. Definitions.
§257-4. Administration.
§257-5. Permit requirement. ~~Registration and right-of-way occupancy~~.
§257-6. ~~Registration information~~Permit applications.
§257-7. ~~Reporting obligations~~Small cell wireless permit applications.
§257-8. ~~Permit requirement~~Action on small cell wireless permit applications.
~~§257-9. Permit applications.~~
§257-9~~10~~. Issuance of permit; conditions.
§257-10~~1~~. ~~Action on small wireless facility permit application~~Small cell facility agreement.
§257-11~~2~~. Right-of-way work & small cell wireless permit fees.
§257-12~~3~~. Right-of-way patching and restoration.
§257-13~~4~~. Joint applications.
§257-14~~5~~. Supplementary applications.
§257-15~~6~~. Other obligations
§257-16~~7~~. Denial or revocation of permit.
§257-17~~8~~. Installation requirements.
§257-18~~9~~. Inspection
§257-19~~20~~. Work done without permit.
§257-20~~1~~. Supplementary notification.
§257-21~~2~~. Revocation of permits.
§257-22~~3~~. Mapping data.
§257-23~~4~~. Location and relocation of facilities.
§257-24~~5~~. Pre-excavation facilities location.
§257-25. Small cell location requirements.
§257-26. Aesthetic requirements for small cell wireless facilities
§257-27~~6~~. Damage to other facilities.
§257-28~~7~~. Right-of-way vacation.
§257-29~~8~~. Indemnification and liability.
§257-30~~29~~. Abandoned and unusable facilities.
§257-31~~30~~. Appeal.

§257-321. Reservation of regulatory and police powers.

§257-332. Severability.

§ 257-1
Findings, purpose, and intent.

A. 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.

B. ~~Accordingly, t~~The City of Isanti hereby enacts this ~~new~~ chapter of this code relating to right-of-way and small cell wireless 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 constructing, 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.

C. This chapter shall be interpreted consistently with 1997 Session Laws, Chapter 123, substantially codified in Minn. Stat. §§ 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.

§ 257-2
Election to manage 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 Minn. Stat. § 237.163 Subdivision 2(b), to manage rights-of-way within its jurisdiction.

§ 257-3
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 or requesting permission to collocate a small cell wireless facility.

CITY
The City of Isanti, Minnesota. For purposes of § 257-29, "City" also means the City's elected officials, officers, employees, and agents.

COL-LOCATE OR COL-LOCATION
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 Minn. Stat. § 216D.04, Subdivision 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:

- **A.** Individual project bond;
- **B.** Cash deposit;
- **C.** Security of a form listed or approved under Minn. Stat. § 15.73, Subdivision 3;
- **D.** Letter of credit, in a form acceptable to the City;
- **E.** Self-insurance, in a form acceptable to the City;
- **F.** 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.

DELAY PENALTY
The penalty imposed as a result of unreasonable delays in right-of-way excavation, obstruction, patching, or restoration as established by permit.

DEPARTMENT
The Public Works or Engineering Department of the City of Isanti.

~~**DIRECTOR**~~
~~The City Administrator, or her or his designee.~~

EMERGENCY
A condition that:

A. Poses a danger to life or health, or of a significant loss of property; or

B. 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 § 257.13.~~

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 an applicant or permittee ~~registrant~~ to accept service and to make decisions for that ~~registrant~~ applicant or permittee 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; Minn. Stat. § 237.162 or 237.163; or any ordinance enacted under those sections, or the City fees and costs related to appeals taken pursuant to § 257-31 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 § 257-13.~~

PATCH or PATCHING
A method of pavement replacement that is temporary in nature. A patch consists of the compaction of the subbase and aggregate base, and 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. Stat § 237.162.~~The permit which, pursuant to this chapter, must be obtained before a person may excavate or obstruct in a right-of-way or collocate a small cell wireless facility. An permit allows the permittee to work in that part of the right-of-way and do such work described and approved in such permit.

PERMIT FEE
Money paid to the City by an applicant to cover the costs as provided in § 257-11.

PERMITTEE
Any person to whom a permit to excavate, ~~or~~ obstruct or collocatein the ~~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.

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.

~~**REGISTRANT**~~
~~Any person who:~~
- ~~**A.** Has or seeks to have its equipment or facilities located in any right-of-way; or~~
- ~~**B.** 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.~~

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.

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.

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
- **A.** A telecommunications right-of-way user as defined by Minn. Stat., § 237.162, Subdivision 4; or
- **B.** 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 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.

SERVICE or UTILITY SERVICE
Includes:

A. Those services provided by a public utility as defined in Minn. Stat. § 216B.02, Subdivision 4 and 6;

B. Services of a telecommunications right-of-way user, including transporting of voice or data information;

C. Services of a cable communications systems as defined in Minn. Stat. Chapter 238;

D. Natural gas or electric energy or telecommunications services provided by the City;

E. Services provided by a cooperative electric association organized under Minn. Stat. Chapter 308A; and

F. Water and sewer, including service laterals, steam, cooling, or heating services.

SMALL WIRELESS FACILITY
A wireless facility that meets both of the following qualifications:

A. Each antenna is located inside an enclosure of no more than six cubic feet in volume or could fit within such an enclosure; and

B. All other wireless equipment associated with the small wireless facility excluding ~~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, is in aggregate no more than 28 cubic feet in volume.

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.

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 Minn. Stat. Chapter 238 and telecommunication activities related to providing natural gas or electric energy services, a public utility as defined in Minn. Stat. § 216B.02, a municipality, a municipal gas or power agency organized under Minn. Stat. Chapter 453 and 453A, or a cooperative electric association organized under Minn. Stat. Chapter 308A are not

telecommunications right-of-way users for purposes of this chapter except to the extent such entity is offering wireless service.

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.

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. Also referred to as a pole.

§ 257-4
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, small cell wireless permits and the ordinances related thereto. The City Administrator or her/his designee may delegate any or all of the duties hereunder.

~~**§ 257-5**~~
~~**Registration and right-of-way occupancy.**~~
~~**A.** 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.

B. 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.

C. 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 Minn. Stat. Chapter 216D, Gopher One Call Law.

§ 257-6
Registration information.

A. Information required. The information provided to the City at the time of registration shall include, but not be limited to:

(1) Each registrant's name, Gopher One-Call registration certificate number, address and email address, if applicable, and telephone and facsimile numbers.

(2) 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.

(3) Certificate of insurance.

a) 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 use and occupancy of the right-of-way by the registrant, its officers, agents, employees, and permittees, and 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 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.

b) The City may require a copy of the actual insurance policies.

c) If the person is a corporation, a copy of the certificate is required to be filed under Minn. Stat. § 300.06 as recorded and certified to by the secretary of state.

d) 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.

B. 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 15 days following the date on which the registrant has knowledge of any change.

§ 257-7
Reporting obligations.

A. Operations.

(1) 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").

(2) The term "project" in this section shall include both next-year projects and five-year projects.

(3) 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.

~~(4) 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.~~

~~**B.** 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.~~

§ 257-~~5~~58
Permit requirement.

A. ~~Right-of-way work p~~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 or small cell wireless permit from the City to do so.

~~A.~~**B.** Right-of-way work permits cover the following activities:

(1) 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.

(2) 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.

~~(3) Small wireless facility. A right-of-way permit is required by a registrant to erect or install a wireless support structure, to co-locate 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.~~

C. Small cell wireless/pole attachment permits cover the following activity:

(1) A Small cell wireless/pole attachment permit is required by a registrant to erect or install a wireless support structure, to co-locate 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.

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~~B.~~**D.** Permit extensions. No person may excavate or obstruct the right-of-way beyond the date or dates specified in the permit unless such person makes a supplementary application for another right-of-way permit before the expiration of the initial permit, and a new permit or permit extension is granted.

~~C.~~E. Delay penalty. In accordance with Minnesota Rules 7819.1000, Subpart 3, and notwithstanding Subsection B 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.

~~D.~~F. 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.

§ 257-~~6~~9
Right-of-Way 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.~~A. 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.~~B. 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.~~C. Payment of disputed amounts due to the City by posting security or depositing in an escrow account. Escrow amount determined in the City Fee Schedule. ~~an amount equal to at least 110% of the amount owing~~.

~~E.~~D. 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.

§ 257-7 Small Cell Wireless Permit Applications.
Prior to placing, installing, modifying, relocating or removing a small wireless facility or wireless support structure in the ROW, or to collocating a wireless facility on an existing wireless support structure in the ROW, the operator shall apply for and receive a permit from the City. The City may require additional information as reasonably necessary to

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evaluate the application and the impact of the proposed installation(s) on the public health, safety and welfare or on use or management of the ROW.

A. Proof of agent designation (if applicable). If the applicant is serving as an agent of a small wireless operator, the applicant must provide written documentation of the agent designation signed by the operator.

B. Map. The applicant must include an aerial map showing the location of the proposed or existing support structure to which the small wireless facility is proposed to be attached, or from which a small wireless facility is proposed to be removed.

C. Photo simulations. For all applications to locate small wireless facilities in the ROW, the applicant shall provide photo simulations from at least two reasonable line-of-site locations near the proposed project site. The photo simulations must be taken from the viewpoints of the greatest pedestrian or vehicular traffic.

D. Consolidated applications. An applicant seeking to construct, modify, collocate or replace more than one small wireless facility or more than one wireless support structure within the City may file a consolidated application for multiple small wireless facility requests or wireless support structure requests; provided the requests grouped on a consolidated application only address substantially the same type of small wireless facilities or substantially the same type of wireless support structures. (Note: The City may treat each request individually during application review and processing and when issuing a determination or applying these guidelines.)

E. Site and other plans and structural calculations. The applicant must include fully dimensioned site plans, elevation drawings and structural calculations that depict any known existing wireless facilities with all existing transmission equipment and other improvements, the proposed facility with all proposed transmission equipment and other improvements, and the legal boundaries of the existing right-of-way and any associated access and utility easements. Fully dimensioned site plans shall indicate the spacing from existing curb, driveways, sidewalks, light poles and any other poles or appurtenances.

F. Full description of number and dimensions of facilities and/or structures to be installed. The applicant must include a full description of the number and dimensions of all small wireless facilities proposed to be installed and the wireless support structure, either new or existing, to be utilized for each small wireless facility. For all equipment proposed to be installed, the applicant must include: (1) the manufacturer's name and model number; (2) physical dimensions, including without limitation, height, width, depth and weight with mounts and other necessary hardware; and (3) the ambient noise level generated from the equipment, if any.

G. Owner's authorization. For any application to attach a small wireless facility to a wireless support structure that is not owned by the City, the applicant must submit evidence sufficient to show that either: (1) applicant owns the proposed support structure; or (2) applicant has obtained the owner's written authorization to file the application.

§ 257-8 Action on small cell wireless permit applications.

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A. 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.

B. Consolidated applications.

(1) An applicant may file a consolidated small wireless facility permit application addressing the proposed co-location 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.

(2) 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.

C. Tolling of deadline. The ninety-day deadline for action on a small wireless facility permit application may be tolled if:

(1) 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.

(2) 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 10 days to notify the applicant, in writing, of any still-missing information.

(3) The City and a small wireless facility applicant agree, in writing, to toll the review period.

§ 257-~~910~~

Issuance of permit; conditions.

A. Permit issuance. If the applicant has satisfied the requirements of this chapter, the City shall issue a permit.

B. 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. Stat. §§ 216D.01 to 216D.09 (Gopher One Call Excavation Notice System) and Minnesota Rules Chapter 7560.

C. Small wireless facility conditions. In addition to Subsection B, the erection or installation of a wireless support structure, the co-location 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:

(1) A small wireless facility shall only be co-located on the particular wireless support structure, under those attachment specifications, and at the height indicated in the applicable permit application.

(2) 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.

(3) No wireless facility may extend more than 10 feet above its wireless support structure.

(4) 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.

(5) Where an applicant proposes co-location 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.

(6) 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.

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D. Limitations. While the City fully intends to apply the guidelines established in Chapter 257 uniformly to all small wireless facility applications, there may be circumstances where not every specific guideline may be met. In this case, City staff will use its reasonable discretion in approving small wireless facilities permit applications that deviate from the strict application of this Chapter.

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~~**D.**~~ **§ 257-10. Small wireless facility agreement.**

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A. A small cell wireless facility shall only be co-located 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 co-location

agreement with the City. ~~The City shall collect rental, maintenance and electrical service fees as per the City Fee Resolution.~~

B. The standard co~~l~~-location agreement shall be in addition to, and not in lieu of, the required small cell wireless ~~facility~~ permit; provided, however, that the applicant shall not be additionally required to obtain a license or franchise in order to co-locate. Issuance of a small cell wireless ~~facility~~ permit does not supersede, alter or affect any then-existing agreement between the City and applicant.

~~**§ 257-11**~~

~~**Action on small wireless facility permit applications.**~~

~~**A.** 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.~~

~~**B.** Consolidated applications.~~

~~(1) An applicant may file a consolidated small wireless facility permit application addressing the proposed co-location 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.~~

~~(2) 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.~~

~~**C.** Tolling of deadline. The ninety-day deadline for action on a small wireless facility permit application may be tolled if:~~

~~(1) 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.~~

~~(2) 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 10 days to notify the applicant, in writing, of any still-missing information.~~

~~(3) The City and a small wireless facility applicant agree, in writing, to toll the review period.~~

§ 257-1~~1~~2~~

Right-of-way work and small cell wireless permit fees.

A. 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.

B. 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).

~~**B.**~~**C.** Street Cutting. The City shall impose fees for street cutting and an escrow in addition to the right-of-way work permit per the City Fee Schedule.

~~**C.**~~**D.** Small wireless facility. The City shall impose a ~~right-of-way work~~small cell wireless permit fee for a small wireless facility in an amount sufficient to recover:

(1) Management costs; and

(2) City engineering, make-ready, and construction costs associated with co-location of small wireless facilities.

~~(2)~~(3) Engineering fees are calculated on actual engineering staff time. Additional time necessary to review based upon complexity of application may be billed to the applicant.

~~**D.**~~**E.** 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 30 days of billing.

~~**E.**~~**F.** Nonrefundable. Permit fees that were paid for a permit that the City has revoked for a breach as stated in § 257-2~~3~~1 are not refundable.

~~**F.**~~**G.** 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.

§ 257-12~~3~~

Right-of-way patching and restoration.

A. 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 § 257-16~~7~~.

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B. Patch and restoration. The 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.

(1) City restoration. If the City restores the right-of-way, permittee shall pay the costs thereof within 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 30 days of billing, all costs associated with correcting the defective work.

(2) 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 Rules 7819.3000.

C. 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.

D. 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 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 § 257-1~~7~~6.

E. 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 30 days of billing, the cost of restoring the right-of-way. If the permittee fails to pay as required, the City may exercise its rights under the construction performance bond.

§ 257-134
Joint applications.

A. Joint application. ~~Registrants~~ Applicants may jointly apply for permits to excavate or obstruct the right-of-way at the same place and time.

B. Shared fees. Applicants ~~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, Applicants ~~registrants~~ must agree among themselves as to the portion each will pay and indicate the same on their applications.

C. With City projects. Applicants ~~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.

§ 257-145
Supplementary applications.

A. Limitation on area. A right-of-way or small cell wireless 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, make application for a permit extension and pay any additional fees required thereby, and be granted a new permit or permit extension.

B. Limitation on dates. A right-of-way or small cell wireless 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.

§ 257-156
Other obligations.

A. Compliance with other laws. Obtaining a right-of-way or small cell wireless permit does not relieve the 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 Minn. Stat. §§ 216D.01 to 216D.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.

B. 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.

C. 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.

D. 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 Minn. Stat. 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.

§ 257-167
Denial or revocation of permit.

A. 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.

B. 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.

§ 257-178
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 Minn. Stat. §§ 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 § 257-23B of this chapter.

§ 257-189
Inspection.

A. 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 if requested by the City.

B. Site inspection. The 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 if requested by the City.

C. Authority of ~~Director~~City.

(1) At the time of inspection, the ~~Director~~ City Administrator or Designee may order the immediate cessation of any work which poses a serious threat to the life, health, safety, or well-being of the public.

(2) The City Administrator or Designee ~~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 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 City Administrator or Designee ~~Director~~ may revoke the permit pursuant to § 257-213.

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§ 257-1920
Work done without permit.

A. Emergency situations.

(1) Each ~~registrant~~ applicant shall immediately notify the City Administrator or Designee ~~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 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.

(2) If the City becomes aware of an emergency regarding a ~~registrant's~~ applicant's facilities, the City will attempt to contact the local representative of each ~~registrant~~ applicant 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~~ applicant whose facilities occasioned the emergency.

B. Nonemergency 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 additional fees ~~double the normal fee for said permit, pay double all the other fees~~ required by the City determined in the City ~~Code~~Fee Schedule, Chapter 160, 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.

§ 257-201
Supplementary notification.

If the obstruction or excavation of the right-of-way begins later or ends sooner than the date given on the permit, the permittee shall notify the City of the accurate information as soon as this information is known.

§ 257-212
Revocation of permits.

A. 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 the permittee shall include, but shall not be limited to, the following:

(1) The violation of any material provision of the right-of-way permit.

(2) 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.

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(3) Any material misrepresentation of fact in the application for a right-of-way permit.

(4) 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.

(5) The failure to correct, in a timely manner, work that does not conform to a condition indicated on an order issued pursuant to § 257-1920.

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B. 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.

C. Response to notice of breach. Within 24 hours of receiving notification of the breach, the permittee shall provide the City with a plan, acceptable to the City, that will cure the breach. The permittee's failure to so contact the City, or the permittee's failure to timely submit an acceptable plan, or the permittee's failure to reasonably implement the approved plan shall be cause for immediate revocation of the permit. Further, the permittee's failure to so contact the City, or the permittee's failure to submit an acceptable plan, or the permittee's failure to reasonably implement the approved plan shall automatically place the permittee on probation for one full year.

D. 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.

E. Automatic revocation. If a permittee, while on probation, commits a breach as outlined above, the permittee's permit will automatically be revoked and the permittee will not be allowed further permits for one full year, except for emergency repairs.

F. 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.

§ 257-2223
Mapping data.

A. 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 90 days f~~Following completion of any work pursuant to a permit, the permittee shall provide the City Administrator or Designee ~~Director~~ accurate maps and drawings certifying the "as-built" location of all equipment installed, owned, and maintained by the permittee upon request. 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 City Administrator or Designee~~Director~~. Failure to provide maps and drawings pursuant to this subsection ~~shall~~ may be grounds for ~~revoking the permit holder's registration~~denying future permit applications.

B. Service laterals. All permits issued for the installation or repair of service laterals, other than minor repairs as defined in Minnesota 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 City Administrator or Designee ~~Director~~ reasonably requires it. Permittees or their subcontractors shall submit to the City Administrator or Designee ~~Director~~ evidence satisfactory to the City Administrator or Designee ~~Director~~ of the installed service lateral locations. Compliance with this subsection and with applicable Gopher State One Call law and Minnesota Rules governing service laterals installed after December 31, 2005, shall be a condition of any City approval necessary for:

(1) Payments to contractors working on a public improvement project, including those under Minn. Stat. Chapter 429; and

(2) City approval under development agreements or other subdivision or site plan approval under Minn. Stat. Chapter 462. The City Administrator or Designee ~~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 the denial of future permits to the offending permittee or its subcontractors.

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§ 257-234

Right-of-way Location and relocation of facilities.

A. Placement, location, and relocation of facilities must comply with the Act, with other applicable law, and with Minnesota Rules 7819.3100, 7819.5000, and 7819.5100, to the extent the rules do not limit authority otherwise available to the City.

B. Corridors.

(1) 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.

(2) Any ~~registrant~~ permittee 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~~permittee.

~~C. 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.~~

~~D.~~C. 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.

§ 257-24~~5~~
Pre-excavation facilities location.
In addition to complying with the requirements of Minn. Stat. §§ 216D.01 to 216D.09 ("One Call Excavation Notice System"), before the start date of any right-of-way excavation, each ~~registrant~~ permittee who has facilities or equipment in the area to be excavated shall mark the horizontal and vertical placement of all said facilities. Any ~~registrant~~ permittee whose facilities are less than 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.

§ 257-25 Small cell location requirements

A. Most preferable locations.

The following are the most preferred areas for new small wireless facilities in the order of preference (1 being most preferable):

(1) *Industrial Districts* if not adjacent to a park, residential district or historic district.
(2) *Highway Rights of Way* areas if not adjacent to a park, or residential district.
(3) *Commercial Districts* if not adjacent to a park, or residential district.

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B. Collocation preference. It is the City's strong preference that whenever an applicant proposes to place a new small wireless facility that the applicant collocate the same on existing wireless support structures.

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C. Least preferable locations. The following are the least preferred areas for new small wireless facilities in the order of preference (2 being least preferable).

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(1) Residential Districts
(2) Parks

D. Consideration of alternate locations. The City reserves the right to propose an alternate location for a small wireless facility and/or wireless support structure to the location proposed in the application within one hundred feet of the proposed location or within a distance that is equivalent to the width of the ROW in or on which the small wireless facility and/or wireless support structure is proposed, whichever is greater, which the operator shall use if it has the right to use the alternate location on reasonable terms and conditions and the alternate location does not impose technical limits or additional costs.

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E. Guidelines on placement. The City desires to promote cleanly organized and streamlined facilities using the smallest and least intrusive means available to provide wireless services to the community. Generally, a small wireless facility and/or wireless support structure shall match and be consistent with the materials and finish of the wireless support structure, adjacent City poles, and of the surrounding area adjacent to their location. In the absence of adjacent City poles, the wireless support structure shall match the materials and finish of the adjacent utility poles.

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The following additional guidelines on placement shall apply:

(1) Small wireless facilities and wireless support structures shall be located no closer than 150 feet away, radially, from another small wireless facility and wireless support structure.

(2) A combination wireless support structure and streetlight pole should only be located where an existing pole (usually Connexus Energy or East Central Energy) can be removed and replaced, or at a new location where it has been identified that a streetlight is necessary.

(3) Small wireless facilities and wireless support structures shall be located in a manner that does not impede, obstruct, or hinder usual public pedestrian or vehicular travel or public safety on a ROW.

(4) Small wireless facilities and wireless support structures shall be

located in a manner that does not obstruct the legal use of a ROW by a utility provider.

(5) Small wireless facilities and wireless support structures shall be located in a manner that does not violate the federal Americans with Disabilities Act.

(6) Small wireless facilities and wireless support structures shall be located in a manner that does not negatively impact the structural integrity of the associated wireless support structure.

(7) Small wireless facilities and wireless support structures shall be located in alignment with existing trees to the extent there are Blvd trees to be in alignment with, utility poles, and streetlights.

(8) Small wireless facilities and wireless support structures shall be located equal distance between trees when possible, with a minimum of 15 feet separation such that no proposed disturbance shall occur within the critical root zone of any tree.

(9) Small wireless facilities and wireless support structures shall be located with applicable clearance from existing utilities.

(10) Small wireless facilities and wireless support structures shall be located so as not to be located along the frontage of any building deemed to be of historic significance on a federal, state, or local level.

(11) Small wireless facilities and wireless support structures shall not be located within vision triangles at street intersections.

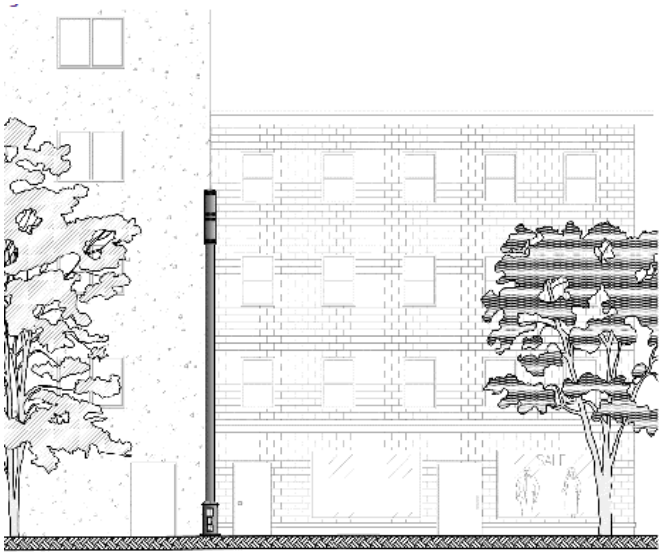
(12) New wireless poles shall not be located directly in front of any existing residential, commercial or industrial structure. (Figure 1)

(13) To the greatest extent possible, new wireless poles shall be located in line with existing lot lines or an equidistance from any two existing structures. In areas of the City where multiple poles abut each other and/or where no side lot setback requirements exist, new wireless poles shall not be located directly in front of an entrance or window of any existing structure. (Figure 2)

Figure 1 – Example of Acceptable Location Between Residential Homes:



Figure 2 – Example of Acceptable Location Between Commercial Buildings:



F. **Limitations.** While the City fully intends to apply the guidelines established in this policy uniformly to all small wireless facility applications, there may be circumstances where not every specific guideline may be met. In these case, City staff will use its reasonable discretion in approving small wireless facilities permit applications that deviate from the strict application of this policy.

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§ 257-26 Aesthetic requirements for small cell wireless facilities

A. Antennas

(1) Each small wireless antenna shall be located entirely within a shroud or canister type enclosure.

(2) The diameter of the antenna enclosure at its widest point should not be wider than two times the diameter of the top of the wireless support structure. The enclosure shall not exceed six cubic feet in volume.

(3) All antenna enclosures shall either be mounted to the top of the wireless support structure pole and aligned with the centerline of the wireless support structure, or mounted to the side of the wireless support structure such that the vertical centerline of the antenna enclosure shall be parallel with the wireless support structure with the height of the side mounted antenna being at a location on the wireless support structure noted in the application and approved by the City, but at least 10 feet above ground level at its lowest point. Antennas must not exceed the building height requirements in their respective zoning district by more than ten 10' feet, with a maximum height of 50' feet.

(4) Tree "topping" or the improper pruning of trees is prohibited. Any proposed pruning or removal of trees, shrubs or other landscaping already existing in the ROW must be noted in the application and must be approved by the City.

B. Cables and wires. All cables, wires and connectors related to the small wireless facility must be fully concealed on the wireless support structure and shall match the color of the wireless support structure. There shall be no external cables and wires related to the small wireless facility hanging off or otherwise exposed on the wireless support structure.

C. Colors. All colors shall match the background of any wireless support structure that the facilities are located upon, including equipment cabinets. Notwithstanding the foregoing, in the case of existing wood utility poles, finishes of conduit shall be zinc, aluminum or stainless steel, or colored to match those metal finishes, and equipment cabinets shall be the color of brushed aluminum.

D. Equipment enclosures/ concealment/ maintenance.

(1) Equipment enclosures, including electric meters, shall be as small as possible, but in no event larger than 28 cubic feet in volume. Ground-mounted equipment shall incorporate concealment elements into the proposed design matching color and materials of the wireless support structure, unless other materials or colors are approved by the City. Concealment may include, but shall not be limited to, landscaping, strategic

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placement in less obtrusive locations and placement within existing or replacement street furniture.

(2) Radio equipment shall be fully enclosed within an equipment cabinet or concealed within the antenna shroud enclosure matching the color and materials of the wireless support structure, unless other materials or colors are approved by the City.

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(3) Landscaping concealing equipment enclosures shall be planted in such quantity and size such that 100% screening is achieved within two years of installation.

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(4) All equipment enclosures shall be maintained in good condition. They shall be completely sealed with a secured access. The small cell company and/or right-of-way user must take reasonable care and measures to prevent damage to their facilities. Open, broken or unsealed enclosures shall be considered a public nuisance under City Code Chapter 216.

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E. Signage/ logos/ lights/ decals/ cooling fans.

(1) Signage. The small wireless facility permittee shall post its name, location identifying information, and emergency telephone number in an area on the cabinet of the small wireless facility that is visible to the public. Signage required under this section shall not exceed 4 inches by 6 inches, unless otherwise required by law (e.g. radio-frequency (RF) ground notification signs) or the City. If no cabinet exists, the signage shall be placed at the base of the pole.

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(2) Lights. New small wireless facilities and wireless support structures shall not be illuminated, except in accord with state or federal regulations, or unless illumination is integral to the camouflaging strategy such as design intended to look like a street light pole.

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(3) Logos/ Decals. The small wireless facility operator/permittee shall remove or paint over unnecessary equipment manufacturer decals. The color shall match or shall be as approved by the City. Small wireless facilities and wireless support structures shall not include advertisements and may only display information required by a federal, state or local agency. The small wireless facility operator/permittee shall utilize the smallest and lowest visibility RF warning sticker required by government or electric utility regulations. Placement of the RF sticker shall be as close to the antenna as possible.

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(4) Cooling Fans. In residential areas, the small wireless facility

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operator/permittee shall use a passive cooling system. In the event that a fan is needed, the small wireless facility operator/permittee shall use a cooling fan with a low noise profile.

§ 257-2~~6~~
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~~ permittees 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~~ permittee and must be paid within 30 days from the date of billing. Each ~~registrant~~ permittee shall be responsible for the cost of repairing any facilities in the right-of-way which it or its facilities damage. Each ~~registrant~~ permittee shall be responsible for the cost of repairing any damage to the facilities of another ~~registrant~~ permittee caused during the City's response to an emergency occasioned by that ~~registrant's~~ permittee's facilities.

§ 257-2~~8~~7
Right-of-way vacation.
Reservation of right. If the City vacates a right-of-way that contains the facilities of a ~~registrant~~permittee, the ~~registrant's~~ permittee's rights in the vacated right-of-way are governed by Minnesota Rules 7819.3200.

§ 257-2~~9~~8
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.

§ 257-30~~29~~
Abandoned and unusable facilities.

A. Discontinued operations. A ~~registrant~~ permittee 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~~ permittee's obligations for its facilities in the right-of-way under this chapter have been lawfully assumed by another ~~registrant~~permittee.

B. Removal. Any ~~registrant~~ permittee 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.

§ 257-3~~1~~0
Appeal.
An applicant or permittee ~~right-of-way user~~ that has been denied ~~registration; has been denied~~ a permit; has had a permit revoked; believes that the fees imposed are not in conformity with Minn. Stat. § 237.163, Subdivision 6; or disputes a determination of the Director regarding § 257-24B of this chapter 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.

§ 257-321
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.

§ 257-332
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.

Section 3 – Effective Date.

This ordinance shall take effect upon its passage and publication in the official City newspaper.

Adopted by the City Council this _____ day of _____ 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posted on: 6/30/2021
Adopted on:
Published on:
Effective Date:

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE 727, ADOPTED ON 4-7-2020 AND TITLED FEES

The City Council of the City of Isanti, Minnesota ordains:

Section 1-Amendment. Ordinance 727, titled fees, codified in Chapter 160 of the City Code, are hereby amended as follows:

Chapter 160

FEES

§ 160-1. Purpose.
§ 160- 2. Enumeration of fees.
§ 160- 3. Other fees.
§ 160-4. Summary publication of chapter authorized.

§160-1. Purpose.

The City Council has determined that it is in the best interest of the residents of the City that a Fee Schedule is established that lists items that fees shall be charged for by the City of Isanti.

§160-2. Enumeration of fees.

A. Administration.

1. Administrative Citations – City Code Violations	
(a) Chapter 87-5.1, Animal Litter	$75.00
(b) Chapter 216, Nuisances	$200.00
(c) Chapter 230, Park and Recreation Areas	$200.00
(d) Chapter 227, Parking and Storage	$200.00
(e) Chapter 256, Residential Property Maintenance Standards	$200.00
(f) Chapter 284, Streets and Sidewalks	$200.00
(g) Chapter 295, Tobacco, et al	$75.00
(h) Chapter 325, Water	$200.00
(i) Ordinance #445, Zoning Ordinance	$200.00
(j) Ordinance #445, Section 16 Signs	$100.00
(k) Ordinance #670, Storm Water 1st Time	$200.00
(l) Ordinance #670, Storm Water 2nd Time	$400.00
(m) Ordinance # 670, Storm Water 3rd Time	$600.00
2. Administrative Hearing Filing Fee	$75.00
3. Adult Use Fee	$2,500.00

Fines and penalties will be removed from the Fee Schedule and included within Chapter 65 or applicable City Code Chapter.

4. Adult Use Investigation Fee	$300.00
5. Affidavit of Candidacy	$15.00
6. Copies – Standard Printed	$.25 per page
7. Copies – Large Format Printed	$5.00 per page $20.00 per plan set
8. Dog Bite	Actual cost
9. Dog Boarding (at Impound)	Per Contract
10. Dog Impound 1st Time	Per Contract
11. Dog Impound 2nd Time	Per Contract
12. Dog Impound 3rd Time	Per Contract
Additional Fee for Pick up (7pm-8am & Holidays)	Per Contract
13. Dog License (Replacement)	$5.00
14. Dog License (Spay/Neutered)	$10.00
15. Dog License (Intact)	$15.00
16. Dog License Late Fee	$5.00
17. Dog License Lifetime	$50.00
18. Economic Development Authority Per Diem	$25.00 per meeting
19. Euthanasia / Disposal	Actual cost
20. FAX - in	$.25 per page
21. FAX - out	$.25 per page
22. Gambling Permits – Application & Gambling Investigative Fee	$50.00
23. Kennel License (Commercial)	$100.00 per year
24. Kennel License (Residential)	$50.00 per year
25. Lawn Sprinkling 1st Violation	$20.00
26. Lawn Sprinkling 2nd Violation	$35.00
27. Lawn Sprinkling 3rd Violation	$50.00
28. Meeting Minutes – Copy on Flash Drive	$10.00
29. Mowing Abatement	Per mowing contract
30. Non-Compliance Fee	$25.00
31. Notary	$5.00 per document
32. Pawnbroker/Shop	$1,500.00
33. Pawnshop Investigation Fee	$1,500.00
Initial Application Only, does not apply to Renewal	
34. Pawnshop Transaction Fee	$1.30
35. Parks, Recreation and Culture Board Per Diem	$25.00 per meeting
36. Peddler & Mobile Food Unit Permit	
(a) Day	$25.00
(b) Month	$75.00
(b) Seasonal (6 months or less)	$200.00
37. Peddler or Mobile Food Unit Application Investigation Fee	$75.00
38. Peddler Permit and Investigation Fee – Nonprofit	No Charge
39. Planning Commission Per Diem	$25.00 per meeting
40. Retail Fire Works Permit – Application Fee	$15.00
41. Retail Fire Works Permit – Permit Fee	$25.00
42. Returned Checks	$30.00
43. Secondhand Goods Dealer	$1,500.00
44. Secondhand Goods Dealer Investigation Fee	$1,500.00

Initial Application only, not for renewals

45. Secondhand Goods Dealer, Temporary $750.00
46. Secondhand Goods Dealer Transaction Fee $1.30
47. Small Cell Wireless ~~Facility Collocation Rental and Maintenance Fee~~
    (a) Annual ~~Rent~~ Fee per ~~Supplement~~ Support Structure/ Pole $150.00
    (b) Annual Maintenance Fee per Support Structure/ Pole~~Supplement~~ $25.00
48. Small Cell Wireless Facility Electrical Service Fee
    (a) Per radio node less than or equal to 100 watts $73.00 annually
    (b) Per radio node over 100 max watts: or $182.00 annually
    Actual cost of electricity annually, if costs exceed either of the above amounts
49. Small Cell Wireless/ Pole Attachment Permit Fee $250.00 plus actual engineering costs if additional review is required

50. Special Assessment Fee $30.00 per assessment
    Unpaid Utility Bills, Code Enforcement Violations, Etc.
50. Special Meeting Request $500.00
51. Special Vehicle Permit $25.00
52. Staff Time (not specified elsewhere) Actual hourly wage multiplied by 145%

B. Building Inspections.

1. 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

2. Building Permit Per Valuation Fee Schedule
3. Basement Finishes/ Remodel Permit $300.00 (Includes plan review)
4. City Utility Services under Driveway $100.00
5. Commercial Landscape Escrow $8,000.00 per site
6. Deck Permit $300.00 (Includes plan review)

7. Demolition Permit	Minimum of $100.00 or 1.27% of contract price
8. Right of Way Work Permit	
(a) Single Residential Hookup	no fee
(b) Base Fee – up to 1,000 LF	$125.00
(c) Fees in addition to base fee Work >1,000 LF	$65.00 per 1,000 LF
9. Street Cut	$125.00 plus $5,000.00 in escrow
10. ROW Unauthorized Work	$250.00 plus up to double the permit fee
11. Fence Permit (Fences >7')	Per Valuation Fee Schedule
12. Fire Suppressant Permit – Commercial/Multi-Family	1.5% of project value
13. Gas Line (with mechanical permit)	$12.50 per gas line, $25.00 minimum
14. Gas Line (without mechanical permit)	$50.00
15. Grade Survey Check	
(a) Commercial	$50.00
(b) Residential	$50.00
16. Grading Permit	$150.00
17. Inspections outside of normal business hours	$75.00 (2 hr. minimum plus mileage)
18. Inspections, hourly rates	
(a) Building Official	$125/hour
(b) Senior Building Official	$95/hour
(c) Fire Inspector	$90/hour
(d) Building Inspector	$75/hour
(e) Other Staff	$75/hour
19. Investigative Fee	100% of permit fee
20. Lawn Irrigation Permit	$80.00
21. License Verification Fee	$5.00
22. Mechanical Permit	$75.00 per unit
23. Mechanical Permit – Commercial/Multi-Family	1.5% of project value
24. Minimum Permit Fee	$50.00
25. Permit Renewal after 6 mos. Of expiration	50% of original permit fee
26. Plan Check Fee	65% of calculated permit fee, when applicable
27. Plan Check Fee – Duplicate Plans	Duplicate plan fees reduced to 25% of Master Plan Review
28. Plan Review (Additional)	$75.00 (1/2 hr minimum)
29. Plumbing Permit Basic (up to 4 fixtures)	$54.00
30. Plumbing Permit – job valuation > $500 or more than 4 fixtures	$94.00
31. Plumbing Permit – Commercial/Multi-Family	1.5% of project value
32. Pre-Final Inspection Fee (Residential)	$60.00

33. Re-Roof Permit $80.00
34. Re-Siding Permit $80.00
35. Residential Driveway Escrow $2,000.00
36. Residential Landscape Escrow $6,000.00
37. Residential Rental License Fee
    (a) 1 Unit $150.00-Reinstatement $300
    (b) 2-4 Units $175.00 Reinstatement $350
    (c) 5-12 Units $225.00 Reinstatement $450
    (d) 13-20 Units $240.00 Reinstatement $480
    (e) 21–50 Units $250.00 Reinstatement $500
    (f) 51 + Units $300.00-Reinstatement $600
38. Rental Additional Inspections Per Inspections Hourly Rate
39. Rental License Late Fee 100% of rental license fee
40. S.E.C.- Residential $20.00
41. S.E.C. – Commercial/Industrial $50.00
42. SAC/WAC Inspection Fee $37.50
43. State Surcharge Applied to all permits
44. Swimming Pool Permit $80.00
45. Water/Sewer Line Repair Inspection Fee $80.00
46. Window/Door Replacement Permit $80.00
47. 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

C. Community Center.

1. Cleaning Fee (if elected by renter)	$125.00
2. Damage Deposit	$250.00
3. Damage Fees	
(a) Cleaning	$35.00 per hour minimum
(b) Tables	$100 each
(c) Chairs	$20.00 each
(d) Unreturned keys	$250.00
(e) Smoking Non-Designated Areas	$200.00
(f) Other Items	To be determined based on replacement cost
4. Equipment Available to Rent (larger deposit may be required)	
(a) LCD Home Theater Projector on Cart	$50.00
(b) 9' Portable Screen	$20.00
(c) Blu-Ray DVD Player	$15.00
(d) Speakers & Microphone (Includes tripod stands if requested)	$15.00
(e) Podium	$10.00
5. Non-Profit Organizations	$50.00 (full day) $25.00 (4 hours or less)
6. Private (less than 50 individuals) or For-Profit Organizations	$100.00 (full day) $50.00 (4 hours or less)
7. Special Events Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. Greater than 50 individuals in attendance.	$275.00

8. Monthly Rental Fees

Fee Arrangements – When Requested
Non-Profit Monthly Rental Rates (less than 4 hour rentals)

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

** Groups storing belongings at the facility may be subject to a monthly storage fee.

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

**All other fees and deposits for the rental of the facility apply.

D. Economic Development Authority.

1. Assignment & Assumption Agreement	$1,000.00 plus costs
2. Development Agreement (Non-Abatement or TIF)	$1,000.00 plus costs
3. Establishment of New TIF District	$4,800.00 or actual cost
4. Host Approval of Conduit Debt	$3,000.00 escrow
5. Issuance of Conduit Debt	1/4% of the proposed issuance amount, $3,000.00 minimum, $25,000.00 maximum escrow
6. Revolving Loan Fund Application Fee	1% origination fee
7. SAC/WAC Repayment Agreement and Mortgage	Current cost of filing document(s) at Isanti County to be paid by Developer.
8. TIF Development Agreement	$2,500.00 plus costs
9. Tax Abatement Application Fee	$1,000.00 plus costs

E. Liquor/Beer Licenses.

1. Background Check & Investigation Fee	
(a) For Partnership – Corporation – Association	$300.00
(b) For Individual	$100.00
Initial Application only, does not apply for Renewals	
2. Beer Off-Sale (3.2)	$150.00
3. Beer On-Sale (3.2)	$250.00
4. Brewers Off-Sale Malt Liquor	$310.00
5. Brewers Tap Room On-Sale	$500.00
6. Brew Pub Off-Sale Malt Liquor	$310.00
7. Club License (Max dictated by MN State Statutes)	$500.00
8. Intox Liquor On-Sale	$2,500.00
9. Intox Liquor Sunday On-Sale	$200.00
10. Consumption and Display Permit (Annual)	$200.00
11. Temporary Consumption and Display Permit	$25.00
12. Temporary On-Sale 3.2 Beer License (1-4 Days)	$50.00
13. Temporary One-Day On-Sale Intox Liquor License	$25.00
14. Temporary On-Sale Intoxicating Liquor License (Includes Beer and Wine, 2-4 days one event)	$50.00

15. Temporary On-Sale Intoxicating Liquor License (Multiple events) $500.00
16. Wine On-Sale $300.00

F. Parks, Recreation, and Culture ~~Department~~.

1. Copy of Comprehensive Park Plan $10.00
2. Community Garden – Ground Plot (Season Fee) $15.00
3. Community Garden – Raised Bed (Season Fee) $20.00
4. Farmer's Market – Membership Fee (Annual) $10.00
5. Farmer's Market – Stall Fee
   (a) Full Season $100.00
   (b) Half Season $60.00
6. Farmers Market - Single Day $10.00
7. Park Dedication Fee (Residential) $1,500.00 per unit
8. Park Dedication Fee – Multi Family with Recreational Amenities – Up to 25% Reduction of $1,500 per unit fee
9. Park Dedication Fee (All Others) $1,500.00 per Commercial/Industrial Acre
10. Park Shelter Electric Box Deposit $50.00
11. Park Shelter Fee
    (a) Resident No Charge
    (b) Non-Resident or Business $10.00
    (c) Non-Profit $5.00
12. Special Event Cleanup Deposit $100.00
13. Tennis Court Usage
    Resident (Individual)
    (a) 1 court No Charge
    (b) 2 courts $6/hr.
    Non-Resident (Individual)
    (a) 1 court $6/hr.
    (b) 2 courts $12/hr.
    Group, League, Business, Industry $15/hr.
    Non-Profit
    (a) 1 court $3/hr.
    (b) 2 courts $6/hr.
    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.
14. Unity Park Softball Field Usage
    (a) Resident $15.00 per day
    (b) Non-Resident $25.00 per day
    (c) Non-Profit $7.50 per day

G. Planning & Zoning ~~Department~~.

1. Administrative Appeals $200.00 plus costs
2. Administrative Permit $75.00
3. Administrative Permit – Non-profit No charge
4. Administrative Subdivision $275.00 plus costs

5. Annexation/De-Annexation	$100.00 plus costs
6. Comprehensive Plan Amendment	$325.00 plus costs
7. Conditional Use Permit	$325.00 plus costs ($1,000.00 escrow)
8. Conditional Use Permit Amendment	$275.00 plus costs ($500.00 escrow)
9. Copy of Comprehensive Plan	$50.00
10. Copy of Zoning Ordinance	$25.00
11. Copy of Engineer Design Standards	$35.00
12. Development Agreement	$10,000.00 (minimum) escrow
13. Development Agreement (Minor)	$5,000.00 (minimum) escrow
14. Easement Application	$200.00 plus costs
15. EAW & EIS Review	$600.00 plus costs
16. Final Plat	$325.00 plus $10.00 per lot/unit plus costs ($1,500.00 escrow)
17. Interim Use Permit	$325.00 plus costs
18. Minor Subdivision Plat	$325.00 plus costs ($1,000.00 escrow)
19. Planned Unit Development – Final Plan	$325.00 plus costs ($1,500.00 escrow)
20. Planned Unit Development – General Plan	$500.00 plus costs ($1,500.00 escrow)
21. Preliminary Plat	$500.00 plus costs ($1,500.00 escrow)
22. Rezoning Request	$325.00 plus costs
23. Sign Permit (permanent)	$75.00
24. Sign Permit (temporary)	$50.00
25. Signal Light Fee (Residential)	$119.00 per residential unit
26. Signal Light Fee (Commercial)	$0.10 per sq. ft. of usable Commercial lot platted
27. Site Plan Review	$325.00 plus costs ($1,000.00 escrow)
28. Site Plan Review Financial Surety	125% of estimated cost of site (Commercial/Industrial) improvements (driveway, parking and loading areas)
29. Text Amendment	$275.00
30. Vacation Request	$275.00 plus costs
31. Variance Request	$325.00 plus costs
32. Wetlands Replacement Plan Review	$500.00
33. Zoning Permits	$80.00
34. Zoning Verification Letter	$30.00

H. Police ~~Department~~.

1. Administrative Citation	$60.00

2. Alcohol Screening	$3.00 per time or $75.00 per year
3. Chemical Disposal (small amount)	Cost of Disposal
4. Chemical Disposal (large Amount)	Cost of Disposal
5. Cleaning of Crime Scene	Cost of Cleanup
6. Copy of Photo	$5.00
7. Copy of Police Report	$.25 per page
8. Copy of Video and/or Audio, or Secured E-Delivery	$25.00
9. Fee for Returned Check listed under Administration	
10. Fingerprinting	$15.00 per non-resident or non-Isanti business, $0.00 for Isanti resident or business
11. Parking Ticket	$20.00
12. Police Records Search	$35.00
13. Professional Hire of Police Office (min. 3 hours)	Actual hourly wage multiplied by 150%
14. Reschedule Hearing on Administrative Citation	$50.00
15. Storage Fees	$20.00 per day
16. Towing	As per towing contract fee schedule
17. Unjust Hearing	150% of cost of hearing

I. Sewer and Water ~~Department~~.

1. Delinquent Posting Notice Fee	$15.00
2. Water Meter - New Construction:	
(a) Meter (5/8 & 3/4 inch)	Cost included in permit fee
(b) Meter (larger, > 3/4 inch, diameter)	Cost minus $265.00
(c) Replacement or additional:	
Meter (5/8 & 3/4 inch)	
Full Meter (Radio and Body)	$ 240.00
Radio	$ 95.00
Body	$ 145.00
(d) Horn	$ 100.00
(e) Meter (larger, > 3/4 inch, diameter)	Cost plus $25.00
3. Meter Connections/Fittings	Cost
4. Meter Replacement Administrative Fee for Non-Compliance	$75.00/month
5. 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
6. Private Well Water Testing	$45.00
7. Sewer Access Fee (SAC)	Per Ordinance per unit based on REC assessment
8. Sewer Rates	Per Ordinance
9. Storm Water Rates	Per Ordinance

10. Storm Water Escrow Commercial	$3,000.00
11. Storm Water Escrow Residential	$1,000.00
12. Trunk Utility Charge Residential	$1,000.00/unit if more than one unit based on REC schedule or per Development Agreement
13. Trunk Utility Charge Commercial/Industrial	$2,050.00 per Commercial /Industrial acre or per Development Agreement
14. Unpaid Water and Sewer	$5.00 per month
15. Valve Plate Cover	$100.00
16. Water Access Charge (WAC)	Per Ordinance per unit based on REC assessment
17. Water Disconnect/ Reconnect	$50.00
18. Water Disconnect / Reconnect (After hours)	$100.00 minimum per person, after one hour $100.00 per hour per person
19. Water Meter History Report	$50.00
20. Water Meter Testing	1 Hour Public Works Staff plus Costs
21. Water Rates	Per Ordinance

J. Street~~s Department~~.

1. Bobcat/Tractor Charge with Operator	$100.00 per Hour
2. Labor – During work hours	$50.00 per Hour, half hour minimum
3. Labor – After Hours	$100.00 per Hour, 2 hour minimum
4. Mow Charge with Operator	$90.00 per Hour
5. Sidewalk Snow Removal	$30.00
6. Street Cut Permit	$1,200.00
7. Weed Whip Charge with Operator	$75.00 per Hour
8. 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
Skidsteer, Self-propelled Mower/Snow Blower/ V Plow/Broom/Brush Hog/Grapple Bucket	$90.00	$105.00

Attachment All Other Equipment Such As Chain Saw, Push Mower and Weed Whips	$75.00	$95.00

K. Fire.

1. Fire Extinguisher Service Deposit Fee	$25.00 (refundable)
2. Fire Extinguisher – Administrative Fee	$3.00

§160-3. Other fees.
This is not an all-inclusive fee schedule for fees that may be charged by the City. The City Council is solely responsible for the setting and establishment of fees, whether listed in this Chapter or in an ordinance, a resolution or negotiated in an agreement. Sales and Use tax applied in addition to fees as required by State Statute.

§160-4. Summary publication of chapter authorized.
The City Council authorizes this Chapter to be published in summary form, with copies of the fee schedule available to the public at city hall at no charge.

Section 2- Effective date.
This ordinance takes effect upon its passage and publication in the official City newspaper.

Adopted by the Isanti City Council this ___ day of _____ 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Date Posted: 6/30/2021
Date Adopted:
Date Published:
Effective Date:

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 146, ADOPTED ON JANUARY 17, 1989 AND TITLED UNCLAIMED PROPERTY

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Repealer. Ordinances 146, titled Unclaimed Property, codified in Chapter 312 of the City Code, are hereby repealed in their entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 312 is hereby adopted:

Chapter 312
Unclaimed Property

§ 312-1 **Custody of Property.**
§ 312-2 **Disposition of Property.**
§ 312-3 **Summary Disposal.**
§ 312-4 **Disposition of Funds.**
§ 312-5 **Special Provisions: Police Department.**
§ 312-6 **Disposition of Abandoned Motor Vehicles.**

§ 312-1 Custody of Property.

The chief of police or designee will take custody of all personal property, including lost money, lawfully coming into the possession of the city and city employees in the course of municipal operations and remaining unclaimed by the owner. The chief of police or designee must retain the property in a safe place for a period of at least 90 days, unless claimed by the true owner with satisfactory proof of ownership. The chief or designee must keep a record of the property, including its disposition.

§ 312-2 Disposition of Property.

Property held in custody by the chief of police or designee and not claimed by the true owner within 90 days will be deemed abandoned. The chief of police or designee may dispose of abandoned property in one of the following ways:

A. sell the property at public sale following 10 days published notice in the official newspaper;

B. return lost property to its finder;

C. convert usable property to city use; or

D. donate the property to a tax-exempt, non-profit organization.

Property not purchased at a sale may then be disposed of by the chief or designee in any reasonable manner.

§ 312-3 **Summary Disposal.**
The chief of police or designee may dispose of unclaimed property without notice and in a summary manner when he/she believes this to be in the public interest and if he/she determines that the property:

A. is of a dangerous or perishable nature;

B. is contraband;

C. has no resale value; or

D. cannot be legally or safely sold at public sale.

§ 312-4 **Disposition of Funds.**
Together with found money that has been held for three months, the chief of police or designee must deliver all money that was received from the sale of abandoned property to the finance director. If no claim has been made by the former owner with satisfactory proof of ownership, found money may be returned to the finder; otherwise, the money will revert to the city's general fund.

§ 312-5 **Special Provisions: Police Department.**
Money and other property lawfully seized by, or voluntarily surrendered to, the city at the scene of a crime or during an official police investigation must be retained by the chief of police or designee in a safe place for at least 90 days. If not lawfully claimed by the true owner with adequate proof of ownership during that time, non-monetary property may be sold at public sale after 10 days published notice, converted to city use, or given to a tax-exempt, non-profit organization. Sale proceeds and seized money may then be deposited in the police department forfeiture and seizure account to be used only for law enforcement purposes.

§ 312-6 **Disposition of Abandoned Motor Vehicles.**
The chief of police or designee must dispose of abandoned motor vehicles by following the procedure in Minn. Stat. § 168B.01 through §168B.101.

Section 3 -Effective Date.
This ordinance shall take effect upon its passage and publication in the official City newspaper.
Adopted by the City Council this ____ day of _____ 2021

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posted on: 6/30/2021
Adopted on:
Published on:
Effective Date:

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 287, ADOPTED ON MAY 6, 2003 TITLED BUILDING CONSTRUCTION

THE CITY COUNCIL OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Amendment. Ordinance 287 is hereby amended as follows:

Chapter 111

BUILDING CONSTRUCTION

§111-9 Building Code optional chapters

B(2) Appendix J(Grading) from the 2018 International Building Code.

Section 2 – Effective Date.

This ordinance shall take effect upon its passage and publication in the official City newspaper.

Adopted by the City Council this _____day of _____ 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Posted on: 6/30/2021
Adopted on:
Published on:
Effective Date:

ORDINANCE NO. XXX

AN ORDINANCE TO AMEND CITY CODE CHAPTERS 1, 8, 18, 29, 33, 47, 65, 68, 71, 76, 87, 111, 119, 125, 135, 143, 216, 230, 233, 245, 253, 256, 257, 258, 262, 264, 270, 278, 281, 284, 290, 295, 300, 312, 320, 325 AND A344.

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Amendments. City Code Chapters 1, 8, 18, 29, 33, 47, 65, 68, 71, 76, 87, 111, 119, 125, 135, 143, 216, 230, 233, 245, 253, 256, 257, 258, 262, 264, 270, 278, 281, 284, 290, 295, 300, 312, 320, 325 AND A344 as presented in City Code Editorial and Legal Analysis Summary as follows:

Chapter 1 General Provisions Article 1 General Penalty § 1-1 Violations and penalties

- Revise to read "imprisonment for a period not to exceed 90 days" in § 1-1.

Chapter 1 General Provisions Article II Adoption of Code

- Language will be updated following approval of editorial and legal analysis

Chapter 1 General Provisions Article II Adoption of Code § 1-3 Definitions

- Move § 1-3 and 1-4 to Article I of Chapter 1 and titled "Construction and Penalties" as it is not related to adoption of code.
- Remove "Treasurer" in § 1-3 and change "Treasurer" in § 312-6B to "Finance Director."

Chapter 8 City Council Article I Advisory Boards § 8-1 Establishment of advisory bodies

- Revise title Article I to "Advisory Bodies"

Chapter 8 City Council Article I Advisory Boards § 8-2 Appointment and number of members

- Revise § 8-2A to read "Any City staff member, as deemed necessary or advisable by the City Council, may be appointed to be an ex officio member of the advisory body."
- Revise § 8-2B to read "Sixty days prior to the expiration of the term of a member of an advisory body, for which reappointment or a new appointment would be required, City staff is authorized to publish for such vacancy."

Chapter 8 City Council Article I Advisory Boards § 8-6 Planning Commission

- Revise § 8-6C to read "the Mayor and four City Council members."
- Revise § 8-6E (2) to read "The Mayor and four Council members shall serve on the Planning Commission for a one-year term to expire on December 31 of each year."

Chapter 8 City Council Article II Salaries §8-10 Per diem fee for service on boards

- Revise § 8-10 to reference committees and boards in Chapter § 8-29A (2)

Chapter 8 City Council Article-- III Rules of Organization § 8-17 Rules of order and procedure

- Revise § 8-17A (3) to read "Advisory bodies shall organize themselves, elect a Chair and Vice Chair, and determine their meeting dates by majority vote of members."

Chapter 8 City Council Article III Rules of Organization § 8-22 Agenda

- Revise § 8-22A to read "An agenda will be prepared for all regular Council meetings by the City Administrator or designee."

Chapter 8 City Council Article III Rules of Organization § 8-25 Public hearings

- Revise § 8-28B (3) to read "Staff presentation (including the Clerk, Administrator, Attorney and engineering reports, if any)."
- Revise § 8-25C to read "However, the presiding officer may allow additional time for speakers and additional time for speakers shall be allowed by majority vote of the City Council."

Chapter 8 City Council Article III Rules of Organization § 8-27 Procedure for resolution and ordinance adoption

- Revise to remove "by resolution" so the sentence reads "Unless otherwise provided by law, all ordinances shall be adopted by a majority vote of Council members present at the Council meeting."

Chapter 8 City Council Article III Rules of Organization § 8-29 Committees

- Revise § 8-29A (1) to read "The City Administrator or their designee shall convene Committee of the Whole meetings and introduce Committee agenda items."
- Revise § 8-29A (2) to incorporate Planning Commission, Parks, Recreation and Culture Board and Economic Development Authority.
- Revise "EDA" to "Economic Development Authority" in § 8-29(C).
- Revise "Park, Recreation and Culture Board" to "Parks, Recreation and Culture Board" in § 8-29(C).

Chapter 8 City Council Article III Rules of Organization § 8-35 Suspension or amendment of rules

- Remove § 8-32 and § 8-35.

Chapter 18 Elections Article II Primaries §18-3 Date

- Revise § 8-13 to incorporate "A municipal primary general election is to be held for the purpose of electing officers."

Chapter 18 Elections Article II Primaries § 18-4 Names on ballot

- Revise § 18-4 to read "When more than one council member is to be elected for full terms at the same election, the candidates' names shall be placed under one office on the ballot with the number to be elected to the office specified directly underneath the title and identification of the office."

Chapter 18 Elections Article III Vacancies In Elected Offices §8-17 Vacancies in Council

- Revise § 18-7A (3) to read "Failure to attend regular meetings of the Council for a 90-day period without being excused by the Council."

Chapter 18 Elections Article III Vacancies In Elected Offices § 18-8 Procedures to fill Council vacancies by special election

- Revise § 18-8C(3)(f) to remove “of $2” after “filing fee.”

Chapter 18 Elections Article IV Filing Fees for Affidavit of Candidacy § 18-12

- Revise § 18-12 to remove “and resolution of the City Council.”

Chapter 29 Newsletter

- Remove chapter 29 in its entirety.

Chapter 33 Officers and Employees Article I Administrator § 33-2 Appointment; removal; hearing

- Revise § 33-2 to read “If he/she has served as City Administrator for one year, written chares and a public hearing on the charges before the City Council shall be provided, if requested by the City Administrator within seven days of notification of the Council’s intent to remove him/her.”

Chapter 47 Police Reserve § 47-6 Compensation

- Revise § 47-6 to read “Members of the Reserve shall receive no compensation for their services, except that they shall be covered by worker’s compensation while on duty.”

Chapter 65 Administrative Penalties § 65-5 Administrative citations

- Remove language from § 65-5B “A late payment fee of 10% of the scheduled fine amount will be imposed.”

Chapter 65 Administrative Penalties § 65-6 Administrative hearing

- Remove § 65-6D and renumber § 65-6E, F and G as §65-6D, E and F
- Revise § 65-6F to read “Any fines or penalties imposed must be paid within 10 days of the date of the Hearing Officer’s order.”

Chapter 65 Administrative Penalties § 65-7 Recovery of civil penalties

- Revise § 65-7A (4) to read “If a civil penalty is not paid within the time specified, it constitutes: A lien upon the real property upon which the violation occurred, if the property owner was found responsible for that violation and the lien can be assessed under Minn. Stats. § 429.101, as amended from time to time.”

Chapter 68 Adult Establishments §68-4 License required

- Statute revision in § 68-4D (2) to incorporate Minn. Stat § 364.03, Subd. 3, Evidence of rehabilitation.

Chapter 68 Adult Establishments § 68-5 Violations and penalties

- Revise § 68-5A to read “Any person violating any provision of this chapter is guilty of a misdemeanor and upon conviction shall be punished by not more than the maximum penalty for a misdemeanor as prescribed by state law.”
- Revise § 68-5A to refer to the general penalty in Chapter 1, Article 1.

Chapter 71 Aircraft, Use of Unmanned § 71-1 Purpose

- Revise § 71-1 to read "This chapter is enacted for the purpose, and with the intent, to control and regulate the use of private unmanned aircrafts, also knows as 'drones' (rotary or fixed wing), to prevent them from disturbing, disrupting, harassing, or endangering another person or property. This chapter is also enacted to control and direct the use of unmanned aircrafts while departments within the City of Isanti are performing their official duties."

Chapter 71 Aircraft, Use of Unmanned § 71-2 Use

- Revise § 71-2 to read "This chapter shall be enforced for both recreational and commercial use of unmanned aircrafts typically weighing less than 55 pounds including its payload. Public safety officials using unmanned aircrafts while performing their official duties or when directed by the Chief of Police or their designee are exempt from the provisions of this chapter."

Chapter 71 Aircraft, Use of Unmanned § 71-3 Definitions

- Removal of the terms "airspace," "altitude," "area of command," "autonomous system," "data collection" and "remote control."

Chapter 71 Aircraft, Use of Unmanned §71-4 Unmanned aerial systems limitations

- Revise § 71-4G to read "No person shall knowingly operate an unmanned aircraft over critical infrastructure within the City as defined by the Chief of Police or their designee. Critical infrastructure includes, but not limited to: water treatment and storage facilities, wastewater treatment, railroad tracks, gas plants, gas supply, public buildings, power stations and transmission lines, radio towers or other land areas defined as or containing critical infrastructure."

Chapter 71 Aircraft, Use of unmanned § 71-5 Information, notices and markings

- Removal of language "of their flight" in § 71-5.

Chapter 71 Aircraft, Use of Unmanned § 71-8 Violation a misdemeanor

- Language change in §71-8 to refer to the general penalty in Chapter 1, Article 1.

Chapter 76 Alcoholic Beverages Article I State Law, Definitions and Public Consumption §76-3 Definitions

- Revise § 76-3 to read "Adults that are participating in, aiding, or allowing any illegal activity related to the event or gathering."
- Revise the definition of "club" for § 76-3 to match definition in Minn. Stat. § 340A.101 of 30 members.
- Revise the definition of "hotel" for § 76-3 to match definition in Minn. Stat. § 340A.101 to "at least 10 guest rooms."
- Revise the definition of "intoxicating liquor" for § 76-3 to match definition in Minn. Stat. § 340A.101 of "3.2% of alcohol by weight."
- Revise § 76-3 to read "The money paid to the City pursuant to an application and prior to issuance of a license to transact and carry on the business stated therein."

- Revise the definition of "restaurant" for § 76-3 to match definition in Minn. Stat. §157.16, Subd. 3(d) "Category 1 establishment," "Category 2 establishment" and "Category 3 establishment."

Chapter 76 Alcoholic Beverages Article I State Law, Definitions and Public Consumption § 76-4 Consumption in public places

- Revise § 76-4 to incorporate reference to § 76-9.

Chapter 76 Alcoholic Beverages Article II Licensing and Operation §76-9 Kinds of liquor licenses

- Removal of "bowling center" in § 76-9 as it is not defined in Minn. Stat. § 340A.101.
- Removal of repeated word "theaters" in § 76-9D.
- Revise § 76-9D to read "clubs, including congressionally chartered veterans' organizations."
- Revise § 76-9F to read "The City may not issue more than three four-day, four three-day, six two-day or 12 one-day temporary licenses (in any combination) not to exceed 12 days total to any one organization or for any one organization or for any location in the City, within a twelve-month period."
- Revise language in § 76-9G to incorporate "Have facilities for seating at lease 30 guests at one time."
- Revise language to match Minn. Stat § 340A.24 to read "If a brewer licensed under Subsection L of this section possesses a license under Subsection J above, the brewer's total retail sales at on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 750 barrels."
- Revise "Subsection J above" to read "Subsection K above" in § 76-9L.

Chapter 76 Alcoholic Beverages Article II Licensing and Operation § 76-10 License fees; pro rata

- Revise § 76-10B to read "The Council may establish by ordinance license fees for any of the liquor licenses it is authorized by this chapter to issue."

Chapter 76 Alcoholic Beverages Article II Licensing and Operation § 76-16 Investigation

- Move comprehensive background and financial investigation fees to Chapter 160, § 160-2E

Chapter 76 Alcoholic Beverages Article II Licensing and Operation § 76-25 Suspension and revocation

- Revise § 76-25A to read "The Council may act as the hearing body under that act, or it may contract with the Office of Administrative Hearing" and update the reference to the statutes § 14.57 to § 14.69.
- Remove language "or violation of Section 4" in § 76-25B (1).
- Revise reference of "Subsection B" to "this subsection" in § 76-25C

Chapter 76 Alcoholic Beverages Article III Municipal Liquor Store § 76-26 Municipal liquor store continued

- Revise reference of "Section § 76-29" to "§ 76-27" in § 76-26.

Chapter 76 Alcoholic Beverages Article III Municipal Liquor Store §76-28 Operation

- Revise § 76-28C to read "The handling of municipal liquor store receipts and disbursements shall comply with the procedure prescribed by law for the receipts and disbursements of City funds generally."
- Revise § 76-26E to read "The hours during which intoxicating liquor may be sold shall be as provided in § 76-20."

Chapter 76 Alcoholic Beverages Article III Municipal Liquor Store § 76-30 Violations and penalties

- § 76-30, Violations and penalties, applies to all of Chapter 76; move to a separate article at the end of the chapter.
- Revise reference of "Subsection 23" to "§ 76-30."

Chapter 76 Alcoholic Beverages Article IV Annual Rodeo Liquor Liability Insurance § 76-31 Liability insurance policy limits

- Revise § 76-31A to read "As a condition to the granting of a temporary license for the on-sale of intoxicating liquor or 3.2% malt liquor for the Isanti Volunteer Fire Department Relief Association Annual Rodeo and associated events, the Isanti Volunteer Fire Department Relief Association shall have in place liquor liability insurance as per Minn. Stat. § 340A.409, as amended from time to time, and liability insurance in the following amounts:"

Chapter 76 Alcoholic Beverages Article V Social Host § 76-34 Authority

- Revise reference of "§ 145A.05" to "§ 412.221, Subd. 32" in § 76-36C.

Chapter 76 Alcoholic Beverages Article V Social Host § 76-36 Exceptions

- Revise § 76-36C to read "This article does not apply to retail intoxicating liquor or 3.2% malt liquor licensees, municipal liquor stores, or bottle club permit holders who are regulated by Minn. Stat, § 340A.503, Subd. 1(a)(1), as amended from time to time."

Chapter 76 Alcoholic Beverages Article V Social Host § 76-39 Violations and penalties

- Revise "an administrative fee of $75" to read "a civil penalty of $75" in § 76-39.

Chapter 87 Animals Article I Keeping of Certain Animals § 87-1.1 Chickens

- Revise § 87-1.1J to read "Chickens are prohibited in multifamily structures and/or homes."

Chapter 87 Animals Article I Keeping of Certain Animals § 87-2 Violations and penalties

- Revise §87-2 to refer to the general penalty in Chapter 1, Article I.

Chapter 87 Animals Article II Dogs § 87-3 Definitions

- Revise term "Animal Warden" to read "Animal Control Officer" in Article II.
- Remove language "provided that the provisions of this article shall not apply to duly authorized hospitals or clinics conducted for the treatment of small animals" from the definition of "nuisance dog."

Chapter 87 Animals Article II Dogs §87-5.1 Removal of excrement; exceptions

- Revise § 87-5.1 to read “A. Any person who owns, keeps, harbors, or has charge of an animal shall immediately collect and remove any and all feces deposited by the animal on public or private property. B. The owner or person in control of an animal not permit such animal to be on public property or the property of another without having in the possession of the owner or person in control of the animal a device equipment for the immediate removal of feces material deposited by the animal as well as a container for the transport of such fecal material to an appropriate disposal receptable located on the property of the owner or person in control of the animal. The owner or person in control of such animal shall be responsible for removing such material from public or private property of another to a proper disposal receptable located on the property of the owner or person in control of the animal. C. The premises on which any animal is kept shall be kept in a clean and sanitary condition and shall not be a harbor for rodents, flies or insects.”

Chapter 87 Animals Article II Dogs § 87-6 Licensing

- Revise “penalty” to “late fee” in § 87-6C.

Chapter 87 Animals Article II Dogs § 87-7 Kennels

- Revise "kennel permit" in Subsection G to read "kennel license"; "license or permit" in Subsections F, G to read "license"; and "licensee or permit holder" in Subsection G changed to read "licensee” in § 87-7.
- Revise to read "The applicant's name, address, phone number, and e-mail address" § 87-7B (2).

Chapter 87 Animals Article II Dogs § 87-11 Redemption of impounded animals by owner

- Revise term “Finance Department” to “Finance Director” in § 87-11.
- Revise term “pound keeper” to “animal shelter” in § 87-12A.

Chapter 87 Animals Article II Dogs § 87-15 Confinement of certain dogs

- Revise §87-15 to read “The owner of a dangerous dog or potentially dangerous dog, as defined in Minn. Stat. § 347.50, shall comply with all requirements of Minn. Stat. § 347.50 through 347.565, which are incorporated in this article by reference.”

Chapter 87 Animals Article II Dogs § 87-18 Violations and penalties

- Revise § 87-18 to refer to the general penalty in Chapter 1, Article I.

Chapter 87 Animals Article III Exotic Animals §87-23 Grandfather clause

- Remove fee in § 87-23C.

Chapter 87 Animals Article III Exotic Animals § 87-25 Seizure

- Change reference to § 346.155, Subd. 5, Subsection (f)(1) and (2).
- Revise "has violated article" to read "has violated this article" in § 87-25.

Chapter 87 Animals Article III Exotic Animals §87-26 Violations and penalties

- Revise §87-26 to refer to the general penalty in Chapter 1, Article I.

Chapter 99 Bicycles, Roller Blades and Skateboards §99-4 Violations and penalties

- Revise § 99-4 to refer to the general penalty in Chapter 1, Article I.

Chapter 111 Building Construction Article I Pipeline Safety Setback § 111-4 Variances

- Remove provisions not applying to the City in §111-4.

Chapter 111 Building Construction Article II State Building Code § 111-5 Code adopted by reference

- Revise references to the "Commissioner of Administration" to the "Commissioner of Labor" and Industry and the reference to "Building Codes and Standards Division" changed to the "Department of Labor and Industry in § 115-5."

Chapter 111 Building Construction Article II State Building Code § 111-6 Application, administration and enforcement

- Remove Subsections B and C as covered by Subsection A.
- Revise both "Department of Building Safety" and "Building Inspection Department" to "Community Development Department."

Chapter 111 Building Construction Article II State Building Code § 111-9 Building Code Optional Chapters

- Revise to read "B(2) Appendix J(Grading) from the 2018 International Building Code."

Chapter 119 Burning, Open Article II Open Burning § 119-4 Permit

- Revise reference to "Isanti Fire District" to "Isanti Fire District or Fire Agency."

Chapter 119 Burning, Open Article II Open Burning § 119-5 Violations and penalties

- Revise § 119-5 to refer to the general penalty in Chapter 1, Article I.

Chapter 125 City Name, Seal and Logo § 125-4 Penalties

- Revise § 125-4 to refer to the general penalty in Chapter 1, Article I.

Chapter 135 Curfew § 135-2 Minors under 18 years of age

- Revise curfew to start at 10:00 p.m.

Chapter 135 Curfew § 135-7 Violations and penalties

- Penalty meant to apply to § 135-4 and § 135-5 relating to parents.

Chapter 143 Drug Lab and Chemical Dump Sites §143-4 Definitions

- Revise "Minnesota Pollution Control" to read "Minnesota Pollution Control Agency" and the reference to the "Isanti County Health Department" to the "Isanti County Public Health Department."
-

Chapter 143 Drug Lab and Chemical Dump Sites § 143-7 Notice of public health nuisance to concerned parties

- Revise "declaration of public health notice" should read "declaration of public health nuisance" in § 143-7.

Chapter 143 Drug Lab and Chemical Dump Sites § 143-12 Violations and penalties

- Revise § 143-12 to refer to the general penalty in Chapter 1, Article I.

Chapter 144 Drug Paraphernalia § 144-5 Penalties

- Revise § 144-5 to refer to the general penalty in Chapter 1, Article I.

Chapter 149 Environmental Review § 149-1 Applicability of state Environmental Review Program

- Revise "6MCAR 3.021 to 3.047" to "Minnesota Rules Chapter 4410" in § 149-1.

Chapter 149 Environmental Review §149-2 Cost of preparation and review

- Revise § 149-2B to read "The applicant for a permit for any action for which an environmental assessment worksheet (EAW) is required either by state law or rules of the City Council shall, upon the request of and in the manner prescribed by the ERP Coordinator, prepare a draft EAW and supply all information necessary to complete that document."
- Revise "6MCAR 3.042" to "Minnesota Rules Chapter 4410" in § 149-2D.

Chapter 149 Environmental Review § 149-3 Administration

- Revise the reference of "6MCAR 3.024" to "Minnesota Rules § 4410.1000" in § 149-3B.
- Revise the reference of "6MCAR 3.025" to "Minnesota Rules § 4410.2000" in § 149-3E.

Chapter 149 Environmental Review § 149-5 Enforcement, violations and penalties

- Revise § 149-5 to refer to the general penalty in Chapter 1, Article I.

Chapter 160 Fees § 160-2 Enumeration of fees

- Revise § 160-2 to read "established by the City Council"; eliminate "by resolution."
- § 160-2A (1), Administrative citations, contains fines; move this subsection out of Chapter 160, Fees, and include it in Chapter 65, Administrative Penalties.
- Move per diem payments to Chapter 8, Article I, Advisory Boards.
- Move fines for lawn sprinkling violations to Chapter 65, Administrative Penalties, and list under Chapter 325, Water.
- Revise title of § 160-2F to read "Parks, Recreation and Culture."
- Move parking ticket administrative fine to Chapter 65.

Chapter 160 Fees § 160-3 Other fees

- Revise to read "Sales and use tax shall be applied in addition to fees as required by state statute" in § 160-3.

Chapter 171 Fireworks § 171-5 Exportation from City

- Remove "by the United States Department of Transportation" in §171-5.

Chapter 178 Gambling § 178-3 Definitions

- Revise definition in § 178-3 to read “Includes exempt or excluded bingo and raffles as defined in the Minnesota Statutes.”

Chapter 178 Gambling § 178-11 Violations and penalties

- Revise § 178-11 to refer to the general penalty in Chapter 1, Article I.

Chapter 188 Hunting and Firearms §188-3 Violations and penalties

- Revise § 188-3 to refer to the general penalty in Chapter 1, Article I.

Chapter 216 Nuisances § 216-1 Public nuisance defined

- Revise to read "No person shall use a dynamic braking device or motor vehicle brakes that are in any way operated or activated by the compression of the engine in any motor vehicle upon any public ways located within the City limits of Isanti, including, but not limited to, highways, streets, alleys, easements, or right-of-way" in § 216-4B(4)(j).
- Revise to read “Whoever by his act or failure to perform a legal duty does any of the following is guilty of maintaining a public nuisance, which is a misdemeanor: A. Maintains or permits a condition which unreasonably annoys, injures, or endangers the safety, health, morals, comfort, or repose of any considerable number of members of the public; B. Interferes with, obstructs, or renders dangerous for passage any public highway or right-of-way; or C. Is guilty of any other act or omission declared by law or this Code to be a public nuisance and for which no sentence is specifically provided” in § 216-1.

Chapter 216 Nuisances § 216-2 Public nuisances affecting health, safety, comfort or repose

- Revise “ground” to read “gravel” in § 216-2E.
- Remove § 216-25H (3) and add new subsection § 216-2H (8)

Chapter 216 Nuisances §216-3 Public nuisances affecting morals and decency

- Revise to read "of any building" to "on any public street, alley, sidewalk or floor of any building where the public gathers or has access" in § 216-3G (1).

Chapter 216 Nuisances § 216-4 Public nuisances affecting peace, safety and general welfare

- Remove § 216-4A (13).
- Remove § 216-4A (14).
- Remove § 216-4A (16).
- Revise “comfort’s repose” to “comfort, repose” in § 216-4B (1).
- Revise “distinctly and audible manner" to read "distinctly audible manner” in § 216-4B(4)(b).
- Revise "quiet, comfort, or of persons" to read "quiet, comfort, or repose of persons" in § 216-4B(4)(d).
- Revise to read “Schools, courts, churches, hospitals. It is unlawful for any person to create any excessive noise on a street, alley or public grounds adjacent to any school, institution of learning, court, church or hospital when the noise unreasonably interferes with the working of the institution or disturbs or unduly annoys its occupants or residents and when conspicuous signs indicate the presence of the institution” in § 216-4B(4)(i).
- Revise to read “unless such brakes are necessarily used in an emergency situation. The prohibition contained in this subsection shall not apply to fire, police, EMS and/or other emergency vehicles” in § 216-4B(4)(j).

Chapter 216 Nuisances § 216-8 Violations and penalties

- Revise § 216-8 to refer to the general penalty in Chapter 1, Article I.

Chapter 227 Parking and Storage Article III Parking and Storage of Vehicle and Other Equipment § 227-12 Violations and Penalties

- Revise § 227-12 to refer to the general penalty in Chapter 1, Article I.

Chapter 230 Parks and Recreation Areas

- Revise to read "All pet owners are responsible for the proper disposal of pet waste, subject to the exceptions in § 87-5.1D" in § 230-2E.
- Revise to read "Not clean up after pets, subject to the exceptions in § 87-5.1D" in § 230-2L (10).
- Revise to read "All pet waste must be cleaned up and disposed of in designated waste receptacles, subject to the exceptions in § 87-5.1D" in § 230-4C.
- Revise to read "In any park and recreation area, including trails, it shall be unlawful for any person, firm, company, or corporation to use any restroom in any park in other than a clean and sanitary manner" in § 230-2F.
- Revise language in Subsection L (13), (14), (17), (18) and (19) to read “L. In any park and recreation area, including trails, it shall be unlawful for any person, firm, company, or corporation to: (13) Use of recreational vehicles, including, but not limited to, all-terrain vehicles, snowmobiles, and motorcycles, on parks or park system land. (14) Use nonmotorized bicycles in park areas or trails, natural or paved, that are not signed as permitted. (17) Overnight parking Park overnight unless permitted by the City Administrator or designee. (18) Disturbing, damaging, or destroying Disturb, damage or destroy any trees or planted areas. (19) Removal of Remove wood from natural park areas unless permitted by the City Administrator or designee” in § 230-2L.

Chapter 230 Parks and Recreation Areas § 230-4 Dog park rules and regulations

- Revise § 230-4 to read "In no case shall the personal property remain on site for over one day. and Personal property must be removed by park closure at 10:00 p.m. that day" in § 230-4K.

Chapter 230 Parks and Recreation Areas § 230-7 Violations and penalties

- Revise §230-7 to refer to the general penalty in Chapter 1, Article I.

Chapter 233 Pawn Shops § 233-6 License fees

- Revise to read "License fees will be prorated if the license is applied for and issued after April 1" in § 233-6B.
- Revise to read "Billable transaction fees shall be billed monthly [,] and are due and payable within 30 days. Failure to do so pay billable transaction fees within 30 days is a violation of this chapter" in § 233-6D.

Chapter 233 Pawnshops § 233-8 Application requirements

- Revise to read “Has been convicted of any crime directly related to the occupation licensed as prescribed by Minn. Stat. § 364.03, Subd. 2, as amended from time to time, 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 Minn. Stat. 364.03, Subd. 3, as amended from time to time” in §233-8E (2).

Chapter 233 Pawn Shops § 233-11 Reports to Isanti Police Department

- Revise to read “Effective no later than 60 days after the Isanti Police Department provides licensees with the current version of the automated pawn interchange file

specification format or similar automated record system that may be specified by the City[.], licensees must submit every reportable transaction to the Isanti Police Department daily in the following manner:" in § 233-11A.

Chapter 233 Pawn Shops § 233-13 Redemption period

- Change redemption period in § 233-13 from 90 days to 60 days.

Chapter 233 Pawn Shops § 233-18 Prohibited acts

- Revise to read "state or providence of residency" to "state or province of residency" in § 233-18C.

Chapter 233 Pawn Shops § 233-19 Denial, suspension or revocation

- Revise to read "The proposed use does not comply with any applicable law or rule, including applicable zoning laws" in § 233-19A.
- Revise to read "a crime involving moral turpitude." Perhaps this sentence could be revised to read as follows: "Violation within the preceding five years of any law relating to theft, damage or trespass to property, sale of a controlled substance, or operation of a business, or any other crime involving moral turpitude" in § 233-19G.

Chapter 233 Pawn Shops § 233-22 Violations and penalties

- Revise § 233-22 to refer to the general penalty in Chapter 1, Article I.

Chapter 245 Peddlers, Solicitors, Transient Merchants and Mobile Food Units § 245-4 Ineligible people

- Revise § 245-4 to read "The following people are not eligible for a license from the City."

Chapter 245 Peddlers, Solicitors, Transient Merchants and Mobile Food Units § 245-5 Application

- Revise to read "a site plan showing the proposed location of the stand or unit on the property" in § 245-5P (2).

Chapter 245 Peddlers, Solicitors, Transient Merchants and Mobile Food Units § 245-10 Mobile food units

- Revise to read "A certificate of insurance evidencing the following forms of insurance shall be submitted to the City" in § 245-10B.
- Revise to read "No shouting, blowing a horn,
- ringing a bell, or use of any sound devices upon any streets, alleys, parks, or other public places of the City or upon any private premises in the City shall be permitted" in § 245-10F.
- Revise "zoning codes" to read "Zoning Ordinance" in § 245-10L.
- Revise to read "Mobile food units may be allowed in public rights-of-way, residential zoning districts or park zoning districts in conjunction with an approved special event permit" in § 245-10L.
- Revise to read "The mobile food vendor shall not set up in a manner so as to create a traffic hazard and shall follow police orders" in § 245-10M.

Chapter 245 Peddlers, Solicitors, Transient Merchants and Mobile Food Units § 245-13 Suspension; revocation

- Revise "who is the acting on behalf of" to read "who is acting on behalf of" in § 245-13A.

Chapter 245 Peddlers, Solicitors, Transient Merchants and Mobile Food Units § 245-14 Violations and penalties; enforcement

- Revise § 245-14B to refer to the general penalty in Chapter 1, Article I.

Chapter 253 Rental Dwellings § 253-3 License required; term; renewals

- Revise definition to include "or living unit" in § 253-3.

Chapter 253 Rental Dwellings § 253-7 Inspections, investigations and maintenance

- Revise "rental housing dwelling" to read "rental dwelling" in § 253-7D.

Chapter 253 Rental Dwellings § 253-9 Conduct of licensed property

- Revise to read "the applicant for the rental dwelling license" in § 253-9D(2)(b).

Chapter 253 Rental Dwellings § 253-11 Fire control regulations

- Revise "Fire Code of the City" to read "State Fire Code" in § 253-11.

Chapter 253 Rental Dwellings § 253-12 License revocation or suspension

- Revise to read "Failure to pay any application, penalty, reinspection, or reinstatement fee or any penalty required by this chapter" in § 253-12A (2).

Chapter 253 Rental Dwellings § 253-18 Violations and penalties

- Revise § 253-18 to refer to the general penalty in Chapter 1, Article I.

Chapter 256 Residential Property Maintenance Standards

- Repeal and Replace Chapter 256.

Chapter 257 Right-of-Way Management

- Repeal and Replace Chapter 257.

Chapter 258 Secondhand Goods Dealers § 258-2 Definitions

- Revise "Minnesota Department of Motor Vehicles to read "Department of Public Safety" in § 258-2.

Chapter 258 Secondhand Goods Dealers § 258-4 License or registration application

- Revise to read "the applicant's Social Security number or individual taxpayer identification number and Minnesota business identification number, as required by Minn. Stat. § 270C.72." in § 258-4A(4)(l).
- Revise to remove § 258-5E as covered by § 258-11B.

Chapter 258 Secondhand Goods Dealers § 258-15 Denial of license or registration

- Revise "permit" to read "license or registration" in § 258-15.

Chapter 260 Sewers Article I Sewers, General Requirements §260-1 Definitions

- Revise §260-1 to add definition “MPCA – The Minnesota Pollution Control Authority.”
- Revise reference in § 260-1 for NPDES Permit to read "Sections 402 and 405 of the Clean Water Act, 33 U.S.C. § 1342 and §1345."

Chapter 260 Sewers §260-4 Connection to public sanitary sewer system required

- Revise to read "sanitary sewage treatment system (SSTS)" in § 260-4A.

Chapter 260 Sewers Article I Sewers, General Requirements §260-7 Waste disposal

- Revise § 260-7 to read "or in any area under the jurisdiction of the City.”

Chapter 260 Sewers Article II Public Sewer Connections § 260-11 Standards

- Revise references to the "Minnesota Building and Plumbing Code" to read "the
- Minnesota Building and Plumbing Codes" in § 260-11A and § 260-23B.

Chapter 260 Sewers Article II Public Sewer Connections § 260-18 Usage charges

- Revise § 260-18 to read "The owner is responsible for payment of usage charges, and if unpaid the charges shall be a lien on the property pursuant to § 260-45B."

Chapter 260 Sewers Article IV Use of Pubic Sanitary Sewer System § 260-46 Violations and penalties

- Revise § 260-46 to refer to the general penalty in Chapter 1, Article I.

Chapter 262 Sewer and Water Service Charges Article I Sanitary Sewer and Water Rates and Regulations § 262-1 Definitions

- Remove definition of "Department" in § 262-1.

Chapter 262 Sewer and Water Service Charges Article I Sanitary Sewer and Water Rates and Regulations § 262-5 Accounts and billing for services

- Revise § 262-5F to read "The owner is responsible for all delinquent charges on the account, and if unpaid the charges shall be a lien on the property pursuant to § 262-7B."
- Revise § 262-6G to read "The owner of the building or premises is responsible for all delinquent charges on the account, and if unpaid the charges shall be made a lien on the property pursuant to § 262-7B of this chapter."
- Revise § 262-6H to read "The owner is responsible for the base fee charges, and if unpaid the charges shall be a lien on the property pursuant to § 262-7B of this chapter."

Chapter 262 Sewer and Water Service Charges Article I Sanitary Sewer and Water Rates and Regulations §262-6 Right to discontinue service

- Remove "in accordance with Minn. Stat. § 216B.0975” in § 262-6B (2).

Chapter 262 Sewer and Water Service Charges Article II Special Sewer Treatment Fund § 262-8 Special Sewer Treatment Fund

- Revise title to read "Special Sewer Treatment Fund" in § 262-8.

Chapter 262 Sewer and Water Service Charges Article IV Violations and Penalties § 262-13 Violations and penalties

- Revise § 262-13 to refer to the general penalty in Chapter 1, Article I.

Chapter 264 Shade Tree Disease Control Article I Shade Tree Pest Control § 264-1 Definitions

- Revise § 264-1 and § 264-10A to read “Parks, Recreation and Culture.”

Chapter 264 Shade Tree Disease Control Article I Shade Tree Pest Control § 264-5 Nuisances declared

- Revise "legs" to "limbs” in § 264-5.

Chapter 264 Shade Tree Disease Control Article I Shade Tree Pest Control § 264-15 Violations and penalties

- Revise "Penalties and violations shall be imposed" to read "Penalties for violations shall be imposed" in § 264-15.

Chapter 264 Shade Tree Disease Control Article I Shade Tree Pest Control § 264-19 Storage/ consumption prohibited

- Revise "consumption of diseased trees" to read “possession of diseased trees” in § 264-19.

Chapter 270 Snowmobiles and Special Vehicles Article I Snowmobiles § 270-3 Operation restrictions

- Revise to read “Where permitted, snowmobiles shall not be operated as follows: A. On or across any street within the City at a speed in excess of 20 miles per hour or in any location at a speed greater than deemed reasonable for the conditions” in § 270-3A.

Chapter 270 Snowmobiles and Special Vehicles Article I Snowmobiles § 270-5 Violations and penalties

- Revise § 270-5 to refer to the general penalty in Chapter 1, Article I.

Chapter 270 Snowmobiles and Special Vehicles Article I Snowmobiles § 270-7 General provisions; definitions

- Revise to remove "as provided in this article" after "emergency conditions" in § 270-7A (7).

Chapter 270 Snowmobiles and Special Vehicles Article I Snowmobiles § 270-8 Violations and penalties

- Revise § 270-8 to refer to the general penalty in Chapter 1, Article I.

Chapter 273 Solid Waste Article I Unwarranted Disposal § 273-1 Use of disposal containers

- Remove § 273-1D.

Chapter 278 Special Events §278-11 Permit revocation

- Revise "license" to read "permit" in § 278-11.

Chapter 278 Special Events § 278-12 Violations and penalties

- Revise § 278-12 to refer to the general penalty in Chapter 1, Article I

Chapter 281 Stormwater Article I Stormwater Drainage Utility § 281-4 Calculation of fee

- Revise to read "The stormwater ERU rate shall be evaluated on an annual basis" in § 281-4B.

Chapter 281 Stormwater Article I Stormwater Drainage Utility § 281-5 Billing and payment

- Revise reference in § 281-5A (1) to § 262-5F.

Chapter 284 Streets and Sidewalks Article I Street Naming and Numbering § 284-1 Treatment of existing street names

- Revise "Street Naming and Lot Number Map" to read "Street Naming and Lot Numbering Map" in § 284-1.

Chapter 284 Streets and Sidewalks Article I Street Naming and Numbering § 284-8 Violations and penalties

- Revise § 284-8 to refer to the general penalty in Chapter 1, Article I

Chapter 284 Streets and Sidewalks Article II Location and Maintenance of Sidewalks § 284-14 Snow removal

- Revise to read "the Department of Public Works" in § 284-14.

Chapter 284 Streets and Sidewalks Article II Location and Maintenance of Sidewalks § 284-16 Materials on streets, alleys, sidewalks, or public way

- Revise to read "This section does not apply when an obstruction permit has been issued in accordance with Chapter 257, Right-of-Way Management, of the City Code" in § 284-16B.
- Revise to read "Any such items not removed shall be deemed to be rubbish unless such items have an obvious market value in excess of $100, and any cost incurred by the City and billed to the responsible owner, renter, or occupant for removal of such items may be assessed against the adjacent lot, parcel, or building, if not promptly paid by the responsible party" in § 284-16A.

Chapter 284 Streets and Sidewalks Article II Location and Maintenance of Sidewalks § 284-17 Violations and penalties

- Revise § 284-17 to refer to the general penalty in Chapter 1, Article I

Chapter 290 Tattooing and Body Piercing

- Revise to include "and subject to a penalty as provided in Chapter 1, Article I, of the City Code" in § 290-4.

Chapter 295 Tobacco and Related Delivery Products Article I Smoking § 295-4 Violations and penalties

- Revise to read "Any person who shall do or commit any act which is forbidden by the provisions of this article shall be guilty of a petty misdemeanor and, upon conviction

thereof, shall be punished by a fine not to exceed $300, plus costs of prosecution" in § 295-4.

Chapter 300 Trails § 300-3 Snow removal on trails

- Revise § 300-3 to read "the City's Snow Plowing Policy adopted by resolution."

Chapter 300 Trails § 300-7 Violations and penalties

- Revise § 300-7 to refer to the general penalty in Chapter 1, Article I.

Chapter 312 Unclaimed Property

- Repeal and Replace Chapter 312.

Chapter 320 Vehicles, Recreational §320-1 Provisions of state law adopted

- Revise reference to Minn. Stat. §§ 84.92 to 84.928 in §320-1.

Chapter 320 Vehicles, Recreational §320-2 Definitions

- Revise "snowmobile" to read "recreational vehicle" in the definition of "owner" in § 320-2.

Chapter 320 Vehicles, Recreational §320-13 Violations and penalties

- Revise to read “The person shall be punished as for a misdemeanor under Minnesota law (maximum fine of $1,000 or imprisonment for term not to exceed 90 days, or both, plus costs of prosecution in either case); where a violation is committed in a manner or under circumstances so as to endanger or be likely to endanger any person or property, the person shall be punished as for a misdemeanor under Minnesota law; where the person stands convicted of violation of any provision of this chapter, exclusive of violations relating to the standing or parking of an unattended vehicle, for the third or subsequent time within the immediately preceding twelve-month period, the person shall be punished as for a misdemeanor under Minnesota law” in §320-13A.

Chapter 325 Water Article I Purpose and Establishment § 325-1 Definitions

- Revise § 325-1 to read “The City Public Works Department.”

Chapter 325 Water Article III Private Wells §325-13 Private wells

- Revise reference to Chapter A344 (fee schedule) to Chapter 160, Fees in§ 325-13C (1).

Chapter 325 Water Article V Violations and Penalties §325-19 Violations and penalties

- Revise §325-19 to refer to the general penalty in Chapter 1, Article I.
- Revise to read "The usage charge shall be as provided in the Water Rate Table in Chapter 262, Sewer and Water Service Charges, of the City Code” in § 325-19B.

Chapter A344 Fee Schedule

- Uncodify Chapter A344.

Section 2- EFFECTIVE DATE:
This ordinance takes effect upon its adoption and publication in the official city newspaper.

Adopted by the Isanti City Council this 20th day of July 2021.

Mayor Jeff Johnson

Attest:

Jaden Strand
City Clerk

Posting Date: 6/30/2021
CC Reading Date:
Publication Date:
Effective Date:

City of Isanti

Gross Payroll	109,736.43
Social Security & Medicare	5,990.87
Public Employees Retirement	11,227.21
Total City Expense	126,954.51

Pay Date 7/9/2021

Pay Period 14 (6/20-7/3/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/21	07/14/2021	56268	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	3,410.00
07/21	07/14/2021	56269	2343	ADVANTAGE SIGNS & GRAPHICS INC	101-20200	259.50
07/21	07/14/2021	56270	494	ALLINA HEALTH SYSTEM	101-20200	204.00
07/21	07/14/2021	56271	692	ARC IRRIGATION LLP	104-20200	308.60
07/21	07/14/2021	56272	53	BELLBOY CORPORATION	609-20200	9,648.11
07/21	07/14/2021	56273	2853	BENEFIT EXTRAS INC	101-20200	33.00
07/21	07/14/2021	56274	9	BERNICKS PEPSI-COLA	609-20200	5,808.49
07/21	07/14/2021	56275	1387	BJORKLUND COMPANIES LLC	104-20200	749.91
07/21	07/14/2021	56276	2319	BREAKTHRU BEVERAGE OF MN	609-20200	7,736.66
07/21	07/14/2021	56277	2321	C EMERY NELSON INC	602-20200	557.20
07/21	07/14/2021	56278	3064	CBC SERVICES	101-20200	81.00
07/21	07/14/2021	56279	1198	CENTER POINT ENERGY	601-20200	385.79
07/21	07/14/2021	56280	1822	CENTURYLINK BUSINESS SERVICES	101-20200	17.45
07/21	07/14/2021	56281	1629	CITY OF ISANTI	101-20200	13,456.86
07/21	07/14/2021	56282	1985	CIVIC SYSTEMS LLC	609-20200	6,365.00
07/21	07/14/2021	56283	1736	COMM OF MMB TREAS DIV	101-20200	300.00
07/21	07/14/2021	56284	1472	CRAWFORDS EQUIPMENT INC	603-20200	285.04
07/21	07/14/2021	56285	2760	CREATIVE SERVICES OF NEW ENGLAND	101-20200	246.95
07/21	07/14/2021	56286	918	CRYSTAL SPRINGS ICE	609-20200	1,984.62
07/21	07/14/2021	56287	8	DAHLHEIMER DISTRIBUTING CO	609-20200	57,588.71
07/21	07/14/2021	56288	2720	DEFIANT DISTRIBUTORS	609-20200	748.62
07/21	07/14/2021	56289	833	DIAMOND VOGEL PAINT	101-20200	1,026.75
07/21	07/14/2021	56290	912	FASTENAL COMPANY	101-20200	149.93
07/21	07/14/2021	56291	385	FEDERATED CO-OPS INC	101-20200	77.47
07/21	07/14/2021	56292	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	134.55
07/21	07/14/2021	56293	1101	FIRST AMERICAN TITLE INSURANCE CO	601-20200	54.73
07/21	07/14/2021	56294	235	FIRST STATE TIRE RECYCLING	101-20200	11.37
07/21	07/14/2021	56295	2028	FURTHER	101-20200	31.40
07/21	07/14/2021	56296	134	GOPHER STATE ONE-CALL INC	601-20200	205.20
07/21	07/14/2021	56297	2761	GRATITUDE FARMS	101-20200	250.00
07/21	07/14/2021	56298	739	HACH COMPANY	601-20200	83.00
07/21	07/14/2021	56299	2898	HANSON, NATE	101-20200	59.98
07/21	07/14/2021	56300	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	104.87
07/21	07/14/2021	56301	1891	ISANTI AREA JOINT FIRE DISTRICT	101-20200	62,565.68
07/21	07/14/2021	56302	1563	ISANTI ELECTRIC INC	101-20200	1,200.00
07/21	07/14/2021	56303	270	ISANTI READY MIX INC	101-20200	314.00
07/21	07/14/2021	56304	2611	J ROBINSON CONSTRUCTION	505-20200	12,055.00
07/21	07/14/2021	56305	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,686.65
07/21	07/14/2021	56306	3072	KAUFMANN, DAVE	101-20200	100.00
07/21	07/14/2021	56307	5	KAWALEK TRUCKING	609-20200	535.40
07/21	07/14/2021	56308	3065	LEMAY, SHAWN & DIANE	601-20200	69.46
07/21	07/14/2021	56309	1708	LILLEBOE, DAVE	101-20200	815.00
07/21	07/14/2021	56310	1479	LOFFLER -131511	108-20200	154.49
07/21	07/14/2021	56311	1479	LOFFLER COMPANIES INC	108-20200	238.45
07/21	07/14/2021	56312	131	MACQUEEN EQUIPMENT INC	602-20200	102.69
07/21	07/14/2021	56313	871	MARTIN-MCALLISTER	101-20200	550.00
07/21	07/14/2021	56314	17	MCDONALD DISTRIBUTING CO	609-20200	38,693.40
07/21	07/14/2021	56315	616	MENARDS - CAMBRIDGE	101-20200	183.00
07/21	07/14/2021	56316	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
07/21	07/14/2021	56317	2978	MILBANK WINWATER WORKS	601-20200	2,893.13
07/21	07/14/2021	56318	1945	MINNESOTA DEPARTMENT OF LABOR & INDUSTR	101-20200	4,288.43
07/21	07/14/2021	56319	2208	MINNESOTA EQUIPMENT INC	101-20200	121.53
07/21	07/14/2021	56320	194	MN DEPT OF HEALTH	601-20200	5,530.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
07/21	07/14/2021	56321	176	MN DEPT OF REVENUE	101-20200	35,625.00	
07/21	07/14/2021	56322	2842	MN PEIP	861-20200	29,331.48	
07/21	07/14/2021	56323	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	407,761.39	
07/21	07/14/2021	56324	870	M-R SIGN CO INC	101-20200	42.20	
07/21	07/14/2021	56325	2080	MVTL LABORATORIES INC	602-20200	181.94	
07/21	07/14/2021	56326	2931	NAGELL APPRAISAL & CONSULTING	101-20200	2,400.00	
07/21	07/14/2021	56327	2992	NEXTERA COMMUNICATIONS	108-20200	249.74	
07/21	07/14/2021	56328	3066	PALM, JOSIAH & LEA	601-20200	139.78	
07/21	07/14/2021	56329	3063	PARADISE HOMES INC	505-20200	16,000.00	
07/21	07/14/2021	56330	617	PAUSTIS & SONS	609-20200	244.50	
07/21	07/14/2021	56331	44	PHILLIPS WINE & SPIRITS INC	609-20200	9,517.36	
07/21	07/14/2021	56332	2130	PROGRESSIVE BUILDERS	505-20200	14,000.00	
07/21	07/14/2021	56333	2406	QUALITY FLOW SYSTEMS INC	602-20200	120.00	
07/21	07/14/2021	56334	2625	RESULTS TITLE	601-20200	147.15	
07/21	07/14/2021	56335	2625	RESULTS TITLE	108-20200	1,453.00	
07/21	07/14/2021	56336	3067	RITE	609-20200	.00	V
07/21	07/14/2021	56337	3068	SERVION TITLE	601-20200	69.18	
07/21	07/14/2021	56338	2396	SOUTHERN GLAZERS OF MN	609-20200	12,114.90	
07/21	07/14/2021	56339	73	STAR	505-20200	572.39	
07/21	07/14/2021	56340	3071	STERLING TROPHY	101-20200	20.00	
07/21	07/14/2021	56341	2156	SUMMIT FIRE PROTECTION	920-20200	2,800.00	
07/21	07/14/2021	56342	1290	THE AMBLE GROUP	603-20200	127.81	
07/21	07/14/2021	56343	1503	THE AMERICAN BOTTLING COMPANY	609-20200	136.74	
07/21	07/14/2021	56344	1762	THE TITLE GROUP	601-20200	82.58	
07/21	07/14/2021	56345	2251	TITLE SMART INC	601-20200	8.38	
07/21	07/14/2021	56346	2076	TITLE SPECIALIST INC	601-20200	88.77	
07/21	07/14/2021	56347	1820	URBANS HARDWARE INC	601-20200	209.22	
07/21	07/14/2021	56348	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00	
07/21	07/14/2021	56349	2027	US INTERNET	603-20200	57.80	
07/21	07/14/2021	56350	686	VERIZON WIRELESS	101-20200	1,480.96	
07/21	07/14/2021	56351	42	VIKING COCA-COLA BOTTLING CO	609-20200	499.56	
07/21	07/14/2021	56352	3053	WALZ ENTERPRISES LLC	609-20200	569.61	
07/21	07/14/2021	56353	4	WATSON CO INC	609-20200	5,299.11	
07/21	07/14/2021	56354	1922	WEX BANK	101-20200	4,067.34	
07/21	07/14/2021	56355	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	4,004.70	
07/21	07/14/2021	56356	3019	WIDSETH SMITH NOLTING & ASSOC INC	609-20200	2,200.00	
07/21	07/14/2021	56357	780	WINE MERCHANTS	609-20200	183.60	
07/21	07/14/2021	56358	3070	ZINS, WAYNE	601-20200	471.50	
07/21	07/15/2021	56359	3067	RITE	609-20200	12,161.25	
Grand Totals:						821,081.60	

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: July 20, 2021
Subject: Consider Resolution Approving Wellhead Protection Area Perimeter Signs

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Background:
As part of the Wellhead Protection Plan, signs are required to be placed along the perimeter of the Wellhead Protection Area. The signs are required so that the traveling public is aware of the Wellhead Protection Area limits. The signs would be placed along the main entry points leading into the Wellhead Protection Area. This would require 5 signs to be placed throughout the city.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2021-XXX
- Wellhead Protection Area Map
- Wellhead protection Area Sign

RESOLUTION 2021-XXX

APPROVING WELLHEAD PROTECTION AREA PERIMETER SIGNS

WHEREAS, signs are required as part of the Wellhead Protection Area Plan; and,

WHEREAS, the signs are required so that the traveling public is aware of the Wellhead Protection Area limits; and,

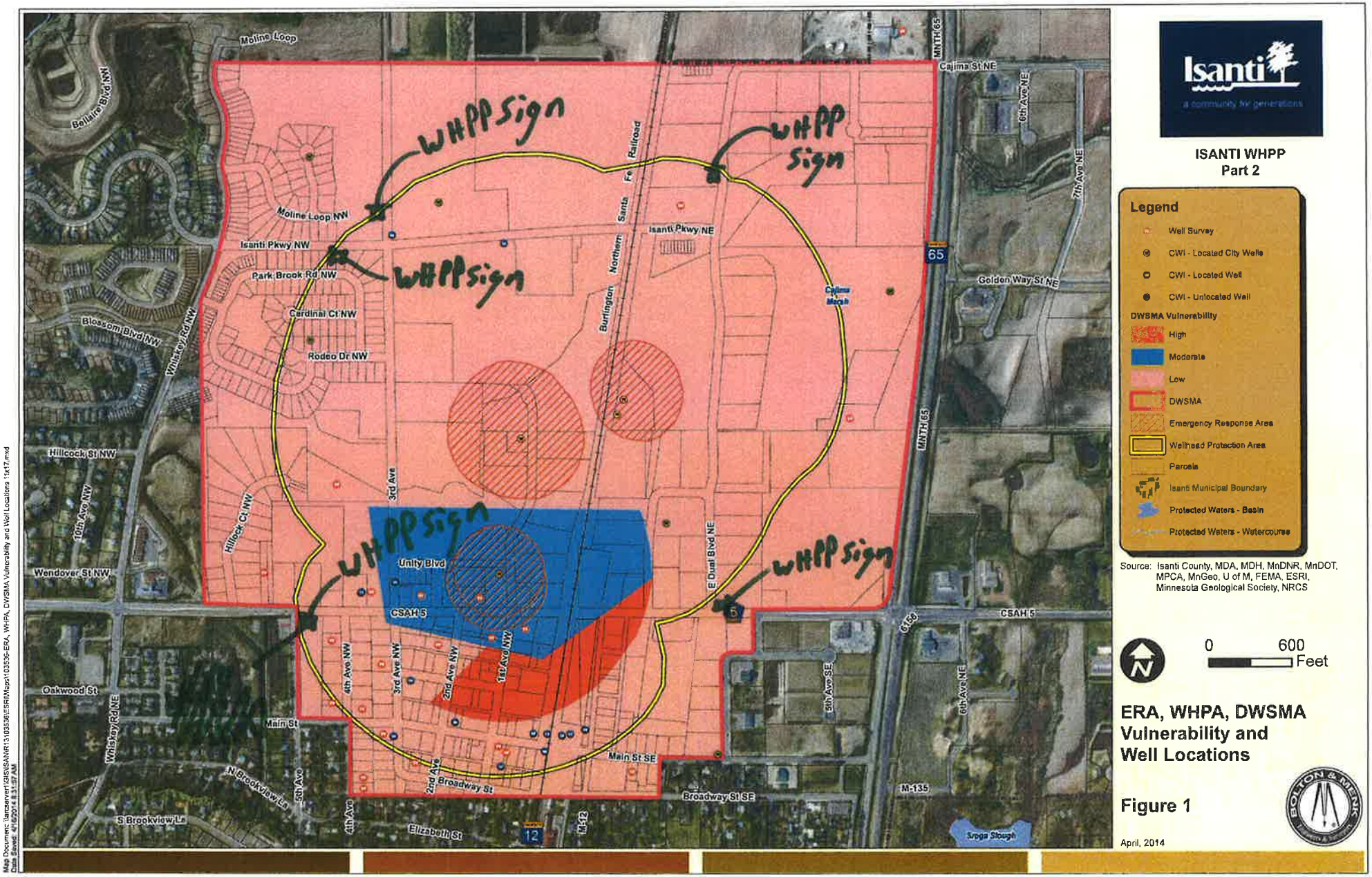
WHEREAS, the addition of five (5) signs would be placed at the main entry points leading into the Wellhead Protection Area;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that five (5) signs be placed at the main entry points leading into the Wellhead Protection Area as part of the Wellhead Protection Area Plan.

This resolution was duly adopted by the Isanti City Council this 20th day of July 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk



Isanti
a community for generations

ISANTI WHPP
Part 2

Legend

- Well Survey
- CWI - Located City Wells
- CWI - Located Well
- CWI - Unlocated Well

DWSMA Vulnerability

- High
- Moderate
- Low
- DWSMA
- Emergency Response Area
- Wellhead Protection Area
- Parcels
- Isanti Municipal Boundary
- Protected Waters - Basin
- Protected Waters - Watercourse

Source: Isanti County, MDA, MDH, MnDNR, MnDOT, MPCA, MnGeo, U of M, FEMA, ESRI, Minnesota Geological Society, NRCS

0 600 Feet

ERA, WHPA, DWSMA Vulnerability and Well Locations

Figure 1

April, 2014

BOLTON & MENK

Map Document: (\arcserver\GIS\ISANTI\13103536\ESRI\Maps\103536-ERA, WHPA, DWSMA Vulnerability and Well Locations 11x17.mxd
Date Saved: 4/16/2014 8:31:57 AM


ENTERING
Wellhead
Protection
Area
PROTECT ISANTI
DRINKING WATER
CityofIsanti.us

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council

From: Sheila Sellman, Community Development Director

Date:

Subject: Resolution 2021-XXX Authorizing Engineering Services for the Minor Subdivision of the Liquor Store Lot at 10 6th Ave SE

Background:

At the July 6, 2021 City Council meeting the council directed staff to sell the northern portion of the new liquor store lot. In order to sell that lot it needs to be subdivided off from the liquor store lot. A minor subdivision will be required, this will produce a plat and create the new lot. This action will take a preliminary and final plat to the planning commission and city council at the same time. Bolton & Menk have provided a quote of $6,700 to prepare the preliminary and final plat.

Request: Consider adopting the resolution authorizing Bolton & Menk to complete the minor subdivision

Attachments

- Resolution 2021-XXX

RESOLUTION 2021-XXX

AUTHORIZING ENGINEERING SERVICES FOR THE MINOR SUBDIVISION OF THE LIQUOR STORE LOT AT 10 6TH AVE SE

WHEREAS, at the July 6, 2021 Council meeting the Council directed staff to sell the northern half of the lot; and,

WHEREAS, a minor subdivision is required to split the lot to create a new lot for sale; and,

WHEREAS, Bolton & Menk, Inc. will complete the Engineering Services to complete the plat for an hourly fee, not to exceed $6,700; and,

WHEREAS, the cost of the minor subdivision will be from the liquor store fund.

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

1. Bolton & Menk, Inc., is hereby authorized to complete the minor subdivision for an hourly fee not to exceed $6,700.00.

This resolution was duly adopted by the Isanti City Council this 20th day of July 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

TERMINATING CONTRACT AND ACCEPTING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR CLEANING SERVICES

WHEREAS, the City of Isanti has determined it is in the city's best interest to terminate contract with the current contracted cleaners, Walz Enterprises LLC, as they have not provided sufficient cleaners; and,

WHEREAS, no notice is required due to a breach in contract as Walz Enterprises LLC was not able to provide cleaners per the contract specifications after multiple requests. The contract states "In the case of violation, breach or non-performance by Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor."; and,

WHEREAS, Bill's Quality Cleaning was the second lowest bid received; and,

WHEREAS, the following quote was received from Bill's Quality Cleaning:

CLEANING SERVICES	
LOCATION	**BILL'S QUALITY CLEANING**
CITY HALL	$420.00
POLICE DEPARTMENT	$252.00
LIQUOR STORE	$40.00
TOTAL FOR SERVICES PER MONTH	$712.00

WINDOW CLEANING SERVICES	
LOCATION	**BILL'S QUALITY CLEANING**
CITY HALL	$112.00
POLICE DEPARTMENT	$40.00
LIQUOR STORE	$45.00
TOTAL SEMI-ANNUALLY	$197.00

STRIP AND WAX FLOOR	
LOCATION	**BILL'S QUALITY CLEANING**
COMMUNITY CENTER	$300.00 per time
LIQUOR STORE	$300.00 per time

WHEREAS, staff has identified Bill's Quality Cleaning as the best fit for professional services for the cleaning;

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

1. The cleaning contract with Walz Enterprises LLC is terminated effective the date of this Resolution.

2. The City Council hereby accepts the quote from Bill's Quality Cleaning (includes window washing).

3. That the City Administrator is hereby authorized to enter into a contract with Bill's Quality Cleaning for the provision of specified cleaning services for the Municipal Building, Police Department, Community Center, Liquor Store and New Liquor Store for the period from July 20th, 2021 to April 31st, 2023.

4. That a copy of said contract shall be attached to this resolution including the responsibilities of both parties for the service.

This resolution was duly adopted by the Isanti City Council this 20th day of July 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CONTRACT FOR CLEANING SERVICES

This agreement is hereby entered into between the City of Isanti and Bill's Quality Cleaning for provision of specified cleaning services for City of Isanti municipal facilities that are named as follows:

City Hall
Police Department
Community Center
Liquor Store
New Liquor Store

It is understood that Bill's Quality Cleaning is acting as an independent contractor and the relationship between the parties is merely contractual. Bill's Quality Cleaning will not be an employee of the City of Isanti.

For the Contractors part of this contract, Bill's Quality Cleaning hereby agrees to accept the following responsibilities:

1. Provide cleaning services in full accordance with items on the attached Specifications form Part III.
2. Contact the City Clerk immediately to report any damage or other problems occurring as a result of contract cleaning work.
3. Provide all necessary cleaning supplies and equipment required for contractor's work.
4. Provide a certificate of liability insurance naming the City as an additional insured. General Liability limit $1,000,000 per occurrence, $2,000,000 Aggregate, $300,000 automobile liability.
5. Provide Evidence of Worker's Comp Coverage if applicable or provide Exclusion.
6. Cleaning will be done on Friday, Saturday or Sunday at all facilities.
7. Individual(s) providing cleaning services have successfully completed and passed background check.

For its part of this contract, the City of Isanti hereby agrees to accept the following responsibilities:

1. Provide supplies required for daily use of the building, i.e. garbage bags, toilet paper, paper towels, hand towels and light bulbs.

2. Provide **$712.00 to be paid each month** compensation for general cleaning and window washing service detailed in items 1-4 within the attached specification form Part III, payable within 30 days of receiving the contractor's invoice.

3. Provide **$197.00 to be paid Semi-Annually** compensation for window washing detailed in items 1-4 within the attached specification form Part III, payable within 30 days of receiving the contractor's invoice.

4. Provide **$300.00 per time** compensation for stripping and waxing the floor at the Community Center and **$300.00 per time** compensation for stripping and waxing the floor at the Liquor Store detailed in part III, payable within 30 days of receiving the contractor's invoice.

TERMINATION

It is further agreed that in case of violation, breach or non-performance by Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor. This Contract shall be in effect from the date entered into through April 31, 2023 unless either party gives to the other written notice of not less than ninety (90) days, said notice stating that this Agreement shall be terminated and the effective date of termination. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and Contractor.

This contract for cleaning service is hereby entered into on _____, between Bill's Quality Cleaning and the City of Isanti for the period from July 20, 2021 through April 31, 2023.

_____	_____
Bill's Quality Cleaning	Josi Wood, City Administrator
_____	_____
Date	Date

PART III

CITY OF ISANTI
SPECIFICATIONS FOR CLEANING SERVICES- CITY HALL, POLICE DEPARTMENT, LIQUOR STORE, NEW LIQUOR STORE AND COMMUNITY CENTER

The City is interested in receiving a quote for cleaning services for a period from May 1, 2021 through April 31, 2023 and as further described. The cleaning service shall be done after hours on weekends (Friday evening, Saturday, and Sunday).

Section 1. Provision of Services

SCOPE OF WORK:

Specifications for Cleaning Services for Isanti Municipal Facilities is as follows:

1) City Hall – 110 1st Avenue NW

Weekly:

- Clean, sweep and wet mop all floors, corners, baseboards in all areas. (Offices, council chambers, entrances, lunch room and bathrooms.)
- Empty all trash and garbage containers into the trash container/ dumpster and replace with new trash bag.
- Empty all recycling containers into the recycling container.
- Clean and wipe down all surfaces and areas. (Lobby, offices, meeting rooms, council chambers and chairs.)
- Vacuum all carpet areas.
- Dust all counter tops and open desk tops including council chambers, windowsills, file cabinets and baseboards.
- Clean Restrooms. (Wipe down stools, urinals, sinks, mirrors, replace deodorant blocks in urinals as needed, refill soap dispenser, refill towel dispenser, refill toilet paper dispensers and supply one additional roll in each stall and wipe down all restroom stalls).
- Clean Lunch Room. (Wipe down sink, counters and other areas.)

Monthly:

- Clean and wipe down glass of interior and exterior North and South entrance glass doors.
- Clean and wipe down glass of display windows and doors in Lobby.

- Clean and wipe down glass at front desk.
- Remove spider webs as needed.
- Dust window blinds in offices, meeting rooms and council chambers.

Semi-Annually: Spring and Fall or more as needed:

- Clean and wipe down interior and exterior lower level windows and all doors.
- Clean and wipe down interior 2nd story windows.

2) Police Station – 401 1st Avenue North

Weekly:

- Clean, sweep and wet mop all floors, corners, baseboards in all areas. (Offices, entrances and lunch room.)
- Empty all trash and garbage containers into the trash container/ dumpster and replace with new trash bag.
- Empty all recycling containers into the recycling container.
- Clean and wipe down all surfaces and areas. (Lobby, offices and chairs.)
- Vacuum all carpet areas.
- Dust all counter tops and open desk tops including windowsills, file cabinets and baseboards.
- Clean Restrooms. (Wipe down stools, urinals, sinks, mirrors, replace deodorant blocks in urinals as needed, refill soap dispenser, refill towel dispenser, refill toilet paper dispensers and supply one additional roll in each stall, wipe down all restroom stalls).
- Clean Lunch Room. (Wipe down sink, counters and other areas.)

Monthly:

- Clean and wipe down interior and exterior entrance doors.
- Remove spider webs.

Semi-Annually: Spring and Fall:

- Clean and wipe down interior and exterior windows.

Police Station windows include all windows in the offices of the Police Department and lunchroom.

3) Municipal Liquor Store – 400 W Dual Blvd. (Anticipated until November 30th, 2021)

Monthly:

- Clean and wipe down front entryway and interior glass doors.
- Clean and wipe down front windows in entryway.

Semi-Annually: Spring and Fall:

- Clean and wipe down exterior windows.

Quarterly:

- Strip and wax floor.

NEW Municipal Liquor Store – 10 6th Ave SE (Anticipated beginning December 1st, 2021)

Monthly:

- Clean and wipe down front entryway and interior glass doors.
- Clean and wipe down front windows in entryway.

Semi-Annually: Spring and Fall:

- Clean and wipe down exterior windows.

4) Community Center – 208.5 1st Avenue NW

Semi-Annually: Spring and Fall:

- Strip and wax kitchen and walkway.

Days for stripping and waxing floor of the Community Center shall be coordinated with the Parks, Recreation and Events Coordinator and/or designee.

- and wax kitchen and walkway.

Days for stripping and waxing floor of the Community Center shall be coordinated with the Parks, Recreation and Events Coordinator and/or designee.

Isanti Police Department Monthly Report

June 2021

Reported Crime	Month to Date	Year to Date
Theft	8	50
Assault	9	25
Vandalism/Damage to Property	6	28
Narcotics	0	20
Burglary	3	6
Domestics	5	34
Crim Sex	1	7
Robbery	0	0
Loud Party/Disturbance	11	34
Medical	42	194
Permit to Purchase	4	59
Security Check / Extra Patrol	289	2,286

Traffic Offenses	Month to Date	Year to Date
No Insurance	2	31
DUI	1	9
Accidents	16	53
Hit & Run	0	0
Warrant P/U	1	26
Speed	30	96
DAR/DAS	5	24
Administrative Citations (Including Speed)	10	57

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	98,868	488	3,067
Ford Explorer 224	97,425	1,041	4,388
Ford F150 225	46,230	1,189	4,958
Chevy Impala 223	99,625	519	1,608
Dodge Durango 226	33,717	1,286	7,723
Dodge Durango 227	39,110	1,429	7,702
Dodge Durango 228	18,528	1,779	10,842
Chevy Tahoe 229	7,489	969	7,489

CEZT REPORT JUNE 2021

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD							55	42	32	20	11	9
NEW CASES OPENED THIS MONTH							13	10	12	9	2	9
NEW CRIMINAL CITATIONS ISSUED THIS MONTH									1			
NEW ADMIN CITATIONS ISSUED THIS MONTH												
OPEN CASES NOT INCL CITATIONS (End of month)							2	1	2	3	1	5
OPEN CRIMINAL CITATIONS END OF MONTH							5	5	5	4	4	4
OPEN ADMIN CITATIONS END OF MONTH												
CASES CLOSED THIS MONTH							13	11	10	7	6	9
CAN-Proh Animals								1				
CCV-Comm Vehicle Storage												
CDO--Dogs									1	1		2
CPA-Park & Store. 227-8							3	4	9	3	1	5
CSN-Snow Removal 216-2-Q										1	1	2
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage							1					
NGR--Grass/weed length. 216-2-H							6	1				
Nuisance Junk/rubbish/salvage. 216-2-L							2	3	1	3		4
NJU--Junk/Brush												
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates. 216-2-L							1	1		2		
RNT-Unlicensed rental												
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence. 216								1	1	1		
Compliance Letters Mailed this month							5	4	8	5	1	8
Abated Properties this month												
Admin Hearings Requested												
Admin Hearings Held - positive judgement												
Criminal trials - positive judgement												

CITY OF ISANTI MONTHLY REPORT

June 2021

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	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		
ROOF / SIDING	13	103	$0.00	$0.00	$13.00	$62.00	$1,040.00	$8,240.00		
DECK	3	16	$0.00	$3,000.00	$3.00	$13.00	$900.00	$4,653.45		
LL FINISH	1	17	$0.00	$7,000.00	$1.00	$7.00	$300.00	$4,278.88		
REMODEL / ADDITION	0	2	$0.00	$15,650.00	$0.00	$2.50	$0.00	$598.20		
GARAGE / SHED	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
MISCELLANEOUS	15	98	$0.00	$65,000.00	$14.00	$48.50	$1,465.49	$10,699.99		
SINGLE DWELLINGS	7	40	$1,630,398.00	$7,641,073.00	$783.84	$2,846.26	$21,397.20	$110,291.90		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	14	79	$0.00	$0.00	$14.00	$45.00	$1,050.00	$5,845.00		
PLUMBING	14	76	$0.00	$0.00	$14.00	$45.00	$1,036.00	$6,090.00		
RESIDENTIAL TOTAL	**67**	**432**	**$1,630,398.00**	**$7,731,723.00**	**$842.84**	**$3,069.26**	**$27,188.69**	**$150,777.42**		
COMMERCIAL										
NEW BUILDINGS	0	1	$0.00	$1,918,900.00	$0.00	$959.45	$0.00	$0.00		
REMODEL / ADDITION	1	1	$100,000.00	$100,000.00	$50.00	$50.00	$1,815.00	$1,815.00		
PLUMBING	2	5	$0.00	$0.00	$14.40	$19.80	$432.00	$643.00		
MECHANICAL	1	2	$0.00	$0.00	$1.00	$1.00	$75.00	$105.00		
ROOF / SIDING	0	2	$0.00	$15,150.00	$0.00	$0.00	$0.00	$1,728.50		
MISCELLANEOUS	4	40	$0.00	$673,390.00	$4.00	$327.70	$728.00	$12,575.40		
COMMERCIAL TOTAL	**8**	**51**	**$100,000.00**	**$2,707,440.00**	**$69.40**	**$1,357.95**	**$3,050.00**	**$16,866.90**		
RESIDENTIAL/COMMERCIAL TOTAL	**75**	**483**	**$1,730,398.00**	**$10,439,163.00**	**$912.24**	**$4,427.21**	**$30,238.69**	**$167,644.32**	**$44,625.00**	**$261,071.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 6/30/2021**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	254	24	0	0	$9,363,165.00	$114,306.74	$147,269.00
2015	227	19	0	0	$4,272,248.06	$77,072.07	$95,796.00
2016	310	44	0	4	$14,495,416.44	$196,201.00	$433,955.88
2017	344	42	0	1	$8,150,949.00	$138,891.54	$349,874.80
2018	341	48	0	0	$10,899,347.30	$174,978.18	$254,268.00
2019	311	41	0	0	$9,413,171.19	$154,028.00	$223,456.00
2020	313	39	0	0	$6,338,841.41	$134,249.87	$200,166.00
2021	483	40	0	1	$10,439,163.00	$167,644.32	$261,071.00

MONTHLY COMPARISON FOR 2021

Month	# Permits	Permit Value	Permit Fees
January	37	$264,490.00	$7,048.43
February	81	$1,945,632.00	$33,478.30
March	72	$404,636.00	$14,229.50
April	101	$2,134,357.00	$37,993.50
May	105	$3,959,650.00	$43,179.90
June	75	$1,730,398.00	$30,238.69
July	12	$0.00	$1,476.00
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	483	$10,439,163.00	$167,644.32

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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Fax: (763) 427-0833
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MEMORANDUM

Date: July 14, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.123130

Please find listed below a status report of the current projects in the City of Isanti:

1) Liquor Store Site

Parking lot curb & gutter is in and building framing will continue.

2) Main Street Reconstruction

The contracts are in place. We will hold a preconstruction meeting in the coming weeks.

3) Eagle Park Parking Lot Reconstruction

The contracts are in place. We will hold a preconstruction meeting in the coming weeks.

4) Heritage Walk Improvements

The contracts are in place. We will hold a preconstruction meeting in the coming weeks.

5) 2021 Pavement Management Project

The contracts are in place. We will hold a preconstruction meeting in the coming weeks.

6) 2021 Storm System Management Project

This project has been awarded to DW Companies. They are scheduled to begin work on Whiskey Road later this month.

7) 6th Avenue Rehabilitation

The replaced sod that did not take will be replaced next month once the heat and dry weather subside.

8) Legacy Pines 2nd & 3rd Additions

The sidewalk along Eagle Street will go in this month once all private utilities are in.

9) Fairway Greens South Development

This development is proposed to extend Wendover Street NE. The project is planned for construction this summer/fall.

Bolton & Menk is an equal opportunity employer.

10) Fairway Greens North Development

This development is proposed to extend to the NE along 7th Avenue from Cajima Street near the Arts & Science Academy. The first addition is planned for construction this summer/fall.

11) Caribou Coffee

The Caribou Coffee project at the intersection of 5th Avenue NE & Main Street is scheduled to be constructed this summer. The driveway aprons are complete. The sidewalk is scheduled to go in this month.

12) MS4 Implementation

We assisted the City with completing the MS4 permit application and will continue to assist the City as requested to meet MS4 requirements.

Please contact me if you have any questions.

AGENDA

CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, JULY 20, 2021
(Immediately following the 7:00 p.m. City Council Meeting)
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Work Session Items
1. **2022 Budget Schedule**
2. **Tax Levy / Tax Rate**
3. **General Fund Operating Budget (101)**
4. **EDA Fund Operating Budget (108)**
5. **Water Fund Operating Budget (601)**
6. **Sewer Fund Operating Budget (602)**
7. **Stormwater Fund Operating Budget (603)**
8. **Liquor Fund Operating Budget (609)**
9. **Debt Service Funds Summary (929 thru 932)**

Adjournment

MEMO

To: **Mayor Johnson & City Council Members**

From: Finance Director Betker

Date: July 20th 2021

Subject: Budget Work Session – Operating Budgets

General Notes and Assumptions

- All wages include a 3% COLA for 2022 and include the necessary step increases, where applicable.
- Health Insurance is based on 2021 premiums plus 25%.
- Worker's compensation rates are based on 2021 rates and include a 25% inflationary factor.
- Property, liability, and volunteer insurance premiums are based on 2021 rates and include a 5% inflationary factor.
- Dental Insurance is based on 2021 premiums, plus 10%.
- Life/AD&D Insurance is based on 2021 premiums, plus 0%.
- Use of Fund Balance is currently budgeted in the amount of $49,374. This is equal to the year-end projected cash balance of Debt Service Fund 931, which will be closed to the General Fund (Cash) and Fund 920 (Special Assessments) by year-end 2021.



Budget Work Session

July 20th 2021

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2022 Budget Schedule

Tuesday, July 20, 2021 **Work Session**

-Tax Levy/Rate History and Projections
-Operating Budgets
    -General Fund (101)
    -Economic Development Authority (108)
    -Water Fund (601)
    -Sewer Fund (602)
    -Stormwater Fund (603)
    -Liquor Fund (609)
    -Debt Service Funds (929-932)

Tuesday, August 17, 2021 **Work Session**

-Capital Budgets
    -General & EDA Funds (920)
    -Street Construction Fund (425)
    -Pavement Management Fund (440)
    -Water Fund (601)
    -Sewer Fund (602)
    -Stormwater Fund (603)
    -Liquor Fund (609)
    -Technology Fund (614)
-Operating Budget Updates (If Any)

Tuesday, September 7, 2021 **Preliminary Budget and Levy Meeting**

-Set 2022 Final Budget and Levy Meeting Date
-Adopt 2022 Preliminary Budget
-Adopt 2022 Preliminary Levy

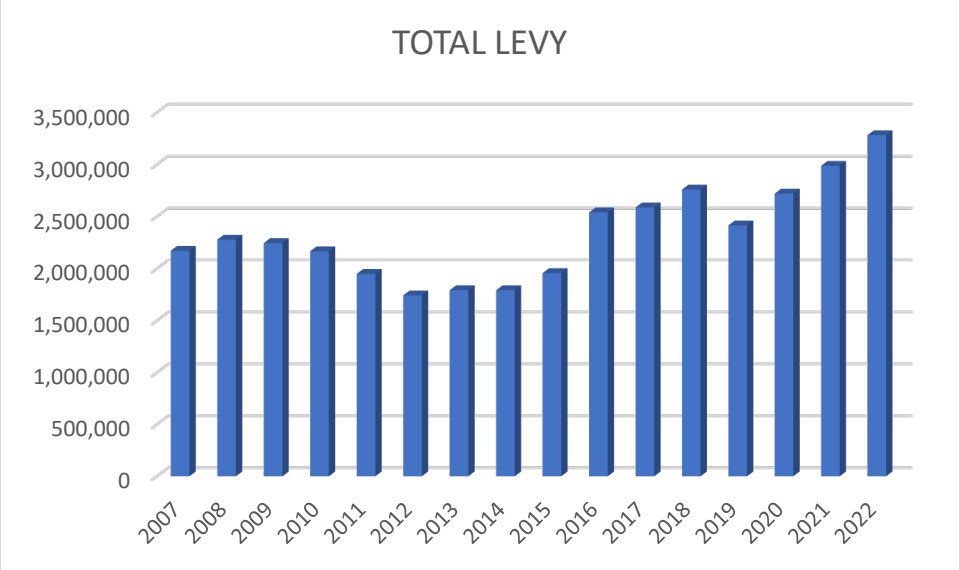
Tuesday, December 7, 2021 **Final Budget and Levy Meeting**

-Final 2022 Budget and Levy Presentation
-Public Comment
-Adopt 2022 Final General Fund and EDA Budgets
-Adopt Debt Levy Variance (If Needed)
-Adopt 2022 Final Levy
-Adopt 2022 Final Enterprise Fund Budgets
-Approve Cost of Living Adjustment for Non-Union Employees

Tax Levy

Proposed 2022 Total Levy **$ 2,987,409**

	2022	2021	CHANGE FROM PRIOR	
GENERAL FUND LEVY (101)	$ 2,150,000	$ 1,880,700	14.32%	$ 269,300
CAPITAL MAINT. LEVY (920)	$ 451,900	$ 438,700	3.01%	$ 13,200
STREET CONST. LEVY (425)	$ 295,000	$ 286,500	2.97%	$ 8,500
EDA LEVY (108)	$ 98,038	$ 86,201	13.73%	$ 11,837
ABATEMENT LEVY (101)	$ 13,763	$ 13,432	2.47%	$ 331
DEBT SERVICE LEVY	$ 273,150	$ 281,630	-3.01%	$ (8,480)
TOTAL LEVY	**$ 3,281,851**	**$ 2,987,163**	**9.87%**	**$ 294,688**



Tax Rate

Projected 2022 Tax Rate **58.484%**

	2022	2021	CHANGE FROM PRIOR
TAX RATE	**58.484%**	**60.399%**	**-3.17%**
15 YEAR AVG. TAX RATE - 2007-2021	67.082%		
% ABOVE (+) / BELOW (-) AVG.	-12.82%		

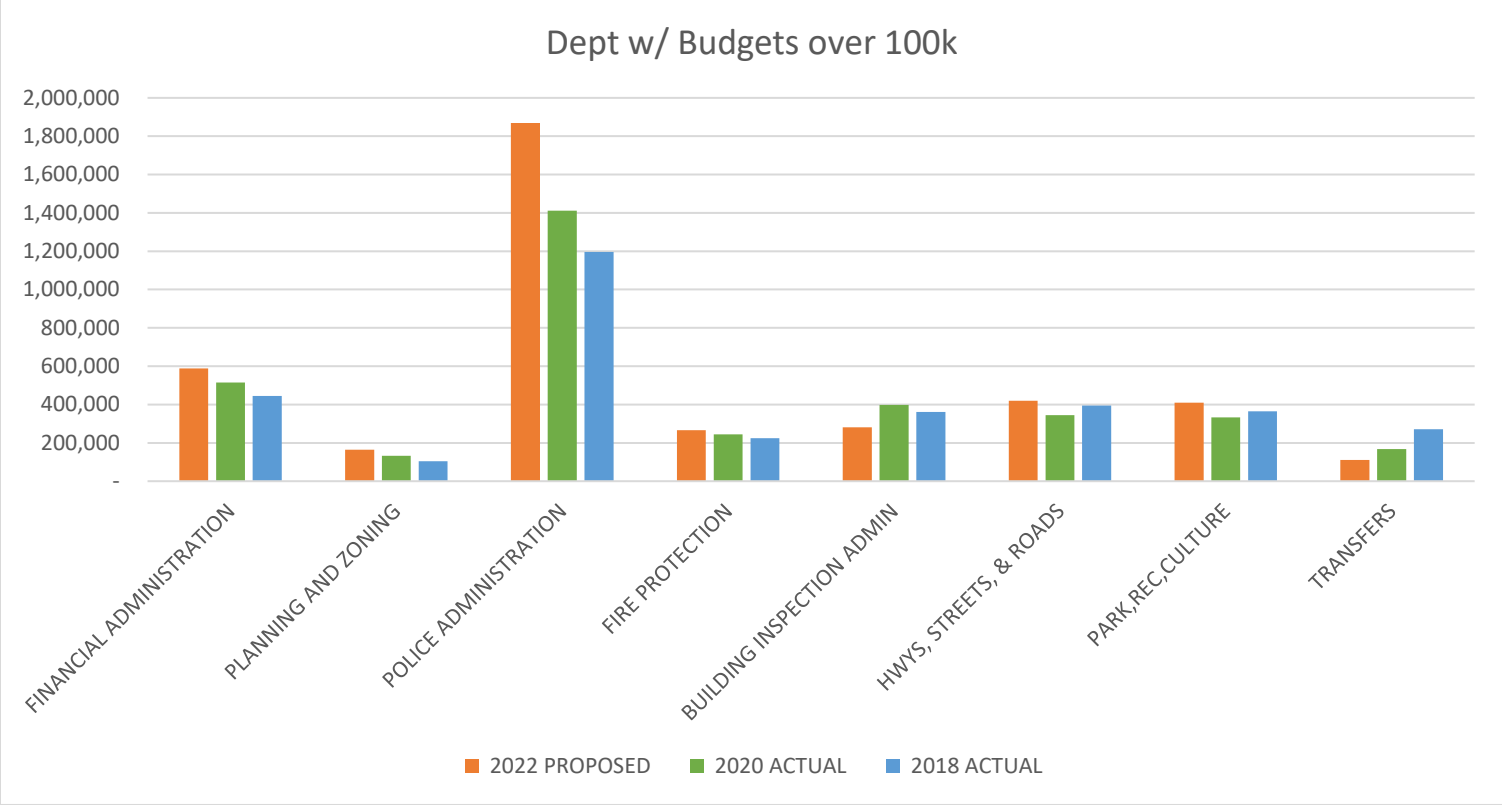


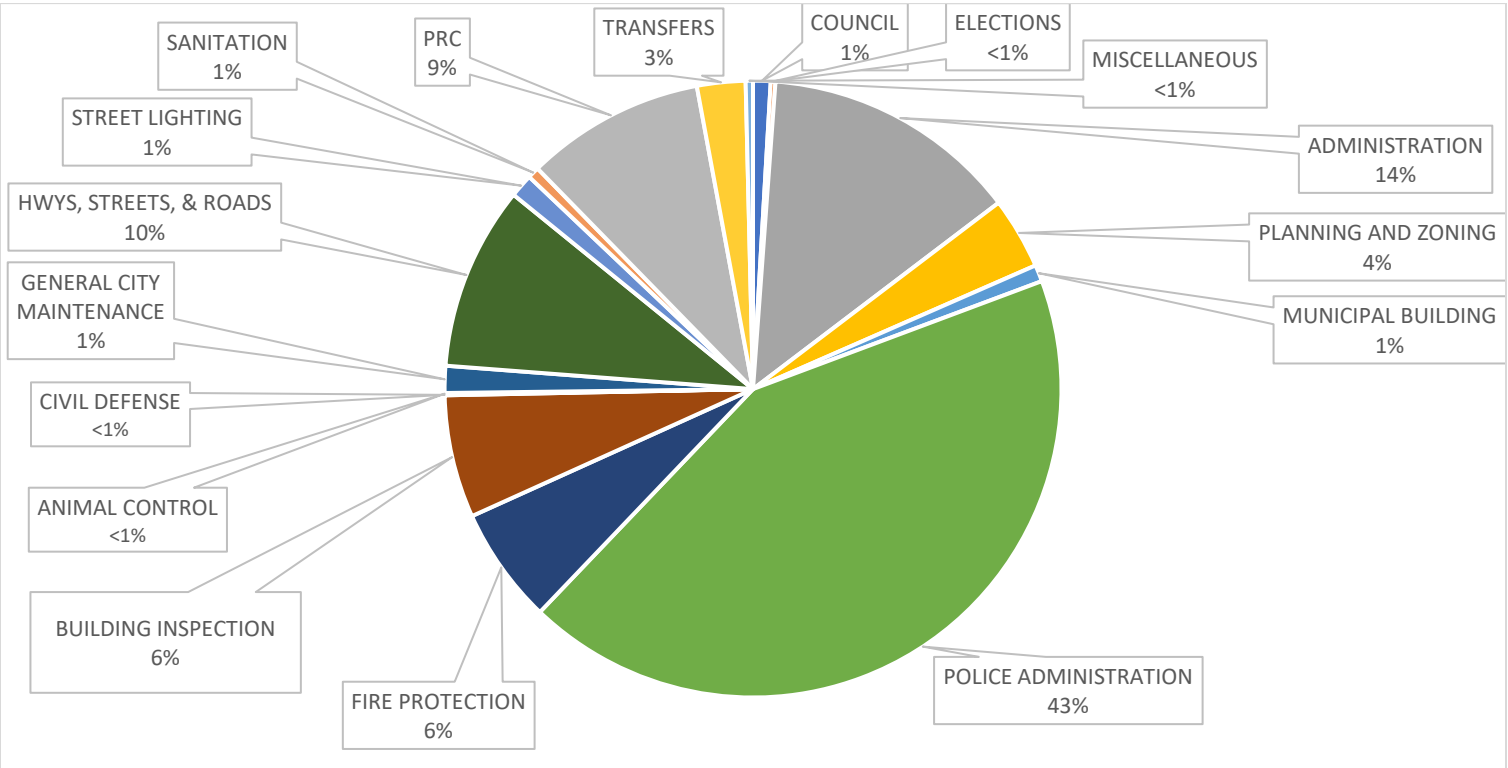
Tax Rate = Total Levy / Market Value

General Fund Operating Budget Summary (101)

	Title / Detail	2022 PROPOSED
	TAXES	2,187,663
	LICENSES/PERMITS	388,500
	INTERGOVERNMENTAL	1,003,424
	CHARGES FOR SERVICES	199,900
	FINES AND FORFEITURES	38,850
	MISCELLANEOUS	51,400
	TRANSFERS IN	360,481
TOTAL	**GENERAL FUND REVENUES**	**4,279,592**
	COUNCIL	40,064
	ELECTIONS	10,700
	FINANCIAL ADMINISTRATION	589,205
	SPECIAL PROJECTS	-
	PLANNING AND ZONING	164,156
	MUNICIPAL BUILDING	38,140
	POLICE ADMINISTRATION	1,868,741
	FIRE PROTECTION	266,400
	BUILDING INSPECTION ADMIN	280,682
	CODE ENFORCEMENT	-
	CIVIL DEFENSE	2,140
	ANIMAL CONTROL	3,095
	GENERAL CITY MAINTENANCE	61,623
	HWYS, STREETS, & ROADS	420,577
	STREET LIGHTING	53,500
	SANITATION ADMINISTRATION	26,596
	PARK,REC,CULTURE	409,765
	DEBT SERVICE (GENERAL)	-
	TRANSFERS	110,765
	IMPROVEMENT FUNDS	-
	MISCELLANEOUS	16,610
TOTAL	**GENERAL FUND EXPENDITURES**	**4,362,760**
	NET INCOME / (LOSS)	**(83,168)**

* Detail provided within attached budget


Dept w/ Budgets over 100k
2,000,000
1,800,000
1,600,000
1,400,000
1,200,000
1,000,000
800,000
600,000
400,000
200,000
-
FINANCIAL ADMINISTRATION
PLANNING AND ZONING
POLICE ADMINISTRATION
FIRE PROTECTION
BUILDING INSPECTION ADMIN
HWYS, STREETS, & ROADS
PARK,REC,CULTURE
TRANSFERS
2022 PROPOSED
2020 ACTUAL
2018 ACTUAL


SANITATION 1%
PRC 9%
TRANSFERS 3%
COUNCIL 1%
ELECTIONS <1%
MISCELLANEOUS <1%
STREET LIGHTING 1%
ADMINISTRATION 14%
HWYS, STREETS, & ROADS 10%
PLANNING AND ZONING 4%
GENERAL CITY MAINTENANCE 1%
MUNICIPAL BUILDING 1%
CIVIL DEFENSE <1%
ANIMAL CONTROL <1%
BUILDING INSPECTION 6%
FIRE PROTECTION 6%
POLICE ADMINISTRATION 43%

Budget Adjustments to Consider

Potential Reductions:	**Dept.**	**Amount**
Eliminate Additional Police Secretary	PD	27,177
Reduce Code Enforcement Hours	PD	12,872
Health Insurance Renewal Assumption (25% to 10%)	ALL	28,515
Dental Insurance Renewal Assumption (10% to 0%)	ALL	2,326

Potential Additions:		
Transfer Excess Funds from Fund 920	CIP	80,000
Adjust Revenues Less Conservatively	REV	-

EDA Fund Operating Budget Summary (108)

	Title / Detail	PROPOSED 2022 BUDGET
TOTAL	**EDA REVENUES**	**111,448**
TOTAL	**EDA EXPENDITURES**	**111,448**
NET INCOME / (LOSS)		**0**

Primary revenue source is EDA Levy. This is a calculated amount limited by State Statute. Statute reads in part:

469.107 CITY MAY LEVY TAXES FOR ECONOMIC DEVELOPMENT AUTHORITY.
Subdivision 1.City tax levy. A city may, at the request of the authority, levy a tax in any year for the benefit of the authority. The tax must be not more than 0.01813 percent of estimated market value.

The single largest expenditure increase ($4,500) is in engineering fees. Increased interest in Shovel-Ready industrial sites have corresponded to an increase in expenditures. Staff is recommending that those likely expenses be budgeted for, even if they are not a certainty.

Water Fund Operating Budget Summary (601)

	Title / Detail	PROPOSED 2022 BUDGET
TOTAL	**WATER FUND REVENUES**	**1,503,794**
TOTAL	**WATER FUND EXPENDITURES**	**2,191,218**
NET INCOME / (LOSS)		**(687,424)**
NET CASH FLOW / (LOSS)		**(282,424)**

Water Sales of $1,209,832 is projected for 2022, based on our recently completed and approved rate study.

Capital Expenditures are included in the above listed total expenditures. That amount is based on the previously approved 2021 capital improvement plan. Adjustments to that number, if any will be presented at the August budget work session.

Expenditures include $434,000 in principal and $87,819 in interest payments toward debt service. The Water Fund currently makes payments on the 5 Debt Issues listed below.

Debt Issue	Final Debt Payment
2007 GO Revenue Note, PFA	August 2026
2008 GO Revenue Note, PFA	August 2028
2010A GO Utility Revenue Bonds - Water	November 2024
2011 GO Water Revenue Bonds, PFA	August 2031
2013A GO Refunding - Water	November 2028

Net Cash Flow differs from Net Income in that Net Cash Flow excludes non-cash items that are otherwise budgeted and represented in the listed Net Income. Non-Cash expenses excluded to arrive at Net Cash Flow include, Pension Expense (601-49400-129), OPEB Expense (601-49400-150), Depreciation (601-49400-405) and Amortization of Bond Discount (601-49400-630).

Sewer Fund Budget Summary (602)

	Title / Detail	PROPOSED 2022 BUDGET
TOTAL	**SEWER FUND REVENUES**	**1,735,829**
TOTAL	**SEWER FUND EXPENDITURES**	**1,924,744**
NET INCOME / (LOSS)		**(188,915)**
NET CASH FLOW / (LOSS)		**380,067**

Sewer Sales of $1,354,659 is projected for 2022, based on our recently completed and approved rate study.

Capital Expenditures are included in the above listed total expenditures. That amount is based on the previously approved 2021 capital improvement plan. Adjustments to that number, if any will be presented at the August budget work session.

Expenditures include $375,000 in principal and $51,973 in interest payments toward debt service. The Sewer Fund currently makes payments on the 3 Debt Issues listed below.

Debt Issue	Final Debt Payment
2010A GO Utility Revenue Bonds - Sewer	November 2024
2014B GO Bonds - Sewer	November 2025
2016A GO Sewer Revenue Bonds, PFA	August 2029

Net Cash Flow differs from Net Income in that Net Cash Flow excludes non-cash items that are otherwise budgeted and represented in the listed Net Income. Non-Cash expenses excluded to arrive at Net Cash Flow include, Pension Expense (602-49450-129), OPEB Expense (602-49450-150), Depreciation (602-49450-405) and Amortization of Bond Discount (602-49450-630).

Storm Water Fund Budget Summary (603)

	Title / Detail	PROPOSED 2022 BUDGET
TOTAL	**STORM WATER FUND REVENUES**	**404,800**
TOTAL	**STORM WATER FUND EXPENDITURES**	**211,198**
NET INCOME / (LOSS)		**193,602**
NET CASH FLOW / (LOSS)		**263,602**

Storm Water Sales of $402,000 is projected for 2022 based on the observed trendline for 2021 revenues and adding a 5% premium. It is also worth noting that Storm Water is due for a rate study. The results of the study would go into effect for 2022 and hence he budgeted revenues may be revised based on the outcome of that rate study.

Capital Expenditures are included in the above listed total expenditures. That amount is based on the previously approved 2021 capital improvement plan. Adjustments to that number, if any will be presented at the August budget work session.

Net Cash Flow differs from Net Income in that Net Cash Flow excludes non-cash items that are otherwise budgeted and represented in the listed Net Income. Non-Cash expenses excluded to arrive at Net Cash Flow include, Pension Expense (603-49500-129), OPEB Expense (603-49500-150) and Depreciation (603-49500-405).

Municipal Liquor Fund Budget Summary (609)

	Title / Detail	PROPOSED 2022 BUDGET
TOTAL	**MUNICIPAL LIQUOR FUND REVENUES**	**4,386,054**
TOTAL	**MUNICIPAL LIQUOR FUND EXPENDITURES**	**4,405,846**
NET INCOME / (LOSS)		**(19,792)**
NET CASH FLOW / (LOSS)		**208**

Sales of $4,360,789 and Cost of Goods Sold of 3,168,400 is based on our original project projections, which in turn were informed by the two market studies that were completed over the past 13 years. The annual transfer to the General Fund to help reduce the tax rate remains at $350,000.

No Capital Expenditures are included in the above listed total expenditures. An entirely new Capital Improvement Plan will be created upon completion of the new liquor store that will reflect actual materials and prices in construction. I do not anticipate presenting the new Capital Improvement Plan for the 2022 budget. Said plan should be ready for consideration and approval during the 2023 budget process.

Expenditures include $155,000 in principal and $94,774 in interest payments toward debt service. The Liquor Fund currently makes payments on the one Debt Issue listed below.

Debt Issue	Final Debt Payment
2021A EDA Lease Revenue Bonds	December 2036

Net Cash Flow differs from Net Income in that Net Cash Flow excludes non-cash items that are otherwise budgeted and represented in the listed Net Income. Non-Cash expenses excluded to arrive at Net Cash Flow include, Pension Expense (609-49750-129), OPEB Expense (609-49750-150) and Depreciation (609-49750-405).

Debt Service Funds Budget Summary (929 thru 932)

	Title / Detail	PROPOSED 2022 BUDGET
TOTAL	**2010B GO IMPR BOND REVENUES**	**-**
TOTAL	**2010B GO IMPR BOND EXPENDITURES**	**-**
NET INCOME / (LOSS)		**-**
TOTAL	**2011A IMPROVEMENT BOND REVENUES**	**41,300**
TOTAL	**2011A IMPROVEMENT BOND EXPENDITURES**	**92,215**
NET INCOME / (LOSS)		**(50,915)**
TOTAL	**2014A GO ABATEMENT BOND REVENUES**	**224,321**
TOTAL	**2014A GO ABATEMENT BOND EXPENDITURES**	**210,213**
NET INCOME / (LOSS)		**14,109**
TOTAL	**2014B GO IMPR BOND REVENUES**	**49,454**
TOTAL	**2014B GO IMPR BOND EXPENDITURES**	**47,808**
NET INCOME / (LOSS)		**1,647**

2010B GO Improvement Bond Fund (929) will no longer be a budgeted Fund. Final debt service payments will be made in 2021. Revenues were generated exclusively from the debt service levy which ended in 2020.

2011A Improvement Bond Fund (930) shows a net loss of $50,915 as the bond is nearing the end of its debt service schedule. Final debt service payments will be made in 2022. Revenues are generated from the debt service levy, which ends in 2021 and from transfers out of the Water and Sewer Funds.

2014A GO Tax Abatement Bonds (931) were issued to cover construction costs associated the Isanti Indoor Arena. Final debt service payments will be made in 2030. Revenues are generated exclusively from the debt service levy, which ends in 2029.

2014B GO Improvement Bond Fund (932) is nearing the end of its debt service schedule. Final debt service payments will be made in 2024. Revenues are generated exclusively from the debt service levy which ends in 2023.

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101			**GENERAL FUND REVENUES**							
101-25300	EQ		Unreserved Fund Balance		$ 49,374	(37,418)				
101-31000	R		General Property Taxes		$ 2,163,763	1,894,132	1,852,892	1,837,298	1,796,472	2,146,873
101-31001	R		General Prop Taxes-Delinq		$ 20,500	20,300	24,000	21,118	42,685	19,721
101-31801	R		Tax Forfeited Sales		$ 1,600	2,000	2,600	-	1,891	2,547
101-31900	R		Penalties and Interest DelTax		$ 1,800	1,700	2,200	1,331	3,337	1,024
		TOTAL	**TAXES**		**2,187,663**	**1,918,132**	**1,881,692**	**1,859,747**	**1,844,384**	**2,170,165**
101-32100	R		Business Licenses/Permits		$ 13,000	12,500	12,200	13,985	13,435	12,525
101-32200	R		Non-Business Licenses/Permits		$ 8,500	8,500	12,900	11,490	7,750	15,420
101-32210	R		Building Permit Fee		$ 200,000	175,000	198,100	235,980	174,440	190,248
101-32211	R		Plan Check Fee-Bldg.Permit		$ 110,000	98,000	95,000	131,611	97,651	110,482
101-32212	R		Plumbing Fee-Bldg.Permit		$ 13,750	12,500	14,700	11,869	12,241	16,734
101-32213	R		Mechanical Fee-Bldg.Permit		$ 13,250	13,250	12,400	13,359	13,181	12,961
101-32214	R		Fireplace Fee-Bldg.Permit		$ -	-	-	-	-	-
101-32215	R		Septic Fee		$ -	-	-	-	-	-
101-32216	R		S/W Connection Fee		$ 3,000	3,000	1,300	3,563	3,075	2,225
101-32217	R		Sprinkler Fee		$ 200	250	300	-	-	612
101-32218	R		License Verification Fee		$ 1,500	1,000	1,500	2,280	920	1,425
101-32219	R		Electrical Permit		$ 22,000	23,000	22,700	21,059	21,506	24,140
101-32240	R		Animal Licenses		$ 2,500	3,000	3,600	2,520	2,970	3,530
101-32250	R		Special Vehicle Permit		$ 800	800	700	900	950	800
		TOTAL	**LICENSES/PERMITS**		**388,500**	**350,800**	**375,400**	**448,614**	**348,118**	**391,103**
101-33100	R		Federal Grants and Aids		$ 40,800	79,667	8,600	417,121	8,102	6,477
101-33400	R		State Grants and Aids		$ -	-	200	-	-	-
101-33401	R		Local Government Aid		$ 798,919	780,176	737,393	740,876	635,435	631,811
101-33403	R		LGA-Market Value Credit		$ -	150	-	70	164	391
101-33404	R		PERA Rate Increase Aid		$ 1,205	1,205	1,200	-	1,205	1,205
101-33416	R		Police Training Reimbursement		$ -	-	-	-	-	-
101-33418	R		Muni State Aid St Maintenance		$ 75,000	69,000	68,500	73,844	67,155	65,864
101-33422	R		Other State Aid Grants		$ -	-	-	-	-	-
101-33423	R		POST Training Aid		$ 6,500	6,000	6,400	6,586	5,965	10,527
101-33424	R		Police State Aid		$ 81,000	72,000	75,000	49,618	71,750	73,226
101-33600	R		County Grants		$ -	-	-	-	-	-
101-33601	R		Regional Grants		$ -	-	-	-	-	-
101-33610	R		County Grants/Aid for Hwy		$ -	-	-	-	-	-
		TOTAL	**INTERGOVERNMENTAL**		**1,003,424**	**1,008,198**	**897,293**	**1,288,115**	**789,776**	**789,501**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-34000	R		Charges for Services		$ -	-	-	58	516	-
101-34100	R		General Gov t Charges for Svcs		$ 2,000	3,000	3,700	997	2,058	3,512
101-34101	R		Rent Revenue		$ -	-	-	-	-	-
101-34103	R		Zoning and Subdivision Fees		$ 13,000	13,000	12,800	13,085	12,940	15,000
101-34104	R		Plan Check Fee		$ -	-	-	-	-	-
101-34105	R		Sale of Maps and Publications		$ -	-	-	-	-	-
101-34106	R		Advertising Revenue		$ 1,400	1,500	1,500	1,400	3,813	3,524
101-34110	R		Land Rent		$ 1,000	1,000	3,500	1,140	1,260	1,028
101-34112	R		Dog Rm/Bd Charges		$ -	-	700	-	-	395
101-34113	R		Community Ctr Rent Revenue		$ 15,000	12,000	15,500	5,664	17,196	15,113
101-34114	R		Copy Machine Copy Sales		$ 50	75	200	36	85	135
101-34115	R		Lease Revenue		$ 77,100	76,280	106,944	74,373	98,528	109,466
101-34200	R		Police Charges for Services		$ 750	1,000	400	738	1,513	2,125
101-34202	R		Security Services		$ -	-	-	-	-	-
101-34203	R		Accident Reports		$ -	-	-	-	-	-
101-34205	R		Pawn Shop Transactions		$ 1,500	1,500	1,600	(1,124)	1,495	1,660
101-34206	R		School Dist Resource Officer		$ 82,000	85,520	88,471	26,050	80,756	60,162
101-34211	R		PD Charges for Scvs		$ -	-	-	6	-	-
101-34212	R		Nuisance Abatement		$ -	3,000	2,800	749	3,973	2,547
101-34300	R		PW Other Charges for Scvs		$ 1,000	750	1,100	2,055	652	1,266
101-34304	R		Street Cut Charges		$ 4,250	4,000	3,500	4,130	4,635	6,275
101-34305	R		Snow Removal		$ -	-	100	-	-	10
101-34306	R		Weed/Grass Removal		$ -	-	-	-	109	(96)
101-34700	R		Park Rental Fees		$ 500	500	800	105	585	1,010
101-34750	R		Rec Program Fees		$ 300	300	350	(4)	313	291
101-34780	R		Park Fees		$ 50	50	-	30	40	65
101-34951	R		Surplus Property Rev		$ -	-	250	-	-	-
		TOTAL	**CHARGES FOR SERVICES**		**199,900**	**203,475**	**244,215**	**129,488**	**230,468**	**223,487**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-35000	R		Fines and Forfeits		$ 100	50	-	220	56	32
101-35102	R		Parking Fines		$ 1,250	1,500	1,600	620	1,600	2,440
101-35104	R		Other Fines		$ -	-	-	-	-	-
101-35105	R		Highway Fines		$ 30,000	35,500	33,100	24,676	35,566	35,523
101-35106	R		Dog Impound Fee		$ -	-	1,300	-	-	1,279
101-35107	R		NSF Fines		$ -	-	-	-	-	-
101-35108	R		Bldg.Inspection Penalty		$ -	-	-	-	-	-
101-35110	R		Storage Fees		$ -	-	-	-	-	-
101-35120	R		AdministrativeTraffic Citation		$ 7,500	14,000	11,600	7,200	14,120	14,640
101-35130	R		Administrative Citation		$ -	2,000	2,200	40	1,160	2,708
		TOTAL	**FINES AND FORFEITURES**		**38,850**	**53,050**	**49,800**	**32,756**	**52,502**	**56,622**
101-36100	R		Special Assessments		$ -	-	-	-	-	-
101-36200	R		Miscellaneous Revenues		$ 1,000	1,000	2,400	1,026	955	469
101-36201	R		Refunds & Reimbursements		$ 12,500	7,000	13,600	17,880	9,099	7,748
101-36202	R		Loan Payments		$ -	-	-	-	-	-
101-36205	R		Pop Machine Sales - City Hall		$ -	-	-	-	-	-
101-36206	R		Election Expense Reimbursement		$ -	-	-	3,889	-	-
101-36210	R		Interest Earnings		$ 30,000	20,000	17,000	40,126	63,792	22,480
101-36230	R		Contributions and Donations		$ 7,750	7,750	-	100	-	5,000
101-36231	R		Community Center Contributions		$ -	-	-	-	-	-
101-37460	R		General Penalty		$ 150	100	200	744	22	186
101-37840	R		Cash Over - (Short)		$ -	-	-	(0)	-	-
101-37843	R		Bank Charges		$ -	-	-	245	-	-
101-37844	R		Error Adjustment		$ -	-	-	(221)	21	(0)
101-39102	R		Sale of Property		$ -	-	-	-	649	737
101-39103	R		Insurance Proceeds		$ -	-	-	4,681	-	-
		TOTAL	**MISCELLANEOUS**		**51,400**	**35,850**	**33,200**	**68,470**	**74,537**	**36,620**
101-39200	R		Interfund Operating Transfers		$ -	-	-	-	-	-
101-39203	R		Transfer from Other Fund		$ 360,481	486,400	451,176	451,176	369,150	369,150
		TOTAL	**TRANSFERS IN**		**360,481**	**486,400**	**451,176**	**451,176**	**369,150**	**369,150**
101-39999	R		Prior Period Adjustment			-	-	-	-	-
101		**TOTAL**	**GENERAL FUND REVENUES**		**4,279,592**	**4,018,487**	**3,932,776**	**4,278,366**	**3,708,935**	**4,036,647**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
41110			**COUNCIL**							
101-41110-100	E		Wages & Salaries General		$ 24,927	24,927	21,777	23,477	25,327	22,577
			Council & Board Wages							
101-41110-120	E		Employer Contrib Ret General		$ 1,907	1,907	1,666	1,796	1,938	1,727
101-41110-130	E		Employer Paid Ins General		$ -	-	-	-	-	-
101-41110-151	E		Worker s Comp Insurance		$ -	-	-	-	-	-
101-41110-200	E		Office Supplies (GENERAL)		$ 750	250	700	786	143	208
101-41110-208	E		Training and Instruction		$ 2,500	2,500	4,750	724	693	499
101-41110-220	E		General Supplies		$ -	-	-	15	13	-
101-41110-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41110-305	E		Technology		$ 1,000	1,000	2,000	903	861	1,225
101-41110-351	E		Legal Notices Publishing		$ 2,000	1,500	1,750	3,277	825	1,519
101-41110-361	E		General Liability Ins		$ 50	5	25	6	29	132
101-41110-433	E		Dues and Subscriptions		$ 6,930	6,630	9,200	9,053	6,169	5,939
			League of Minnesota Cities	$ 6,900						
			LMC MN Mayors Association	$ 30						
101-41110-437	E		Other Miscellaneous		$ -	-	-	-	26	-
41110		**TOTAL**	**COUNCIL**		**40,064**	**38,719**	**41,868**	**40,038**	**36,025**	**33,827**
41200			**ELECTIONS**							
101-41200-100	E		Wages & Salaries General		$ 7,250	-	5,560	7,222	-	3,592
101-41200-200	E		Office Supplies (GENERAL)		$ 100	-	100	76	-	-
101-41200-208	E		Training and Instruction		$ 250	-	1,300	35	-	661
101-41200-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41200-351	E		Legal Notices Publishing		$ 100	-	200	-	-	77
101-41200-361	E		General Liability Ins		$ -	-	-	-	-	-
101-41200-439	E		Election Expenses		$ 3,000	200	1,700	2,698	154	5,296
41200		**TOTAL**	**ELECTIONS**		**10,700**	**200**	**8,860**	**10,030**	**154**	**9,627**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
41500			**FINANCIAL ADMINISTRATION**							
101-41500-100	E		Wages & Salaries General		$ 350,115	327,953	300,019	295,551	266,374	263,551
101-41500-101	E		PT Salaries & Wages		$ 5,050	4,900	5,500	2,852	-	-
101-41500-102	E		Full-Time Employees OT		$ -	-	-	-	26	-
101-41500-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-41500-112	E		Contracted Services		$ 3,995	10,248	40,235	33,099	11,871	10,004
			Codification Maint. Fee	$ 995						
			City Code Update (30%)	$ 3,000						
101-41500-120	E		Employer Contrib Ret General		53,403	50,034	45,646	43,932	39,286	39,143
101-41500-130	E		Employer Paid Ins General		69,717	61,733	49,926	51,440	44,618	49,696
101-41500-142	E		Unemployment Comp Benefit Pymt		-	-	-	79	25	-
101-41500-151	E		Worker s Comp Insurance		4,618	2,842	2,731	2,785	1,536	1,627
101-41500-200	E		Office Supplies (GENERAL)		$ 4,000	3,500	3,900	4,061	3,491	2,504
			Miscellaneous	$ 10,000						
			15% to EDA, PRC, P/Z, BLD INSP	$ (6,000)						
101-41500-202	E		Duplicating and copying supply		$ 3,080	1,870	1,980	2,980	1,473	1,552
			Copier Lease	$ 6,500						
			Paper / Supplies	$ 1,200						
			15% to P/Z, PRC, EDA	$ (4,620)						
101-41500-207	E		Computer Supplies		$ -	-	-	-	-	-
101-41500-208	E		Training and Instruction		$ 11,235	11,235	8,775	1,043	8,176	7,062
			City Clerk Training	$ 1,345						
			General HR Training	$ 1,240						
			ICMA Conference - C Mgr/Wood	$ 2,500						
			MCMA Conference - C Mgr/Wood	$ 800						
			League Conference - C Mgr/Wood	$ 800						
			LMC Conf. Betker/Brooks	$ 1,600						
			MNGFOA Conference - Fin Dir	$ 575						
			MNGFOA Conference - Asst Fin Dir	$ 575						
			General Admin Training	$ 800						
			Finance Dept Training	$ 1,000						
101-41500-220	E		General Supplies		$ 75	250	-	77	73	-
101-41500-300	E		Professional Srvs (GENERAL)		$ 50,225	50,224	46,530	41,159	75,783	32,833
			City Attorney	$ 40,000						
			Safety Training (6.25%)	$ 225						
			Mediation / Arbitration	$ 10,000						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-41500-301	E		Audit & Accounting Services		$ 15,000	17,540	17,538	16,688	15,875	18,090
			Annual Financial Audit	$ 35,000						
			AUP (Agreed Upon Procedures)	$ 5,000						
			12.5% B.I., Water, Sewer, Storm, Liquor	$ (25,000)						
101-41500-303	E		Engineering Fees		$ -	-	100	233	-	604
101-41500-305	E		Technology		$ 9,239	6,627	6,241	6,559	6,551	5,168
			Anti Spam Software	$ 288						
			WB IT Solutions (15%)	$ 6,750						
			Laserfiche Support (25%)	$ 1,294						
			Civic Plus Support (10%)	$ 243						
			Civic Systems Support (5.80%)	$ 664						
101-41500-320	E		Communications (GENERAL)		$ 1,092	1,548	1,536	1,643	1,803	754
			Verizon	$ 1,092						
101-41500-322	E		Postage		$ 1,260	5,090	5,385	5,699	4,423	4,759
			Mailing - Isantian	$ 50						
			PO Box Fee	$ 120						
			Postage 1,400 @ $0.55	$ 770						
			Certified Letters	$ 320						
101-41500-335	E		Auto Expense		$ 1,000	110	110	-	1	2,980
			City Hall Vehicle(s)	$ 1,000						
101-41500-351	E		Legal Notices Publishing		$ 500	300	600	972	66	254
101-41500-361	E		General Liability Ins		$ 2,200	2,100	2,420	2,170	2,321	3,311
101-41500-366	E		Bonds/Life Insurance		$ -	-	-	-	-	-
101-41500-404	E		Repairs/Maint Machinery/Equip		$ -	-	-	-	2	-
101-41500-433	E		Dues and Subscriptions		$ 2,600	2,507	2,270	1,419	3,290	1,707
			MN City/Cty Management Assoc	$ 160						
			MN Clerks & Finance Officers Assoc	$ 50						
			SHRM Membership	$ 230						
			ICMA	$ 1,185						
			Int'l Institute of Muncipal Clerks	$ 170						
			MN GFOA	$ 140						
			MN Society of CPAs	$ 280						
			AICPA	$ 285						
			MN Board of Accountancy	$ 100						
101-41500-437	E		Other Miscellaneous		$ 800	800	2,000	889	32	-
			Employee Wellness	$ 800						
101-41500-500	E		Capital Expenditures		$ -	-	-	-	3,320	-
101-41500-511	E		Land Acquisition		$ -	-	-	-	-	-
101-41500-721	E		Contingency Fund		$ -	-	-	-	-	-
41500		**TOTAL**	**FINANCIAL ADMINISTRATION**		**589,205**	**561,411**	**543,442**	**515,328**	**490,416**	**445,598**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
41501			**SPECIAL PROJECTS**							
101-41501-100	E		Wages & Salaries General		$ -	-	55,753	41,942	89,708	-
101-41501-102	E		Full-Time Employees OT		$ -	-	-	-	-	-
101-41501-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-41501-112	E		Contracted Services		$ -	-	5,000	1,382	3,984	-
101-41501-120	E		Employer Contrib Ret General		$ -	-	8,447	5,301	12,869	-
101-41501-130	E		Employer Paid Ins General		$ -	-	6,904	6,103	17,526	-
101-41501-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-41501-151	E		Worker s Comp Insurance		$ -	-	534	545	823	-
101-41501-200	E		Office Supplies (GENERAL)		$ -	-	-	-	-	-
101-41501-202	E		Duplicating and copying supply		$ -	-	600	-	52	-
101-41501-207	E		Computer Supplies		$ -	-	-	-	-	-
101-41501-208	E		Training and Instruction		$ -	-	1,400	-	3,773	-
101-41501-220	E		General Supplies		$ -	-	-	-	-	-
101-41501-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-41501-301	E		Audit & Accounting Services		$ -	-	-	-	-	-
101-41501-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41501-305	E		Technology		$ -	-	-	-	-	-
101-41501-320	E		Communications		$ -	-	540	-	-	-
101-41501-322	E		Postage		$ -	-	-	-	-	-
101-41501-335	E		Auto Expense		$ -	-	1,558	-	260	-
101-41501-351	E		Legal Notices Publishing		$ -	-	-	-	8	-
101-41501-361	E		General Liability Ins		$ -	-	-	-	-	-
101-41501-366	E		Bonds/Life Insurance		$ -	-	-	-	-	-
101-41501-404	E		Repairs/Maint Machinery/Equip		$ -	-	-	-	-	-
101-41501-433	E		Dues and Subscriptions		$ -	-	1,290	853	1,050	-
101-41501-437	E		Other Miscellaneous		$ -	-	-	-	-	-
101-41501-500	E		Capital Expenditures		$ -	-	-	-	-	-
101-41501-511	E		Land Acquisition		$ -	-	-	-	-	-
101-41501-721	E		Contingency Fund		$ -	-	-	-	-	-
41501		**TOTAL**	**SPECIAL PROJECTS**		**-**	**-**	**82,026**	**56,125**	**130,053**	**-**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
41910			**PLANNING AND ZONING**							
101-41910-100	E		Wages & Salaries General		$ 85,162	80,478	77,882	71,271	30,081	68,906
101-41910-101	E		Part Time Salaries and Wages		$ 2,525	2,450	2,800	-	-	-
101-41910-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-41910-112	E		Contracted Services		$ 4,550	4,550	-	-	10,648	-
			Zoning Code Update	$ 4,550						
101-41910-120	E		Employer Contrib Ret General		$ 12,734	12,110	12,121	10,415	4,308	9,970
101-41910-130	E		Employer Paid Ins General		$ 15,844	13,815	6,615	12,886	3,354	8,316
101-41910-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	11	-	-
101-41910-151	E		Worker s Comp Insurance		$ 1,114	689	711	725	578	369
101-41910-200	E		Office Supplies (GENERAL)		$ 1,250	1,250	1,525	828	814	573
			15% from Admin	$ 1,500						
			Miscellaneous	$ 250						
101-41910-202	E		Duplicating and copying supply		$ 1,155	510	540	834	728	503
			15% from Admin	$ 1,155						
101-41910-208	E		Training and Instruction		$ 2,000	2,000	2,130	5	687	1,081
			MN APA Conference	$ 1,500						
			Continuing Education - CDD	$ 500						
101-41910-300	E		Professional Srvs (GENERAL)		$ 9,500	6,000	4,000	5,180	3,748	1,945
101-41910-301	E		Auditing and Acct g Services		$ -	-	-	-	-	-
101-41910-303	E		Engineering Fees		$ 4,500	3,000	3,000	5,480	4,773	2,999
101-41910-305	E		Technology		$ 5,164	3,712	3,189	3,563	3,040	2,835
			WB IT Solutions (10%)	$ 4,500						
			Civic Systems Support (5.80%)	$ 664						
101-41910-310	E		Annexation Payments		$ 16,400	17,600	23,862	20,827	21,250	1,824
			Annex. Pmt to Township - A-2457(OA)-32	$ 12,100						
			Annex. Pmts. to Residents - A-2457(OA)-32	$ 4,300						
101-41910-320	E		Communications (GENERAL)		$ 258	264	1,513	1,124	528	685
			Verizon - 50% CDD Phone	$ 258						
101-41910-322	E		Postage		$ 50	50	50	-	2	13
101-41910-335	E		Auto Expense		$ 500	55	55	-	1	82
			10% from Admin	$ 500						
101-41910-351	E		Legal Notices Publishing		$ 300	300	300	210	116	664
101-41910-361	E		General Liability Ins		$ 50	10	63	15	76	387
101-41910-433	E		Dues and Subscriptions		$ 350	350	-	-	-	-
			MN APA Membership	$ 100						
			North TH 65 Corridor Coalition	$ 250						
101-41910-437	E		Other Miscellaneous		$ 750	900	950	-	787	908
			Isanti County Recorder / Misc.	$ 750						
101-41910-500	E		Capital Expenditures			-	-	-	1,113	2,871
41910		**TOTAL**	**PLANNING AND ZONING**		**164,156**	**150,093**	**141,306**	**133,373**	**86,632**	**104,931**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
41941			**MUNICIPAL BUILDING**							
101-41941-100	E		Wages & Salaries General		$ -	-	200	-	32	50
101-41941-112	E		Contracted Services		$ 1,310	960	1,337	1,015	1,161	856
			Alarm Monitoring	$ 610						
			Shred-N-Go	$ 700						
101-41941-120	E		Employer Contrib Ret General		$ -	-	15	-	5	4
101-41941-130	E		Employer Paid Ins General		$ -	-	-	-	-	-
101-41941-210	E		Operating Supplies (GENERAL)		$ 1,750	5,250	2,100	1,309	2,214	1,060
			Misc. Supplies	$ 1,000						
			Flags	$ 750						
101-41941-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-41941-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41941-305	E		Technology		$ 6,750	8,065	7,535	7,656	7,428	6,431
			WB IT Solutions (15%)	$ 6,750						
101-41941-320	E		Communications (GENERAL)		$ 3,870	3,164	5,893	4,743	2,852	4,317
			Landline Service	$ 900						
			City Hall Phone System Maint. (90%)	$ 2,970						
101-41941-361	E		General Liability Ins		$ 2,500	2,410	2,263	2,447	2,153	2,110
101-41941-380	E		Utilities		$ 14,300	12,120	13,563	13,489	11,436	9,545
101-41941-401	E		Maint & Repairs - Bldgs.		$ 7,660	7,685	8,451	7,493	9,499	10,000
			Janitorial Services	$ 3,915						
			Rug Service	$ 1,770						
			Garbarge/Recycling Services	$ 250						
			Fire Suppresion Inspection	$ 225						
			Miscellaneous	$ 1,000						
			Library Box - Powder Coat	$ 500						
101-41941-405	E		Depreciation (GENERAL)		$ -	-	-	-	-	-
101-41941-410	E		Rentals		$ -	-	-	-	-	-
101-41941-500	E		Capital Expenditures		$ -	-	-	-	17,454	4,950
101-41941-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
41941		**TOTAL**	**MUNICIPAL BUILDING**		**38,140**	**39,654**	**41,357**	**38,153**	**54,234**	**39,323**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
42110			**POLICE ADMINISTRATION**							
101-42110-100	E		Wages & Salaries General		$ 974,235	930,655	690,289	700,265	630,007	608,564
101-42110-101	E		Part Time Salaries and Wages		$ 92,779	90,517	78,356	80,707	137,166	85,258
101-42110-102	E		Full-Time Employees OT		$ 30,000	40,000	40,000	68,383	55,024	40,288
			Incidental OT							
			Training OT							
101-42110-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-42110-112	E		Contracted Services		$ -	-	-	220	3,375	-
101-42110-113	E		Uniform Pay		$ 12,857	11,757	15,100	24,033	19,228	13,835
101-42110-114	E		Crime Prevention		$ 750	2,000	2,000	774	434	136
101-42110-118	E		Salary Contingency		$ -	-	-	-	-	-
101-42110-120	E		Employer Contrib Ret General		$ 197,609	191,216	146,211	156,308	147,846	124,678
101-42110-130	E		Employer Paid Ins General		$ 207,897	185,071	154,893	140,844	132,382	130,040
101-42110-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	2,135	-
101-42110-151	E		Worker s Comp Insurance		$ 120,312	85,262	48,918	49,889	38,694	22,904
101-42110-200	E		Office Supplies (GENERAL)		$ 3,825	3,800	3,600	3,336	3,990	4,151
101-42110-207	E		Computer Supplies		$ -	-	100	16	60	-
101-42110-208	E		Training and Instruction		$ 17,940	17,000	17,000	17,501	15,347	15,731
			Ammunition	$ 4,000						
			MN Chiefs Annual Conference	$ 800						
			Jubiliee Days Meeting	$ 350						
			Misc Training/Courses	$ 11,300						
			Misc. Reserve Training	$ 500						
			Patrol On-line	$ 990						
101-42110-240	E		Small Tools and Minor Equip		$ 3,410	2,710	3,056	3,244	2,877	2,196
			Copy Machine Lease	$ 1,510						
			Radar Calibration	$ 300						
			Misc Small Tools/Equipment	$ 800						
			Misc Investigator Equipment	$ 800						
101-42110-300	E		Professional Srvs (GENERAL)		$ 68,200	66,492	58,751	51,833	52,744	53,282
			Prosecution ($4,084/month)	$ 49,750						
			Safety Training (12.5%)	$ 450						
			Attorney/Abatement/Hearings	$ 1,000						
			Hearing Testing	$ 750						
			Bi-Annual Body Camera Audit	$ 2,000						
			Officer Wellness	$ 7,200						
			Admin Citation Payment	$ 4,800						
			Pre-Employment & Drug Testing	$ 2,250						
101-42110-305	E		Technology		$ 15,947	13,708	11,727	9,471	13,838	20,358
			LETG Software Maintenance and Support	$ 8,410						
			WB IT Solutions (10%)	$ 4,500						
			County RMS Maint.	$ 737						
			Watchguard Server/Support	$ -						
			I-Crime Fighter	$ 1,296						
			Civic Systems Support (5.45%)	$ 664						
			Anti Spam Software	$ 340						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-42110-320	E		Communications (GENERAL)		$ 11,615	10,854	6,261	6,332	5,653	5,393
			Verizon	$ 9,180						
			Landline Service	$ 1,810						
			Long Distance	$ 25						
			BCA Connection	$ 600						
101-42110-321	E		Cell Phone Reimbursement		$ -	-	-	-	-	-
101-42110-335	E		Auto Expense		$ 42,050	34,260	35,914	39,171	33,837	25,559
			Fuel/Washes	$ 26,000						
			PW Labor	$ 850						
			GEO Tab	$ 2,700						
			Repairs	$ 12,500						
101-42110-336	E		PD Reserves		$ 1,200	1,200	1,200	1,113	782	1,432
101-42110-351	E		Legal Notices Publishing		$ 300	300	300	807	801	331
101-42110-361	E		General Liability Ins		$ 39,500	33,010	31,991	34,629	30,073	30,000
101-42110-380	E		Utilities		$ 7,700	7,340	8,592	7,272	6,927	6,691
101-42110-401	E		Maint & Repairs - Bldgs.		$ 6,540	6,790	4,257	5,662	12,800	4,631
			Janitorial Services	$ 1,820						
			Rug Service	$ 360						
			Garbarge/Recycling Services	$ 190						
			Fire Suppresion Inspection	$ 170						
			Misc. Services	$ 2,000						
			Misc. Equipment	$ 2,000						
101-42110-404	E		Repairs/Maint Equipment		$ 1,000	1,000	500	1,479	1,729	-
101-42110-433	E		Dues and Subscriptions		$ 13,075	8,665	8,026	8,266	695	283
			Lexipol Annual Subscription	$ 5,810						
			Post License $90/Officer every 3 years	$ 180						
			Tri County Law Enforcement	$ 75						
			MN Chiefs of Police Assoc.	$ 310						
			Special Response Team	$ 5,500						
			Range Dues	$ 1,200						
101-42110-440	E		Prisoner Expense		$ -	-	-	-	-	-
101-42110-442	E		Forfeitures		$ -	-	-	-	-	-
101-42110-500	E		Capital Expenditures		$ -	-	-	-	48,905	(341)
101-42110-501	E		Replacement Fund		$ -	-	-	-	-	-
101-42110-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
101-42110-721	E		Contingency Fund		$ -	-	-	-	-	-
42110		**TOTAL**	**POLICE ADMINISTRATION**		**1,868,741**	**1,743,607**	**1,367,042**	**1,411,553**	**1,397,350**	**1,195,400**
42280			**FIRE PROTECTION**							
101-42280-300	E		Professional Srvs (GENERAL)		$ -	-	-	2,800	-	-
101-42280-380	E		Utilities		$ 3,600	3,620	2,540	3,351	3,416	-
101-42280-390	E		Public Safety Expense		$ 262,800	254,370	246,965	238,078	231,246	224,513
101-42280-401	E		Maint & Repairs - Bldgs.		$ -	-	-	-	-	-
42280		**TOTAL**	**FIRE PROTECTION**		**266,400**	**257,990**	**249,505**	**244,229**	**234,663**	**224,513**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
42401			**BUILDING INSPECTION ADMIN**							
101-42401-100	E		Wages & Salaries General		$ 137,270	122,956	35,013	37,111	48,018	42,432
101-42401-101	E		Part Time Salaries and Wages		$ 37,995	-	-	-	-	250
101-42401-102	E		Full-Time Employees OT		$ -	-	-	-	-	-
101-42401-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-42401-105	E		Labor Credit - Work for Others		$ -	-	-	-	-	-
101-42401-112	E		Contracted Services		$ 24,400	18,400	267,985	344,135	272,916	288,748
			Rum River Construction Consultants	$ 6,000						
			Electrical Inspector	$ 18,400						
101-42401-120	E		Employer Contrib Ret General		$ 26,655	18,628	5,396	5,157	7,458	6,426
101-42401-130	E		Employer Paid Ins General		$ 32,184	27,099	4,929	6,626	7,829	6,946
101-42401-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	31	-	-
101-42401-151	E		Worker s Comp Insurance		$ 2,393	1,102	335	342	616	503
101-42401-200	E		Office Supplies (GENERAL)		$ 1,500	-	-	531	625	824
			15% from Admin	$ 1,500						
101-42401-202	E		Duplicating and copying supply		$ 1,155	-	-	-	489	502
			15% from Admin	$ 1,155						
101-42401-207	E		Computer Supplies		$ -	-	-	-	-	-
101-42401-208	E		Training and Instruction		$ 1,700	-	500	0	115	-
			Annual Institute (CE)	$ 1,200						
			Miscellaneous	$ 500						
101-42401-210	E		Operating Supplies (GENERAL)		$ 250	100	50	105	199	99
101-42401-300	E		Professional Srvs (GENERAL)		$ 1,000	-	935	660	2,709	3,642
101-42401-301	E		Auditing and Acct g Services		$ 5,000	-	-	-	3,175	3,618
			Annual Financial Audit (12.5%)	$ 4,375						
			AUP (Agreed Upon Procedures)	$ 625						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-42401-303	E		Engineering Fees		$ 250	-	2,000	-	-	-
101-42401-305	E		Technology		$ 7,187	4,021	1,356	2,326	2,530	2,857
			PSN Monthly eBill (20%)	$ 140						
			WB IT Solutions (10%)	$ 4,500						
			Civic Systems Support (22.24%)	$ 2,547						
101-42401-320	E		Communications (GENERAL)		$ 628	26	297	151	446	880
			Verizon - 10% CDD Phone	$ 52						
			Verizon - 100% Building Official Phone	$ 576						
101-42401-335	E		Auto Expense		$ 500	55	1,155	28	592	958
			10% from Admin	$ 500						
101-42401-351	E		Legal Notices Publishing		$ 50	50	-	552	66	53
101-42401-361	E		General Liability Ins		$ 300	270	351	279	352	738
101-42401-380	E		Utilities		$ -	-	-	-	1,271	991
101-42401-401	E		Maint & Repairs - Bldgs.		$ -	-	-	5	1,051	1,566
101-42401-405	E		Depreciation (GENERAL)		$ -	-	-	-	-	-
101-42401-433	E		Dues and Subscriptions		$ 265	-	-	-	-	-
			International Code Council	$ 145						
			10,000 Lakes B.O. Assn & AMNBO	$ 120						
101-42401-437	E		Other Miscellaneous		$ -	-	-	-	3	-
101-42401-500	E		Capital Expenditures		$ -	-	-	-	1,125	-
101-42401-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
42401		**TOTAL**	**BUILDING INSPECTION ADMIN**		**280,682**	**192,707**	**320,302**	**398,040**	**351,585**	**362,032**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
42402			**CODE ENFORCEMENT**							
101-42402-100	E		Wages & Salaries General		$ -	7,509	7,260	6,675	32,077	25,870
101-42402-101	E		Part Time Salaries and Wages		$ -	-	-	-	-	6,692
101-42402-106	E		Wages & Salaries Admin		$ -	-	-	-	-	-
101-42402-120	E		Employer Contrib Ret General		$ -	1,138	1,110	996	5,169	5,002
101-42402-130	E		Employer Paid Ins General		$ -	1,307	593	1,230	3,486	2,708
101-42402-151	E		Worker s Comp Insurance		$ -	67	70	71	311	152
101-42402-200	E		Office Supplies (GENERAL)		$ -	50	200	121	30	90
101-42402-207	E		Computer Supplies		$ -	-	-	-	-	15
101-42402-208	E		Training and Instruction		$ -	-	250	0	61	-
101-42402-300	E		Professional Srvs (GENERAL)		$ -	1,000	2,600	2	1,332	858
101-42402-305	E		Technology		$ -	786	385	762	1,016	1,162
101-42402-320	E		Communications		$ -	26	1,023	562	538	354
101-42402-322	E		Postage		$ -	125	200	149	38	116
101-42402-335	E		Auto Expense		$ -	-	1,200	288	332	325
101-42402-351	E		Legal Notices Publishing		$ -	75	150	6	44	59
101-42402-361	E		General Liability Ins		$ -	300	337	312	317	392
101-42402-494	E		Property Management		$ -	-	-	221	-	-
101-42402-500	E		Capital Expenditures		$ -	-	-	-	1,113	-
42402		**TOTAL**	**CODE ENFORCEMENT**		**-**	**12,383**	**15,378**	**11,393**	**45,863**	**43,795**
42500			**CIVIL DEFENSE**							
101-42500-112	E		Contracted Services		$ 2,140	2,140	2,300	2,140	4,280	-
			Siren Maintenance	$ 2,140						
101-42500-220	E		General Supplies		$ -	-	-	-	-	-
42500		**TOTAL**	**CIVIL DEFENSE**		**2,140**	**2,140**	**2,300**	**2,140**	**4,280**	**-**
42700			**ANIMAL CONTROL**							
101-42700-112	E		Contracted Services		$ 3,000	3,000	4,600	3,000	1,440	3,705
101-42700-210	E		Operating Supplies (GENERAL)		$ -	-	180	70	124	-
101-42700-219	E		Disposal-Animal		$ 90	90	90	-	-	-
101-42700-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-42700-322	E		Postage		$ -	-	-	-	-	-
101-42700-361	E		General Liability Ins		$ 5	1	4	1	3	17
101-42700-417	E		Uniform Rentals		$ -	-	-	-	-	-
42700		**TOTAL**	**ANIMAL CONTROL**		**3,095**	**3,091**	**4,874**	**3,071**	**1,568**	**3,722**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
43010			**GENERAL CITY MAINTENANCE**							
101-43010-100	E		Wages & Salaries General		$ 25,322	24,092	23,330	19,148	17,493	19,542
101-43010-102	E		Full-Time Employees OT		$ -	-	-	-	12	(2)
101-43010-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-43010-113	E		Clothing Replacement		$ 40	50	45	34	43	27
101-43010-120	E		Employer Contrib Ret General		$ 3,836	3,650	3,534	2,793	2,609	2,882
101-43010-130	E		Employer Paid Ins General		$ 8,490	6,892	6,340	4,941	4,601	5,030
101-43010-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-43010-151	E		Worker s Comp Insurance		$ 3,120	1,952	1,995	2,035	2,080	509
101-43010-208	E		Training and Instruction		$ 50	50	200	-	47	19
101-43010-212	E		Motor Fuels		$ -	-	-	-	-	-
101-43010-220	E		General Supplies		$ 450	450	500	458	493	426
101-43010-222	E		Gen l Operating Expense		$ 3,930	3,140	5,325	1,075	688	3,218
			Torch Gas	$ 200						
			Towel/Rug Service	$ 1,230						
			Parts/Oil/Supplies	$ 2,500						
101-43010-240	E		Small Tools and Minor Equip		$ 450	500	1,500	670	-	432
101-43010-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-43010-303	E		Engineering Fees		$ -	-	-	-	-	-
101-43010-305	E		Technology		$ -	-	-	-	57	56
101-43010-320	E		Communications (GENERAL)		$ -	-	12	7	9	207
101-43010-351	E		Legal Notices Publishing		$ -	-	-	-	6	-
101-43010-361	E		General Liability Ins		$ 1,400	1,280	1,283	1,305	1,219	1,146
101-43010-380	E		Utilities		$ 10,700	11,970	11,949	10,091	11,290	11,259
101-43010-400	E		Ground Maintenance		$ -	350	-	-	360	-
101-43010-401	E		Maint & Repairs - Bldgs.		$ 3,000	3,380	2,400	2,482	1,833	2,222
			Garbarge/Recycling Services	$ 2,500						
			Miscellaneous	$ 500						
101-43010-404	E		Repairs/Maint Machinery/Equip		$ 460	370	500	420	343	335
			Annual Lift Inspection	$ 460						
101-43010-405	E		Depreciation (GENERAL)		$ -	-	-	-	-	-
101-43010-410	E		Rentals		$ -	-	675	-	-	35
101-43010-417	E		Uniform Rentals		$ 375	310	330	366	244	300
101-43010-500	E		Capital Expenditures		$ -	-	-	-	-	-
101-43010-501	E		Replacement Fund		$ -	-	-	-	-	-
101-43010-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
101-43010-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
101-43010-701	E		Equipment/Bldg Payments		$ -	-	-	-	-	-
101-43010-720	E		Operating Transfers		$ -	-	-	-	-	-
43010		**TOTAL**	**GENERAL CITY MAINTENANCE**		**61,623**	**58,436**	**59,918**	**45,824**	**43,426**	**47,642**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
43100			**HWYS, STREETS, & ROADS**							
101-43100-100	E		Wages & Salaries General		$ 129,965	123,650	119,731	130,298	117,247	120,594
101-43100-101	E		Part Time Salaries and Wages		$ 5,655	5,490	4,809	2,639	2,729	2,097
101-43100-102	E		Full-Time Employees OT		$ 20,000	20,000	17,000	11,701	24,030	15,713
101-43100-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-43100-105	E		Labor Credit - Work for Others		$ (1,000)	(1,750)	(1,750)	(525)	(638)	(1,725)
101-43100-112	E		Contracted Services		$ -	-	-	-	-	-
101-43100-113	E		Clothing Replacement		$ 200	250	175	173	219	188
101-43100-120	E		Employer Contrib Ret General		$ 23,576	22,595	21,443	20,830	20,931	20,284
101-43100-130	E		Employer Paid Ins General		$ 43,558	35,359	32,529	37,640	36,817	32,305
101-43100-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-43100-151	E		Worker s Comp Insurance		$ 20,052	12,381	10,581	10,791	13,121	13,194
101-43100-208	E		Training and Instruction		$ 500	500	800	35	342	576
101-43100-212	E		Motor Fuels		$ 22,500	20,000	20,000	13,042	20,414	18,258
101-43100-220	E		General Supplies		$ 17,500	15,500	12,650	10,982	6,582	11,095
			Mosquito Spray - Promethium	$ 7,500						
			Miscellaneous	$ 10,000						
101-43100-226	E		Signs		$ 1,000	500	500	1,757	510	3,826
101-43100-229	E		Gravel		$ 3,500	3,500	7,800	4,306	6,912	7,733
101-43100-230	E		Salt/Sand		$ 50,000	50,000	58,000	37,047	57,435	45,695
101-43100-231	E		Street Maintenance		$ 9,625	9,700	11,000	8,026	9,172	10,008
			Special Assessments	$ 625						
			Street/Sidewalk Repair	$ 9,000						
101-43100-240	E		Small Tools and Minor Equip		$ 3,500	1,000	1,500	1,373	1,237	2,896
			Aux. Fuel Tank	$ 2,500						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-43100-300	E		Professional Srvs (GENERAL)		$ 720	662	1,939	681	1,618	1,885
			Safety Training (12.5%)	$ 450						
			CDL Drug Testing (30%)	$ 270						
101-43100-303	E		Engineering Fees		$ 27,500	25,000	30,000	25,168	16,609	19,452
101-43100-305	E		Technology		$ 704	642	295	619	378	500
			Civic Systems Support (5.80%)	$ 664						
			Anti Spam Software	$ 40						
101-43100-320	E		Communications (GENERAL)		$ 2,162	2,240	2,622	2,505	2,598	2,902
			Verizon	$ 1,952						
			Landline Service	$ 200						
			Long Distance	$ 10						
101-43100-351	E		Legal Notices Publishing		$ 150	-	-	23	139	149
101-43100-361	E		General Liability Ins		$ 4,300	3,820	4,223	3,932	4,163	6,472
101-43100-380	E		Utilities		$ -	-	-	-	-	(1,092)
101-43100-400	E		Grounds Maintenance		$ 750	750	1,000	1,219	342	600
101-43100-401	E		Maint & Repairs - Bldgs.		$ 1,250	1,000	1,300	1,713	1,004	1,878
101-43100-404	E		Repairs/Maint Machinery/Equip		$ 30,000	28,000	32,000	16,546	25,350	41,813
101-43100-410	E		Rentals		$ 300	300	300	-	72	886
101-43100-417	E		Uniform Rentals		$ 2,500	1,750	1,507	2,281	1,553	1,413
101-43100-433	E		Dues and Subscriptions		$ 110	110	200	64	106	103
			APWA (25%)	$ 110						
101-43100-494	E		Property Management		$ -	-	-	-	-	-
101-43100-500	E		Capital Expenditures		$ -	-	-	-	24,426	15,680
101-43100-511	E		Land Acquisition		$ -	-	-	-	-	-
101-43100-531	E		Improvement-Land		$ -	-	-	-	-	-
43100		**TOTAL**	**HWYS, STREETS, & ROADS**		**420,577**	**382,949**	**392,154**	**344,865**	**395,418**	**395,378**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
43160			**STREET LIGHTING**							
101-43160-303	E		Engineering Fees		$ -	-	-	-	-	-
101-43160-361	E		General Liability Ins		$ 700	-	-	4,032	-	-
101-43160-380	E		Utilities		$ 52,800	51,130	49,725	49,779	48,239	47,830
101-43160-500	E		Capital Expenditures		$ -	-	-	-	-	16,806
43160		**TOTAL**	**STREET LIGHTING**		**53,500**	**51,130**	**49,725**	**53,811**	**48,239**	**64,636**
43210			**SANITATION ADMINISTRATION**							
101-43210-100	E		Wages & Salaries General		$ 5,864	5,579	5,400	4,442	4,056	4,539
101-43210-101	E		Part Time Salaries and Wages		$ 9,944	9,655	7,900	7,997	7,592	6,293
101-43210-102	E		Full-Time Employees OT		$ 500	500	450	-	434	303
101-43210-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-43210-112	E		Contracted Services		$ -	-	-	-	-	-
101-43210-113	E		Clothing Replacement		$ 10	15	-	8	10	8
101-43210-120	E		Employer Contrib Ret General		$ 2,471	2,384	2,083	1,260	1,250	1,195
101-43210-130	E		Employer Paid Ins General		$ 1,960	1,592	1,465	1,144	1,358	1,348
101-43210-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-43210-151	E		Worker s Comp Insurance		$ 1,766	1,168	1,040	1,061	392	108
101-43210-208	E		Training and Instruction		$ -	-	-	-	11	0
101-43210-212	E		Motor Fuels		$ 1,300	1,200	1,200	803	1,256	1,057
101-43210-220	E		General Supplies		$ -	-	-	2	13	-
101-43210-300	E		Professional Srvs (GENERAL)		$ 750	750	500	242	380	799
			Clean-Up Day	$ 750						
101-43210-303	E		Engineering Fees		$ -	-	-	-	-	-
101-43210-305	E		Technology		$ -	-	-	-	-	-
101-43210-320	E		Communications (GENERAL)		$ -	-	-	-	-	-
101-43210-351	E		Legal Notices Publishing		$ -	-	-	-	1	-
101-43210-361	E		General Liability Ins		$ 5	2	10	2	12	59
101-43210-400	E		Ground Maintenance		$ 2,000	2,000	3,500	6,044	270	1,993
			Compost Screening	$ 2,000						
101-43210-417	E		Uniform Rentals		$ 25	30	30	19	24	25
101-43210-500	E		Capital Expenditures		$ -	-	-	-	-	-
43210		**TOTAL**	**SANITATION ADMINISTRATION**		**26,596**	**24,875**	**23,578**	**23,023**	**17,060**	**17,725**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
45300			**PARK,REC,CULTURE**							
101-45300-100	E		Wages & Salaries General		$ 155,446	145,092	136,907	143,637	128,082	135,459
101-45300-101	E		Part Time Salaries and Wages		$ 21,688	25,822	22,635	9,224	13,949	13,177
101-45300-102	E		Full-Time Employees OT		$ 1,250	1,250	-	2,217	1,726	1,192
101-45300-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-45300-112	E		Contracted Services		$ 8,320	7,670	7,329	6,270	5,425	6,850
			Janitorial Services	$ 1,760						
			Portable Restrooms	$ 6,560						
101-45300-113	E		Clothing Replacement		$ 100	130	125	92	117	99
101-45300-120	E		Employer Contrib Ret General		$ 26,901	25,999	24,243	22,297	20,425	21,202
101-45300-130	E		Employer Paid Ins General		$ 38,580	28,420	26,632	27,170	25,702	28,647
101-45300-138	E		Employer Paid Ins Admin		$ -	-	-	-	-	-
101-45300-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	11	-	-
101-45300-151	E		Worker s Comp Insurance		$ 18,335	11,373	11,145	11,366	11,319	3,151
101-45300-200	E		Office Supplies (GENERAL)		$ 1,600	1,100	1,500	743	1,086	1,351
			15% from Admin	$ 1,500						
			Miscellaneous	$ 100						
101-45300-202	E		Duplicating and copying supply		$ 1,155	510	540	825	569	505
			15% from Admin	$ 1,155						
101-45300-208	E		Training and Instruction		$ 1,750	1,750	1,850	325	1,107	1,916
			PW Tech Pesticide Licensing	$ 250						
			Professional Development	$ 1,500						
101-45300-210	E		Operating Supplies (GENERAL)		$ 2,000	2,000	2,600	1,739	1,816	2,148
101-45300-212	E		Motor Fuels		$ 2,400	2,300	2,300	1,405	2,198	1,848
101-45300-220	E		General Supplies		$ 2,500	3,000	4,000	3,420	1,458	2,465
101-45300-226	E		Signs		$ 750	500	800	1,453	210	402
101-45300-240	E		Small Tools and Minor Equip		$ 1,300	1,000	2,000	1,063	712	3,248
101-45300-300	E		Professional Srvs (GENERAL)		$ 750	692	1,721	900	1,138	1,137
			Safety Training (12.5%)	$ 450						
			Attorney	$ 300						
101-45300-303	E		Engineering Fees		$ 2,000	1,500	2,250	1,500	1,378	948
101-45300-305	E		Technology		$ 2,914	2,157	1,742	2,228	2,147	1,622
			WB IT Solutions (5%)	$ 2,250						
			Civic Systems Support (5.80%)	$ 664						
101-45300-320	E		Communications (GENERAL)		$ 2,041	1,808	2,513	2,620	2,063	2,446
			Verizon	$ 516						
			Landline Service	$ 1,500						
			Long Distance	$ 25						
101-45300-322	E		Postage			-	25	-	-	-

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-45300-340	E		Advertising		$ 2,000	1,250	4,200	2,876	1,736	3,055
101-45300-351	E		Legal Notices Publishing		$ 250	250	225	248	317	249
101-45300-361	E		General Liability Ins		$ 19,500	19,440	16,557	17,305	16,077	15,188
101-45300-380	E		Utilities		$ 18,200	17,590	18,552	17,129	16,595	14,621
101-45300-400	E		Ground Maintenance		$ 17,000	15,000	21,000	7,631	15,824	12,360
			Tree Planting	$ 5,000						
101-45300-401	E		Maint & Repairs - Bldgs.		$ 9,170	9,190	9,738	8,196	7,344	9,976
			Garbarge/Recycling Services	$ 3,460						
			Rug Service	$ 1,310						
			Fire Suppresion / Inspection Services	$ 1,400						
			Miscellaneous	$ 3,000						
101-45300-404	E		Repairs/Maint Machinery/Equip		$ 8,000	8,000	11,000	8,373	4,823	6,013
101-45300-410	E		Rentals		$ 500	100	150	1,536	-	-
101-45300-417	E		Uniform Rentals		$ 1,200	850	739	1,072	754	714
101-45300-433	E		Dues and Subscriptions		$ 2,199	2,199	1,679	849	1,440	1,428
			MFMA	$ 70						
			MRPA	$ 280						
			NRPA	$ 200						
			Storyblocks subscription (stock images)	$ 150						
			Amazon Prime	$ 199						
			Music License (ASCAP)	$ 190						
			MPCC	$ 400						
			Adobe Suite Annual Dues	$ 600						
			APWA (25%)	$ 110						
101-45300-437	E		Other Miscellaneous		$ 3,340	3,340	3,340	3,475	3,340	3,340
			C-I Bike/Walk Trail Agreement	$ 3,340						
101-45300-491	E		Recreation Program		$ 11,875	4,875	4,550	5,133	1,571	1,853
			City Rec programs	$ 9,000						
			Movies at ICC	$ 1,125						
			Misc Program Supplies	$ 1,750						
101-45300-494	E		Property Management		$ -	-	-	-	-	-
101-45300-497	E		SUMMER EVENTS		$ 6,400	6,000	7,500	6,108	3,851	4,710
			Fireworks	$ 6,400						
101-45300-498	E		Farmers Market		$ 2,200	3,000	3,000	2,084	2,088	2,178
101-45300-499	E		Street Dance		$ 16,150	16,150	16,150	10,556	14,686	14,438
101-45300-500	E		Capital Expenditures		$ -	-	-	-	6,833	44,823
101-45300-520	E		Buildings and Structures		$ -	-	-	-	-	-
45300		**TOTAL**	**PARK,REC,CULTURE**		**409,765**	**371,307**	**371,237**	**333,074**	**319,906**	**364,756**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
47000			**DEBT SERVICE (GENERAL)**							
101-47000-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-47000-700	E		Loss on MV of Land Held for Resale		$ -	-	-	-	-	107,237
47000		**TOTAL**	**DEBT SERVICE (GENERAL)**		**-**	**-**	**-**	**-**	**-**	**107,237**
49000			**TRANSFERS**							
101-49000-700	E		Transfers (GENERAL)		$ -	-	-	-	-	257,652
101-49000-720	E		Operating Transfers		$ 110,765	113,944	167,563	-	152,284	12,705
			Water - Hotel Project - End 2028	$ 28,330						
			Sewer - Hotel Project - End 2028	$ 56,670						
			Liquor - 2018 Imp. - End 2029	$ 25,765						
49000		**TOTAL**	**TRANSFERS**		**110,765**	**113,944**	**167,563**	**-**	**152,284**	**270,357**
49008			**IMPROVEMENT FUNDS**							
101-49008-437	E		Other Miscellaneous		$ -	-	-	-	75,000	-
49008		**TOTAL**	**IMPROVEMENT FUNDS**		**-**	**-**	**-**	**-**	**75,000**	**-**
49110			**MISCELLANEOUS FUNDS**							
101-49110-303	E		Engineering Fees		$ -	-	-	-	-	-
101-49110-320	E		Communications (GENERAL)		$ -	-	-	-	-	-
101-49110-380	E		Utilities		$ 410	420	-	272	264	256
			General Liability Ins	$ 310						
			Janitorial Services	$ 100						
101-49110-437	E		Other Miscellaneous			-	-	350,531	-	-
101-49110-490	E		Donations-Organizations			-	-	-	-	-
101-49110-604	E		TIF-Pay as You Go		$ 16,200	13,432	24,066	12,380	-	6,191
			Hotel Project - Tax Abatement	$ 16,200						
101-49110-612	E		Interest Expense		$ -	-	1,000	-	341	962
101-49110-615	E		Business Subsidy		$ -	-	-	-	-	850,000
101-49110-700	E		Transfers (GENERAL)		$ -	-	-	-	123,624	119,840
101-49110-730	E		Designated Reserve		$ -	-	75,000	-	-	-
49110		**TOTAL**	**MISCELLANEOUS**		**16,610**	**13,852**	**100,066**	**363,183**	**124,229**	**977,249**
101		**TOTAL**	**GENERAL FUND EXPENDITURES**		**4,362,760**	**4,018,488**	**3,982,501**	**4,027,252**	**4,008,386**	**4,707,748**
101		**NET INC**	**NET INCOME / (LOSS)**		**(83,168)**	**(1)**	**(49,725)**	**251,114**	**(299,451)**	**(671,101)**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-31000	R		Property Taxes		$ 98,038	86,201	79,802	79,802	62,565	56,327
108-31410	R		Lodging Tax		$ -	-	-	-	-	-
108-33601	R		Regional Grants		$ -	-	-	-	-	-
108-33621	R		Cable Franchise Fee		$ 6,660	7,090	6,883	6,535	20,031	20,654
108-34110	R		Land Rent		$ 6,000	6,000	6,500	5,965	6,000	6,452
108-34901	R		Assignment&Assumption Agreemen		$ -	-	-	-	-	-
108-36200	R		Miscellaneous Revenues		$ -	-	-	-	-	-
108-36201	R		Refunds & Reimbursements		$ 500	-	-	377	4	20,023
108-36210	R		Interest Earnings		$ 250	726	500	2,407	2,973	470
108-36220	R		Farmers Market		$ -	-	2,300	2,210	2,563	2,229
108-36225	R		Street Dance		$ -	-	5,000	4,025	5,225	5,128
108-36230	R		Contributions and Donations		$ -	-	-	-	-	-
108-39102	R		Sale of Property		$ -	-	-	1	-	-
108-39203	R		Transfer from Other Fund		$ -	-	-	-	87,124	92,340
108		**TOTAL**	**EDA REVENUES**		**111,448**	**100,017**	**100,985**	**101,322**	**186,485**	**203,623**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-46500-100	E		Wages & Salaries General		$ 45,202	42,811	40,186	39,530	27,625	75,330
108-46500-101	E		Part Time Salaries and Wages		$ 2,450	2,450	2,800	-	2,213	3,403
108-46500-103	E		Health Stipend (HRA)			-	-	-	-	-
108-46500-112	E		Contracted Services			-	-	-	-	-
108-46500-120	E		Employer Contrib Ret General		$ 6,578	6,403	6,308	5,611	4,109	10,378
108-46500-130	E		Employer Paid Ins General		$ 10,566	8,724	2,960	8,511	1,309	16,630
108-46500-142	E		Unemployment Comp Benefit Pymt			-	-	9	-	-
108-46500-151	E		Worker s Comp Insurance		$ 568	352	350	357	793	529
108-46500-200	E		Office Supplies (GENERAL)		$ 1,500	1,000	1,200	737	822	447
			15% from Admin	$ 1,500						
108-46500-202	E		Duplicating and copying supply		$ 1,155	510	540	817	541	492
			15% from Admin	$ 1,155						
108-46500-208	E		Training and Instruction		$ 2,450	2,450	2,450	2,404	853	676
			EDAM Conference	$ 850						
			Professional Development	$ 1,600						
108-46500-300	E		Professional Srvs (GENERAL)		$ 10,000	10,000	6,500	8,465	768	7,784
			Attorney	$ 5,000						
			TIF/Tax Abatement Consultant	$ 5,000						
108-46500-303	E		Engineering Fees		$ 5,000	500	600	9,091	213	2,298
108-46500-305	E		Technology		$ 4,694	3,562	3,103	2,635	1,663	1,706
			WB IT Solutions (5%)	$ 2,250						
			Laserfiche Support (20%)	$ 1,294						
			Civic Plus Support (20%)	$ 486						
			Civic Systems Support (5.80%)	$ 664						
108-46500-320	E		Communications (GENERAL)		$ 636	563	989	1,222	524	1,079
			Verizon - 40% CDD Phone	$ 206						
			Landline Service	$ 100						
			City Hall Phone System Maint. (10%)	$ 330						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
108-46500-335	E		Auto Expense		$ -	-	-	-	-	-
108-46500-351	E		Legal Notices Publishing		$ 500	250	100	534	105	494
108-46500-361	E		General Liability Ins		$ 10	20	89	21	111	573
108-46500-380	E		Utilities		$ 2,300	1,460	1,401	2,133	1,380	1,352
108-46500-401	E		Maint & Repairs - Bldgs.		$ 435	690	-	-	-	-
			Janitorial Services	$ 435						
108-46500-433	E		Dues and Subscriptions		$ 898	1,648	1,145	1,145	1,145	1,145
			EDAM Membership	$ 295						
			North 65 Chamber of Commerce	$ 503						
			Intl Council of Shopping Centers	$ 100						
108-46500-437	E		Other Miscellaneous		$ -	-	-	-	-	-
108-46500-494	E		Property Management		$ -	-	-	-	-	-
108-46500-495	E		Marketing		$ 6,025	5,225	7,750	5,856	7,900	5,458
			FT Staff Shirts (35 * $30)	$ 1,050						
			Initiative Foundation	$ 825						
			Mayor's Employer Luncheon	$ 1,500						
			Marketing Materials	$ 2,000						
			Networking Events	$ 650						
108-46500-498	E		Farmers Market		$ -	-	-	-	-	-
108-46500-499	E		Street Dance		$ -	-	-	-	-	-
108-46500-500	E		Capital Expenditures		$ -	-	-	-	-	-
108-46500-511	E		Land Acquisition		$ -	-	-	-	-	196
108-46500-531	E		Improvement-Land		$ -	-	-	-	-	-
108-46500-602	E		Loan Payment		$ -	-	-	-	-	-
108-46500-700	E		Transfers (GENERAL)		$ 10,481	136,400	19,150	19,150	19,150	19,150
108		**TOTAL**	**EDA EXPENDITURES**		**111,448**	**225,018**	**97,621**	**108,227**	**71,225**	**149,117**
108		**NET INCOME / (LOSS)**			**0**	**(125,001)**	**3,364**	**(6,905)**	**115,261**	**54,506**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
601			**WATER FUND**							
601-33400	R		State Grants and Aids			-	-	-	-	-
601-33439	R		PERA Pension Other Revenue			-	-	277	206	779
601-34115	R		Lease Revenue			-	-	-	-	-
601-34400	R		Collector Street Fee			-	-	-	-	-
601-35107	R		NSF Fines		$ 500	500	-	60	420	870
601-36100	R		Special Assessments			-	800	29	15	796
601-36200	R		Miscellaneous Revenues		$ 7,500	7,000	-	195	7,022	7,755
601-36201	R		Refunds & Reimbursements		$ 500	500	-	1,147	491	679
601-36203	R		Loan Proceeds			-	-	-	-	-
601-36210	R		Interest Earnings			15,000	17,000	39,525	66,496	20,177
601-36261	R		Contributions - Developer			-	-	637,500	-	-
601-36262	R		Contributions - Other Funds			-	-	-	-	261,542
601-37100	R		Water Sales		$ 1,209,832	1,244,220	1,046,670	1,212,666	1,042,835	972,565
601-37151	R		Water Access Charge (WAC)		$ 200,000	225,000	99,298	288,773	214,190	230,867
601-37152	R		Water Reconnection Chg		$ 8,000	8,000	10,000	1,400	8,030	7,850
601-37153	R		Misc. Charges			-	-	-	-	-
601-37154	R		Water Meter Upgrade Fee			-	-	-	-	-
601-37160	R		Water Penalty		$ 28,632	25,000	-	4,076	26,661	25,150
601-37228	R		Utility Trunk Fee		$ 20,500	20,000	-	41,850	26,089	22,050
601-38888	R		Water/Sewer Collections			-	-	-	-	-
601-39102	R		Sale of Property			-	-	-	-	-
601-39200	R		Interfund Operating Transfers			-	-	-	-	-
601-39203	R		Transfer from Other Fund		$ 28,330	29,919	29,920	-	-	1,590
			General Fund - Hotel Project - End 2028	$ 28,330						
601-39999	R		Prior Period Adjustment			-	-	-	-	(18,141)
601		**TOTAL**	**WATER FUND REVENUES**		**1,503,794**	**1,575,139**	**1,203,688**	**2,227,497**	**1,392,456**	**1,534,530**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
601			**WATER FUND**							
601-49400-100	E		Wages & Salaries General		$ 137,871	130,958	125,909	108,012	105,749	110,248
601-49400-101	E		PT Salaries & Wages			-	2,600	-	-	-
601-49400-102	E		Full-Time Employees OT		$ 13,000	13,000	11,000	12,786	13,092	11,814
601-49400-103	E		Health Stipend (HRA)			-	-	-	-	-
601-49400-105	E		Labor Credit - Work for Others			-	-	-	-	-
601-49400-108	E		Wages & Salaries Admin		$ 61,195	57,362	59,984	59,931	38,525	35,793
601-49400-112	E		Contracted Services		$ 24,530	22,783	20,400	4,742	14,807	11,176
			Leaks/Breaks/Repairs	$ 15,000						
			Generator Service Agreement	$ 2,530						
			Backflow Testing	$ 4,000						
			City Code Update (30%)	$ 3,000						
601-49400-113	E		Clothing Replacement		$ 200	225	175	152	191	121
601-49400-114	E		Crime Prevention		$ -	-	-	-	-	-
601-49400-120	E		Employer Contrib Ret General		$ 22,939	21,892	20,824	18,433	16,209	18,224
601-49400-128	E		Employer Contrib Ret Admin		$ 9,300	8,719	9,116	7,783	7,022	5,223
601-49400-129	E		Pension Expense		$ -	-	-	7,678	(7,351)	(14,018)
601-49400-130	E		Employer Paid Ins General		$ 41,273	34,071	31,597	28,971	28,012	28,968
601-49400-138	E		Employer Paid Ins Admin		$ 15,225	13,382	12,330	10,757	10,435	9,673
601-49400-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	79	-	-
601-49400-150	E		OPEB Expense		$ -	-	-	(2,420)	3,926	7,069
601-49400-151	E		Worker s Comp Insurance		$ 16,074	10,750	9,707	9,900	9,812	3,705
601-49400-208	E		Training and Instruction		$ 2,900	2,900	2,897	2,041	1,665	2,113
			Training and Instruction	$ 2,500						
			Civic Systems Symposium - Util. Clerk	$ 400						
601-49400-211	E		S/W Billing Supplies		$ 2,295	1,575	1,743	904	2,269	1,026
601-49400-212	E		Motor Fuels		$ 3,500	3,500	3,110	2,235	3,736	2,678
601-49400-220	E		General Supplies		$ 9,500	10,000	10,000	9,653	6,060	11,268
601-49400-221	E		Chemicals		$ 30,000	29,000	18,000	38,452	22,193	23,477
601-49400-232	E		Water Meters		$ 50,000	30,000	44,000	49,108	21,417	28,045
601-49400-240	E		Small Tools and Minor Equip		$ 1,500	1,000	1,750	1,171	571	1,768
601-49400-300	E		Professional Srvs (GENERAL)		$ 2,070	2,012	3,546	608	2,011	1,469
			Safety Training (12.5%)	$ 450						
			City Attorney	$ 1,000						
			CDL Drug Testing (30%)	$ 270						
			Continuing Disclosure Report	$ 350						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
601-49400-301	E		Auditing and Acct g Services		$ 5,000	4,385	4,384	4,172	3,175	3,618
			Annual Financial Audit (12.5%)	$ 4,375						
			AUP (Agreed Upon Procedures)	$ 625						
601-49400-303	E		Engineering Fees		$ 5,000	10,000	15,000	1,377	4,764	3,444
601-49400-305	E		Technology		$ 8,235	6,281	5,456	5,359	4,477	4,397
			PSN Monthly eBill (35%)	$ 240						
			Civic Systems Support (14.63%)	$ 1,675						
			Laserfiche Support (20%)	$ 1,294						
			Civic Plus Support (20%)	$ 486						
			WB IT Solutions (10%)	$ 4,500						
			Anti Spam Software	$ 40						
601-49400-320	E		Communications (GENERAL)		$ 3,500	3,554	3,801	3,556	3,595	3,869
			Landline Service	$ 1,280						
			Long Distance	$ 10						
			Verizon	$ 2,210						
601-49400-322	E		Postage		$ 5,000	5,500	4,532	3,636	5,019	4,229
601-49400-351	E		Legal Notices Publishing		$ 350	300	300	378	253	437
601-49400-361	E		General Liability Ins		$ 11,400	10,340	11,025	10,608	10,876	17,043
601-49400-380	E		Utilities		$ 64,600	56,410	60,520	60,968	53,217	51,535
601-49400-400	E		Ground Maintenance		$ 500	500	1,000	18	-	177
601-49400-401	E		Maint & Repairs - Bldgs.		$ 5,500	5,000	5,530	2,557	4,383	3,003
			Well 3 & Water Tower Doors	$ 2,500						
601-49400-404	E		Repairs/Maint Machinery/Equip		$ 11,000	16,500	15,000	12,700	8,587	11,647
			Auto Expense (20% From Admin)	$ 1,000						
			Miscellaneous	$ 10,000						
601-49400-405	E		Depreciation (GENERAL)		$ 405,000	400,000	400,000	402,078	399,782	388,042
601-49400-410	E		Rentals		$ -	-	-	-	38	-
601-49400-415	E		Other Equipment Rentals		$ -	-	-	-	-	-
601-49400-417	E		Uniform Rentals		$ 1,500	1,200	1,174	1,402	950	1,062
601-49400-433	E		Dues and Subscriptions		$ 4,370	4,370	3,470	3,887	3,831	3,711
			Gopher State One-Call Locates	$ 1,600						
			American Water Works Assocation	$ 210						
			WTF Hazardous Chemical	$ 25						
			Annual Water Use Report	$ 2,300						
			MN Rurual Water Assn (50%)	$ 125						
			APWA (25%)	$ 110						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
601-49400-437	E		Other Miscellaneous		$ 625	500	450	518	479	428
			Railroad Pipeline Permit	$ 625						
601-49400-438	E		Bank Charges		$ -	-	-	-	-	-
601-49400-492	E		Testing-Waste/Water		$ 2,000	2,000	2,000	1,025	1,134	1,471
601-49400-494	E		Property Management		$ -	-	-	-	-	-
601-49400-500	E		Capital Expenditures		$ 628,920	480,190	24,320	5,555	10,848	10,722
601-49400-501	E		Replacement Fund		$ -	-	-	-	-	-
601-49400-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
601-49400-532	E		Improvement-Capital		$ -	-	-	-	-	-
601-49400-534	E		Water Treatment Facility		$ -	-	-	-	-	-
601-49400-535	E		2011 Water Impr Projects		$ -	-	-	-	-	-
601-49400-536	E		2011 Water Meters		$ -	-	-	-	-	-
601-49400-601	E		Debt Srv Bond Principal		$ 434,000	423,000	408,000	-	398,000	383,000
			2007 GO Revenue Note, PFA	$ 58,000						
			2008 GO Revenue Note, PFA	$ 281,000						
			2010A GO Utility Revenue Bonds - Water	$ 25,000						
			2011 GO Water Revenue Bonds, PFA	$ 35,000						
			2013A GO Refunding - Water	$ 35,000						
601-49400-610	E		Interest			-	-	-	-	-
601-49400-611	E		Bond Interest		$ 87,819	99,553	110,787	107,305	118,748	128,629
			2007 GO Revenue Note, PFA	$ 7,995						
			2008 GO Revenue Note, PFA	$ 65,557						
			2010A GO Utility Revenue Bonds - Water	$ 2,725						
			2011 GO Water Revenue Bonds, PFA	$ 5,672						
			2013A GO Refunding - Water	$ 5,870						
601-49400-620	E		Fiscal Agent s Fees		$ 685	685	684	687	685	683
601-49400-621	E		Bond Discount		$ -	-	-	-	-	-
601-49400-630	E		Amortization of Bond Discount		$ -	-	-	-	-	-
601-49400-700	E		Transfers (GENERAL)		$ 4,564	4,429	4,534	4,534	4,333	4,333
			2011A GO Improvement Bonds (930)	$ 4,564						
601-49400-701	E		Equipment/Bldg Payments			-	-	-	-	-
601-49400-710	E		Transfer Debt from Government			-	-	-	-	-
601-49400-720	E		Operating Transfers		$ 58,278	40,000	-	-	-	338,714
			Contribution to General Fund (920) Capital Purchases	$ 58,278						
601		**TOTAL**	**WATER FUND EXPENDITURES**		**2,191,218**	**1,967,826**	**1,470,655**	**1,003,294**	**1,337,527**	**1,664,037**
601		**NET INCOME / (LOSS)**			**(687,424)**	**(392,687)**	**(266,967)**	**1,224,203**	**54,929**	**(129,507)**
601		**NET CASH FLOW / (LOSS)**			**(282,424)**	**7,313**	**133,033**	**1,631,539**	**451,286**	**251,586**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
602			**SEWER FUND**							
602-33400	R		State Grants and Aids		$ -	-	-	-	-	-
602-33439	R		PERA Pension Other Revenue		$ -	-	-	348	258	989
602-34000	R		Charges for Services		$ -	-	-	-	-	-
602-34115	R		Lease Revenue		$ -	-	-	-	-	-
602-34400	R		Collector Street Fee		$ -	-	-	-	-	-
602-34951	R		Surplus Property Rev		$ -	-	-	-	-	-
602-36100	R		Special Assessments		$ -	-	-	6	2	(3,660)
602-36200	R		Miscellaneous Revenues		$ -	-	-	-	-	-
602-36201	R		Refunds & Reimbursements		$ 1,600	1,600	1,600	1,549	1,660	757
602-36210	R		Interest Earnings		$ 15,000	25,000	40,000	60,218	103,189	23,367
602-36261	R		Contributions - Developer		$ -	-	-	510,000	-	-
602-36262	R		Contributions - Other Funds		$ -	-	-	-	-	-
602-37153	R		Misc. Charges		$ -	-	-	-	-	-
602-37200	R		Sewer Sales		$ 1,354,659	1,575,000	1,275,878	1,484,500	1,376,571	1,222,029
602-37228	R		Utility Trunk Fee		$ 25,100	20,000	-	51,150	40,887	26,950
602-37251	R		Sewer Access Charge (SAC)		$ 276,800	300,000	168,950	359,090	272,131	286,650
602-37252	R		Sewer Reconnection Chg		$ -	-	-	-	-	-
602-37260	R		Swr Penalty		$ 6,000	5,750	-	1,059	5,724	5,778
602-37843	R		Bank Charges		$ -	-	-	-	-	-
602-39102	R		Sale of Property		$ -	-	-	-	-	-
602-39200	R		Interfund Operating Transfers		$ -	-	-	-	-	-
602-39201	R		Transfer from General Fund		$ 56,670	58,259	58,260	-	-	11,115
			Sewer - Hotel Project - End 2028	$ 56,670						
602-39203	R		Transfer from Other Fund		$ -	-	-	-	-	-
602-39320	R		Reoffering Premium		$ -	-	-	-	-	-
602-39400	R		Loan Forgiveness		$ -	-	-	-	107,047	-
602-39999	R		Prior Period Adjustment		$ -	-	-	-	(0)	(24,149)
602		**TOTAL**	**SEWER FUND REVENUES**		**1,735,829**	**1,985,609**	**1,544,688**	**2,467,919**	**1,907,470**	**1,549,827**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
602			**SEWER FUND**							
602-49450-100	E		Wages & Salaries General		$ 182,209	173,142	166,758	141,775	138,569	145,077
602-49450-101	E		PT Salaries & Wages		$ -	-	2,600	-	-	-
602-49450-102	E		Full-Time Employees OT		$ 13,000	13,000	11,000	11,883	12,456	11,709
602-49450-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
602-49450-105	E		Labor Credit - Work for Others		$ -	-	-	-	-	-
602-49450-108	E		Wages & Salaries Admin		$ 61,195	57,362	59,984	58,781	46,773	43,622
602-49450-112	E		Contracted Services		$ 7,800	6,053	5,950	4,544	4,177	4,771
			Leaks/Breaks/Repairs	$ 1,500						
			Generator Service Agreement	$ 2,300						
			WWTP Meter Calibration	$ 1,000						
			City Code Update (30%)	$ 3,000						
602-49450-113	E		Clothing Replacement		$ 275	300	175	211	266	168
602-49450-120	E		Employer Contrib Ret General		$ 29,657	28,283	27,013	23,179	20,398	23,135
602-49450-128	E		Employer Contrib Ret Admin		$ 9,300	8,719	9,116	7,783	8,850	6,376
602-49450-129	E		Pension Expense		$ -	-	-	9,567	(10,678)	(21,860)
602-49450-130	E		Employer Paid Ins General		$ 56,137	46,137	42,696	37,965	36,216	37,656
602-49450-138	E		Employer Paid Ins Admin		$ 15,225	13,382	12,330	10,758	11,702	11,017
602-49450-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	79	-	-
602-49450-150	E		OPEB Expense		$ -	-	-	(3,549)	4,559	7,606
602-49450-151	E		Worker s Comp Insurance		$ 21,723	14,167	13,198	13,460	11,518	5,019
602-49450-208	E		Training and Instruction		$ 3,650	3,650	3,805	1,158	1,315	3,241
			Training and Instruction	$ 3,250						
			Civic Systems Symposium - Util. Clerk	$ 400						
602-49450-211	E		S/W Billing Supplies		$ 2,295	1,575	1,743	904	2,269	1,026
602-49450-212	E		Motor Fuels		$ 3,500	3,500	3,110	2,035	2,806	2,414
602-49450-220	E		General Supplies		$ 4,500	6,000	6,500	4,310	4,163	3,891
602-49450-221	E		Chemicals		$ 60,000	70,000	100,000	47,425	43,694	44,879
602-49450-240	E		Small Tools and Minor Equip		$ 1,750	1,000	1,750	1,667	776	1,328
602-49450-260	E		Hauling		$ -	-	-	-	-	-

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
602-49450-300	E		Professional Srvs (GENERAL)		$ 2,070	1,668	2,187	1,076	2,383	1,779
			Safety Training (12.5%)	$ 450						
			City Attorney	$ 500						
			CDL Drug Testing (30%)	$ 270						
			Continuing Disclosure Report	$ 850						
602-49450-301	E		Auditing and Acct g Services		$ 5,000	4,385	4,384	4,172	3,175	3,618
			Annual Financial Audit (12.5%)	$ 4,375						
			AUP (Agreed Upon Procedures)	$ 625						
602-49450-303	E		Engineering Fees		$ 8,500	6,500	3,500	7,971	6,997	4,499
602-49450-305	E		Technology		$ 8,235	6,281	5,456	5,359	4,534	4,453
			PSN Monthly eBill (35%)	$ 240						
			Civic Systems Support (14.63%)	$ 1,675						
			Laserfiche Support (20%)	$ 1,294						
			Civic Plus Support (20%)	$ 486						
			WB IT Solutions (10%)	$ 4,500						
			Anti Spam Software	$ 40						
602-49450-320	E		Communications (GENERAL)		$ 3,270	3,104	3,396	3,120	3,180	3,460
			Landline Service	$ 1,050						
			Long Distance	$ 10						
			Verizon	$ 2,210						
602-49450-322	E		Postage		$ 5,000	5,500	4,532	3,573	5,019	4,226
602-49450-351	E		Legal Notices Publishing		$ 250	150	150	390	150	179
602-49450-361	E		General Liability Ins		$ 23,900	21,560	20,448	21,933	19,382	16,746
602-49450-380	E		Utilities		$ 260,400	254,000	223,590	245,701	239,625	99,106
602-49450-400	E		Ground Maintenance		$ 500	1,000	1,000	-	-	-
602-49450-401	E		Maint & Repairs - Bldgs.		$ 5,100	5,000	5,000	3,044	3,572	2,581
			Garbarge/Recycling Services	$ 1,590						
			Miscellaneous	$ 3,510						
602-49450-404	E		Repairs/Maint Machinery/Equip		$ 30,000	20,000	20,000	37,395	34,649	19,519
			Auto Expense (20% From Admin)	$ 1,000						
			Miscellaneous	$ 29,000						
602-49450-405	E		Depreciation (GENERAL)		$ 575,000	565,000	490,000	571,025	564,320	483,077
602-49450-410	E		Rentals		$ -	-	-	-	-	665
602-49450-415	E		Other Equipment Rentals		$ -	-	-	-	-	-
602-49450-417	E		Uniform Rentals		$ 1,750	1,600	1,560	1,949	1,370	1,432

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
602-49450-433	E		Dues and Subscriptions		$ 1,735	1,735	1,875	1,689	1,706	1,703
			WWTF Hazardous Chemical	$ 25						
			WWTP Annual Permit Fee	$ 1,450						
			MN Rurual Water Assn (50%)	$ 125						
			MN Wastewater Operators Assn.	$ 25						
			APWA (25%)	$ 110						
602-49450-437	E		Other Miscellaneous		$ -	-	-	-	4	-
602-49450-438	E		Bank Charges		$ -	-	-	-	-	-
602-49450-492	E		Testing-Waste/Water		$ 5,000	6,000	8,000	3,947	4,150	3,710
602-49450-494	E		Property Management		$ -	-	-	-	-	-
602-49450-500	E		Capital Expenditures		$ 800	38,100	424,830	15,649	6,049	21,259
602-49450-501	E		Replacement Fund		$ -	-	-	-	-	-
602-49450-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
602-49450-532	E		Improvement-Capital		$ -	-	-	-	-	-
602-49450-601	E		Debt Srv Bond Principal		$ 375,000	365,000	355,000	-	260,000	428,889
			2010A GO Utility Revenue Bonds - Sewer	$ 40,000						
			2014B GO Bonds - Sewer portion	$ 105,000						
			2016A GO Sewer Revenue Bonds, PFA	$ 230,000						
602-49450-611	E		Bond Interest		$ 51,973	59,561	66,708	66,124	72,040	11,833
			2010A GO Utility Revenue Bonds - Sewer	$ 4,360						
			2014B GO Bonds - Sewer portion	$ 8,713						
			2016A GO Sewer Revenue Bonds, PFA	$ 38,900						
602-49450-620	E		Fiscal Agent s Fees		$ 300	802	802	303	305	802
602-49450-621	E		Bond Discount		$ -	-	-	-	-	-
602-49450-630	E		Amortization of Bond Discount		$ (6,018)	(6,018)	(6,018)	(6,018)	(6,018)	(6,018)
602-49450-700	E		Transfers (GENERAL)		$ 36,486	35,431	36,273	36,273	39,190	34,668
			2011A GO Improvement Bonds (930)	$ 36,486						
602-49450-710	E		Transfer Debt from Government			-	-	-	-	-
602-49450-720	E		Operating Transfers		$ 58,278	35,000	-	-	-	230,039
			Contribution to General Fund (920) Capital Purchases	$ 58,278						
602		**TOTAL**	**SEWER FUND EXPENDITURES**		**1,924,744**	**1,877,629**	**2,140,401**	**1,398,612**	**1,605,614**	**1,703,299**
602		**NET INCOME / (LOSS)**			**(188,915)**	**107,980**	**(595,713)**	**1,069,307**	**301,856**	**(153,473)**
602		**NET CASH FLOW / (LOSS)**			**380,067**	**666,962**	**(111,731)**	**1,640,332**	**746,993**	**333,481**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
603			**STORM WATER FUND**							
603-31051	R		Tax Increments - Delinquent		$ -	-	-	-	-	-
603-31300	R		General Sales and Use Tax		$ -	-	-	-	-	-
603-33400	R		State Grants and Aids		$ -	-	-	-	-	-
603-33439	R		PERA Pension Other Revenue		$ -	-	-	91	86	233
603-36100	R		Special Assessments		$ -	-	-	72	40	2,238
603-36200	R		Miscellaneous Revenues		$ -	750	-	-	746	3,056
603-36201	R		Refunds & Reimbursements		$ 50	50	-	26	15	31
603-36210	R		Interest Earnings		$ 1,000	1,000	1,500	7,164	12,012	5,278
603-36262	R		Contributions - Other Funds		$ -	-	-	-	-	-
603-37300	R		Stormwater Sales		$ 402,000	382,600	339,303	367,688	347,823	322,367
603-37360	R		Stormwater Penalty		$ 1,750	1,750	-	279	1,670	1,731
603-39999	R		Prior Period Adjustment		$ -	-	-	-	-	(4,001)
603		**TOTAL**	**STORM WATER FUND REVENUES**		**404,800**	**386,150**	**340,803**	**375,320**	**362,392**	**330,933**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
603			**STORM WATER FUND**							
603-49500-100	E		Wages & Salaries General		$ 31,787	30,195	47,405	40,777	44,380	33,986
603-49500-102	E		Full-Time Employees OT		$ 1,000	1,000	1,000	-	885	1,188
603-49500-108	E		Wages & Salaries Admin		$ -	-	-	-	-	-
603-49500-112	E		Contracted Services		$ 1,000	418	250	-	-	363
			City Code Update (10%)	$ 1,000						
603-49500-113	E		Clothing Replacement		$ 50	50	50	35	45	52
603-49500-120	E		Employer Contrib Ret General		$ 4,986	4,744	7,352	6,075	6,947	5,445
603-49500-128	E		Employer Contrib Ret Admin		$ -	-	-	-	-	-
603-49500-129	E		Pension Expense		$ -	-	-	(6,435)	9,993	3,001
603-49500-130	E		Employer Paid Ins General		$ 9,559	7,885	7,310	9,937	9,627	7,720
603-49500-138	E		Employer Paid Ins Admin		$ -	-	-	-	-	-
603-49500-150	E		OPEB Expense		$ -	-	-	(613)	2,260	1,035
603-49500-151	E		Worker s Comp Insurance		$ 3,335	2,179	2,275	2,320	4,499	785
603-49500-208	E		Training and Instruction		$ 1,900	1,900	1,085	478	414	573
			Civic Systems Symposium - Util. Clerk	$ 100						
			Sweeper/Vac Training	$ 1,800						
603-49500-211	E		S/W Billing Supplies		$ 510	350	387	206	504	293
603-49500-212	E		Motor Fuels		$ 1,500	1,400	1,333	1,003	1,570	1,320
603-49500-220	E		General Supplies		$ 1,000	400	400	395	414	4,067
603-49500-230	E		Salt/Sand		$ 4,000	4,300	5,500	181	3,293	3,884
603-49500-231	E		Street Maintenance		$ -	-	-	-	-	-
603-49500-240	E		Small Tools and Minor Equip		$ 1,000	700	800	728	263	966
603-49500-300	E		Professional Srvs (GENERAL)		$ 5,815	18,064	12,250	4,199	11,102	11,025
			City Attorney	$ 500						
			MS4 Stormwater Permit Application	$ -						
			Engineering - MS4 Assistance	$ 5,000						
			CDL Drug Testing (10%)	$ 90						
			Safety Training (6.25%)	$ 225						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
603-49500-301	E		Auditing and Acct g Services		$ 5,000	4,385	4,384	4,172	3,175	3,618
			Annual Financial Audit (12.5%)	$ 4,375						
			AUP (Agreed Upon Procedures)	$ 625						
603-49500-303	E		Engineering Fees		$ 10,000	20,000	35,000	8,098	7,509	26,815
603-49500-305	E		Technology		$ 1,017	924	560	894	373	506
			PSN Monthly eBill (10%)	$ 70						
			Civic Systems Support (7.92%)	$ 907						
			Anti Spam Software	$ 40						
603-49500-322	E		Postage		$ 1,100	1,220	996	794	1,152	943
603-49500-351	E		Legal Notices Publishing		$ 250	200	200	-	173	667
603-49500-361	E		General Liability Ins		$ 300	260	346	273	374	797
603-49500-380	E		Utilities		$ 4,900	4,710	4,321	4,648	4,444	4,074
603-49500-400	E		Ground Maintenance		$ 5,000	10,000	15,000	-	570	7,523
603-49500-404	E		Repairs/Maint Machinery/Equip		$ 6,500	5,900	5,330	8,662	7,390	4,479
603-49500-405	E		Depreciation (GENERAL)		$ 70,000	41,000	45,000	62,905	41,000	40,999
603-49500-410	E		Rentals		$ -	-	1,000	-	-	-
603-49500-417	E		Uniform Rentals		$ 325	300	250	303	270	236
603-49500-433	E		Dues and Subscriptions		$ 1,100	1,100	1,040	704	636	618
			MS4 Stormwater Permit	$ 400						
			MCSC Membership	$ 700						
603-49500-437	E		Other Miscellaneous		$ -	-	-	-	-	-
603-49500-495	E		Rain Garden		$ 5,000	5,000	-	-	-	-
603-49500-500	E		Capital Expenditures		$ 33,264	223,100	135,550	3,602	6,083	1,303
603-49500-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
603-49500-700	E		Transfers (GENERAL)		$ -	65,000	-	-	-	-
			Contribution to General Fund (920) Capital Purchases	$ -						
603		**TOTAL**	**STORM WATER FUND EXPENDITURES**		**211,198**	**456,684**	**336,374**	**154,339**	**169,345**	**168,281**
603		**NET INCOME / (LOSS)**			**193,602**	**(70,534)**	**4,429**	**220,980**	**193,047**	**162,652**
603		**NET CASH FLOW / (LOSS)**			**263,602**	**(29,534)**	**49,429**	**276,837**	**246,300**	**207,687**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
609-33400	R		State Grants and Aids		$ -	-	-	-	-	-
609-33439	R		PERA Pension Other Revenue		$ -	-	-	561	420	1,312
609-34101	R		Rent Revenue		$ -	-	-	-	-	-
609-36200	R		Miscellaneous Revenues		$ -	-	-	243	40	-
609-36201	R		Refunds & Reimbursements		$ -	-	-	249	297	(20)
609-36202	R		Loan Payments		$ -	-	-	-	-	-
609-36210	R		Interest Earnings		$ 4,000	4,000	6,000	8,812	12,475	6,087
609-36230	R		Contributions and Donations			-	-	-	-	-
609-37811	R		Liquor Sales -Off Sale		$ 1,422,635	1,029,670	975,904	1,282,972	1,004,560	959,181
609-37812	R		Beer Sales -Off Sale		$ 2,256,636	1,669,770	1,538,361	2,088,277	1,629,040	1,511,999
609-37813	R		Wine Sales -Off Sale		$ 428,722	302,990	302,147	381,693	295,602	296,969
609-37815	R		Other Merchandise -Off Sale		$ 230,931	167,810	162,136	202,184	163,716	159,358
609-37816	R		Ice Sales		$ 21,865	17,600	19,436	22,441	17,172	19,103
609-37840	R		Cash Over - (Short)		$ -	-	-	-	-	-
609-37841	R		Refunds		$ (4,500)	(4,000)	(3,820)	(2,300)	(3,320)	(3,750)
609-37842	R		NSF Checks		$ -	-	-	-	-	-
609-37843	R		Bank Charges		$ -	-	-	-	-	-
609-37844	R		Error Adjustment		$ -	-	-	-	-	-
609-37845	R		Display Revenue		$ -	-	-	-	-	-
609-39200	R		Interfund Operating Transfers		$ -	-	-	-	-	-
609-39201	R		Transfer from General Fund		$ 25,765	25,765	79,384	-	-	-
609-39999	R		Prior Period Adjustment		$ -	-	-	-	-	(23,016)
609		**TOTAL**	**MUNICIPAL LIQUOR FUND REVENUES**		**4,386,054**	**3,213,605**	**3,079,548**	**3,985,132**	**3,120,004**	**2,927,223**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-49750-100	E		Wages & Salaries General		$ 223,654	214,599	203,387	168,390	200,267	169,246
609-49750-101	E		Part Time Salaries and Wages		$ 52,852	51,435	43,782	73,255	35,744	39,470
609-49750-102	E		Full-Time Employees OT		$ -	-	-	6,834	974	-
609-49750-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
609-49750-105	E		Labor Credit - Work for Others		$ -	-	-	-	-	-
609-49750-108	E		Wages & Salaries Admin		$ 50,362	47,151	50,349	48,788	41,165	37,905
609-49750-112	E		Contracted Services		$ -	-	7,700	7,684	-	-
609-49750-120	E		Employer Contrib Ret General		$ 41,891	40,304	37,446	37,470	34,024	30,676
609-49750-128	E		Employer Contrib Ret Admin		$ 7,658	7,172	7,656	6,462	5,698	5,568
609-49750-129	E		Pension Expense		$ -	-	-	9,600	23,606	(12,349)
609-49750-130	E		Employer Paid Ins General		$ 59,793	51,807	47,821	48,797	49,227	37,825
609-49750-138	E		Employer Paid Ins Admin		$ 10,311	9,123	8,399	6,843	6,811	7,320
609-49750-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	78	-	263
609-49750-150	E		OPEB Expense		$ -	-	-	(5,051)	13,013	6,438
609-49750-151	E		Worker s Comp Insurance		$ 21,710	12,785	13,655	13,926	11,130	5,111
609-49750-200	E		Office Supplies (GENERAL)		$ 4,000	4,600	5,500	5,775	4,515	4,818
609-49750-208	E		Training and Instruction		$ 2,375	1,875	2,480	3	987	520
			MMBA Conference	$ 2,000						
			Alcohol Server Training	$ 150						
			Food/Wine Pairing Training	$ 175						
			Regional Meeting/Misc Training	$ 50						
609-49750-251	E		Liquor For Resale		$ 983,300	709,460	676,149	875,425	692,158	659,658
609-49750-252	E		Beer For Resale		$ 1,701,700	1,281,990	1,162,895	1,597,858	1,250,724	1,134,532
609-49750-253	E		Wine For Resale		$ 288,500	196,900	203,829	245,646	192,097	198,857
609-49750-257	E		Ice For Resale		$ 10,100	8,350	9,084	10,824	8,142	8,863
609-49750-259	E		Other For Resale		$ 170,500	120,390	120,585	144,718	117,455	117,643
609-49750-260	E		Hauling		$ 14,300	10,400	10,259	12,416	10,148	10,009
609-49750-300	E		Professional Srvs (GENERAL)		$ 1,100	492	1,071	620	969	961
			Safety Training (12.5%)	$ 450						
			Miscellaneous	$ 650						
609-49750-301	E		Auditing and Acct g Services		$ 5,000	4,385	4,384	4,172	3,175	3,618
			Annual Financial Audit (12.5%)	$ 4,375						
			AUP (Agreed Upon Procedures)	$ 625						
609-49750-305	E		Technology		$ 9,626	5,907	4,816	6,071	5,592	5,697
			WB IT Solutions (10%)	$ 4,500						
			Civic Plus Support (5.0%)	$ 122						
			Civic Systems Support (5.80%)	$ 664						
			Anti Spam Software	$ 20						
			RITE POS Subscription	$ 4,320						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
609-49750-320	E		Communications (GENERAL)		$ 2,341	2,308	2,233	2,367	2,249	2,031
			Verizon	$ 516						
			Landline Service	$ 1,800						
			Long Distance	$ 25						
609-49750-322	E		Postage		$ -	-	-	-	-	-
609-49750-340	E		Advertising		$ 8,730	7,000	7,370	4,771	6,125	4,452
609-49750-351	E		Legal Notices Publishing		$ 500	500	500	934	166	1,085
609-49750-361	E		General Liability Ins		$ 3,600	3,300	3,292	3,369	3,184	4,157
609-49750-364	E		Dram Shop		$ 3,800	3,140	3,395	2,988	3,019	2,842
609-49750-380	E		Utilities		$ 27,600	15,100	15,049	14,827	14,243	12,791
609-49750-400	E		Ground Maintenance		$ 300	300	375	125	194	-
609-49750-401	E		Maint & Repairs - Bldgs.		$ 4,910	3,860	3,596	5,211	4,325	1,279
			Janitorial Services	$ 1,090						
			Rug Service	$ 2,190						
			Garbarge/Recycling Services	$ 1,630						
			Miscellaneous	$ -						
609-49750-404	E		Repairs/Maint Machinery/Equip		$ 2,500	3,500	3,750	1,251	771	3,927
			Auto Expense (20% From Admin)	$ 1,000						
			Miscellaneous	$ 1,500						
609-49750-405	E		Depreciation (GENERAL)		$ 20,000	21,245	23,000	20,034	21,245	21,245
609-49750-431	E		Over/Short		$ -	-	-	56	(50)	39
609-49750-433	E		Dues and Subscriptions		$ 3,060	3,060	2,010	2,112	2,895	878
			MMBA	$ 2,700						
			Buyer's Card MOOFSL	$ 20						
			Music License (ASCAP)	$ 190						
			Tobacco License	$ 150						
609-49750-437	E		Other Miscellaneous		$ -	-	-	-	4	-
609-49750-438	E		Bank Charges		$ 69,500	50,960	43,000	68,983	49,717	38,377
609-49750-443	E		Check Recovery Fee		$ -	-	-	-	-	-
609-49750-490	E		Donations-Organizations		$ -	-	-	-	-	-
609-49750-493	E		Alarm System		$ 500	1,120	1,144	1,389	818	1,389
609-49750-500	E		Capital Expenditures		$ -	-	8,360	3,635	8,108	-
609-49750-501	E		Replacement Fund		$ -	-	-	-	-	-
609-49750-520	E		Buildings and Structures		$ -	-	-	-	-	-
609-49750-601	E		Debt Srv Bond Principal		$ 155,000					
609-49750-611	E		Bond Interest		$ 94,774					
609-49750-621	E		Bond Discount		$ -					
609-49750-720	E		Operating Transfers		$ 350,000	350,000	350,000	350,000	350,000	350,000
609		**TOTAL**	**MUNICIPAL LIQUOR FUND EXPENDITURES**		**4,405,846**	**3,244,518**	**3,088,321**	**3,808,655**	**3,174,635**	**2,917,141**
609		**NET INCOME / (LOSS)**			**(19,792)**	**(30,913)**	**(8,773)**	**176,477**	**(54,631)**	**10,082**
609		**NET CASH FLOW / (LOSS)**			**208**	**(9,668)**	**14,227**	**201,060**	**3,233**	**25,416**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
929			**2010B GO IMPR REFUNDING BONDS**							
929-31000	R		General Property Taxes		$ -	-	-	85,000	250,000	250,000
929-31001	R		General Prop Taxes-Delinq		$ -	-	-	-	-	-
929-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
929-33403	R		LGA-Market Value Credit		$ -	-	-	-	-	-
929-36100	R		Special Assessments		$ -	-	-	-	1,907	8,811
929-36210	R		Interest Earnings		$ -	-	-	11,714	27,084	7,106
929-39203	R		Transfer from Other Fund		$ -	-	-	-	-	-
929-39310	R		Proceeds GO Bond		$ -	-	-	-	-	-
929		**TOTAL**	**2010B GO IMPR BOND REVENUES**		**-**	**-**	**-**	**96,714**	**278,991**	**265,918**
929			**2010B GO IMPR REFUNDING BONDS**							
929-47000-300	E		Professional Srvs (GENERAL)		$ -	400	-	382	382	267
929-47000-601	E		Debt Srv Bond Principal		$ -	375,000	-	365,000	290,000	195,000
929-47000-611	E		Bond Interest		$ -	12,000	-	22,950	31,215	36,090
929-47000-620	E		Fiscal Agent s Fees		$ -	500	-	495	495	495
929		**TOTAL**	**2010B GO IMPR BOND EXPENDITURES**		**-**	**387,900**	**-**	**388,827**	**322,092**	**231,852**
929		**NET INCOME / (LOSS)**			**-**	**(387,900)**	**-**	**(292,113)**	**(43,101)**	**34,066**
930			**2011A IMPROVEMENT BOND**							
930-31000	R		General Property Taxes		$ -	9,367	-	7,805	8,909	7,061
930-31001	R		General Prop Taxes-Delinq		$ -	-	-	-	-	-
930-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
930-33403	R		LGA-Market Value Credit		$ -	-	-	-	-	-
930-33419	R		Municipal State Aid Construct.		$ -	-	-	-	-	-
930-36100	R		Special Assessments		$ -	-	-	17,348	27,066	32,560
930-36210	R		Interest Earnings		$ 250	1,000	-	1,687	4,473	1,486
930-39203	R		Transfer from Other Fund		$ 41,050	39,860	-	40,807	43,523	39,001
930-39310	R		Proceeds GO Bond		$ -	-	-	-	-	-
930-39999	R		Prior Period Adjustment		$ -	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND REVENUES**		**41,300**	**50,227**	**-**	**67,648**	**83,970**	**80,108**
930			**2011A IMPROVEMENT BOND**							
930-47000-300	E		Professional Srvs (GENERAL)		$ 500	500	-	418	456	267
930-47000-601	E		Debt Srv Bond Principal		$ 90,000	85,000	-	85,000	80,000	80,000
930-47000-611	E		Bond Interest		$ 1,215	3,578	-	5,681	7,537	9,138
930-47000-620	E		Fiscal Agent s Fees		$ 500	500	-	495	495	-
930-49008-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND EXPENDITURES**		**92,215**	**89,578**	**-**	**91,594**	**88,488**	**89,405**
930		**NET INCOME / (LOSS)**			**(50,915)**	**(39,351)**	**-**	**(23,947)**	**(4,518)**	**(9,297)**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
931			**2014A GO TAX ABATEMENT BONDS**							
931-31000	R		General Property Taxes		$ 223,821	222,036	-	225,501	223,611	221,616
931-31001	R		General Prop Taxes-Delinq		$ -	-	-	-	-	-
931-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
931-36210	R		Interest Earnings		$ 500	1,000	-	1,230	3,110	201
931-39310	R		Proceeds GO Bond		$ -	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND REVENUES**		**224,321**	**223,036**	**-**	**226,731**	**226,721**	**221,817**
931			**2014A GO TAX ABATEMENT BONDS**							
931-47000-300	E		Professional Srvs (GENERAL)		$ 400	400	-	382	382	-
931-47000-601	E		Debt Srv Bond Principal		$ 165,000	165,000	-	160,000	155,000	155,000
931-47000-611	E		Bond Interest		$ 44,813	48,113	-	51,363	54,512	57,613
931-49008-520	E		Buildings and Structures		$ -	-	-	-	-	-
931-49008-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND EXPENDITURES**		**210,213**	**213,513**	**-**	**211,745**	**209,894**	**212,613**
931		**NET INCOME / (LOSS)**			**14,109**	**9,523**	**-**	**14,986**	**16,827**	**9,204**
932			**2014B GO IMPROVEMENTS BONDS**							
932-31000	R		General Property Taxes		$ 49,329	50,227	-	51,006	51,692	52,259
932-31001	R		General Prop Taxes-Delinq		$ -	-	-	-	-	-
932-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
932-36210	R		Interest Earnings		$ 125	200	-	179	569	34
932-39201	R		Transfer from General Fund		$ -	-	-	-	-	-
932-39203	R		Transfer from Other Fund		$ -	-	-	-	-	-
932-39310	R		Proceeds GO Bond		$ -	-	-	-	-	-
932		**TOTAL**	**2014B GO IMPR BOND REVENUES**		**49,454**	**50,427**	**-**	**51,185**	**52,261**	**52,293**
932			**2014B GO IMPROVEMENTS BONDS**							
932-47000-300	E		Professional Srvs (GENERAL)		$ 400	400	-	382	382	267
932-47000-601	E		Debt Srv Bond Principal		$ 45,000	45,000	-	45,000	45,000	40,000
932-47000-611	E		Bond Interest		$ 2,408	3,206	-	3,904	4,500	4,960
932-47000-621	E		Bond Discount		$ -	-	-	-	-	-
932-49008-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
932-47000-720	E		Operating Transfers		$ -	-	-	-	-	5,829
932		**TOTAL**	**2014B GO IMPR BOND EXPENDITURES**		**47,808**	**48,606**	**-**	**49,286**	**49,882**	**51,056**
932		**NET INCOME / (LOSS)**			**1,647**	**1,821**	**-**	**1,899**	**2,379**	**1,237**

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 4, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/ Commendations/ Certificate Awards
ADD F.1. Mayor's Proclamation- Grace McCallum Day

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items
Parks, Recreation and Events Coordinator Alyssa Olson
ADD K.4. Resolution 2021-XXX Approving a Special Event Request for the Grace McCallum Welcome Home Event

L. Consent Agenda
ADD L.7. Resolution 2021-XXX Accepting Parks, Recreation and Culture Board Member James Witte's Resignation

ADD L.8. Resolution 2021-XXX Accepting Resignation for Liquor Store Clerk Krista Milne

M. Other Communications

Adjournment

Mayor's Proclamation

City of Isanti

WHEREAS, Team USA's Grace McCallum won an Olympic silver medal on Sunday, July 25, 2021, in the Tokyo Olympics Gymnastics women's artistic team all-around competition;

WHEREAS, 18-year-old McCallum is the first Isanti resident to compete in the Olympics;

WHEREAS, McCallum and her teammates have trained through unprecedented adversity, including the COVID-19 pandemic and competing in venues without fans or a live audience;

WHEREAS, McCallum has made our City, state, and country proud by adding her name to the extraordinary list of USA Olympians that have won a medal at the Summer Games;

WHEREAS, the City of Isanti recognizes the hard work and dedication of Grace McCallum to her sport and representing the USA with honor.

Now, Therefore I, Jeff Johnson, Mayor of the City of Isanti, do hereby proclaim that August 7th, 2021 shall be observed as:

Grace McCallum Day

_____

Jeff Johnson, Mayor

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson - Parks, Recreation, and Events Coordinator
Date: August 4, 2021
Subject: Resolution 2021-XXX Approving a Special Event Request for the Grace McCallum Welcome Home Event

---

Background

Grace McCallum will be returning to Minnesota from the Tokyo Olympics where she and Team USA won a silver medal in the Gymnastics women's team all-round competition. The North 65 Chamber, community residents and City staff would like to welcome her back to Isanti with a celebration during the Street Dance on August 7, 2021.

A firetruck will be positioned behind the Street Dance stage to draw attention to the presentation. The celebration will include the reading of a proclamation by Mayor Johnson and brief congratulatory sentiments from McCallum's former gymnastics coaches and friends.

Event attendance is expected to increase slightly from the existing Street Dance audience. No additional restrooms will be needed. Existing stage and amplification systems will be used for the presentation.

Staff Request

City staff is requesting approval of the Special Event Permit application and attachments for this celebration.

Attachments

- Resolution No. 2021-XXX
- Special Event Permit Application

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT APPLICATION FOR THE GRACE MCCALLUM WELCOME HOME EVENT

WHEREAS, the North 65 Chamber, City of Isanti and community residents will be hosting a celebration to honor Grace McCallum; and,

WHEREAS, the celebration will be held from 7:30-8:30 p.m.; and,

WHEREAS, the events are free and open to the public; and,

WHEREAS, organizers are requesting that the $100.00 clean up deposit fee be waived for this event;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby waive the $100.00 clean up deposit fee and approve the special event permit for the Grace McCallum Welcome Home 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 hereby approved by the Isanti City Council this 4th day of August 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

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 WAIVE REQUEST
- [ ] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [ ] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [x] Event will occur on City Property:
  - [x] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: August 2, 2021

APPLICANT INFORMATION

Sponsoring Entity (if applicable): North 65 Chamber of Commerce on behalf of community

Contact Person: Melissa Bettendorf

Address: 2 Enterprise Ave NE, Suite C4

City: Isanti State: MN Zip: 55040

Phone: 763 - 689 - 2505 Fax: ___ - ___ - ____ Cell: ___ - ___ - ____

E-mail: melissa@north65chamber.com

Secondary Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

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

EVENT INFORMATION

Event Name: Grace McCallum Welcome Home Event

Date(s) of Event: Saturday, August 7, 2021 during the Isanti Street Dance

Hours of Event: 7:30 - 8:30pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

Grace McCallum (Olympic gymnast from Isanti) will be recognized during the band's 8pm break.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
The stage at 1st and Main in downtown.
Fire truck will transport Grace from the city hall parking lot to the stage with sirens and lights.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
Street dance guests plus several dozen more people involved in the program.

Parking Impact – Describe in detail:
Same as the street dance. Roads are already closed and no parking posted as part of that event.

Tents, equipment, amusement rides, etc.
Type: nothing additional
Size:
Location:

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
The fire department will provide transportation for Grace via one of their trucks.
No additional fire or EMS services requested.

Are you requesting any street closures? If yes, list streets:
Nothing more than was planned for the street dance.

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.

Nothing more than was planned for 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).
The police chief has been involved in the planning.

Clean-up Plans – Describe in detail:
We will remove all items from the stage when the program is done.

City of Isanti
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Live entertainment – Describe in detail:
A live program will occur during the street dance.

Will any other **public addressing system or sound amplification** be used? If so, describe:
Yes, the group requests use of the band's microphone and sound system for the program.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
No tickets required.
Donations are being accepted to cover costs of event materials (signs, advertising, giveaways, etc)

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 Bottendorf, Executive Director

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: VIA EMAIL (SEE ATTACHED)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: VIA EMAIL (SEE ATTACHED)

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: _____

Parks, Recreation and Culture Manager
__X__ Approved _____ Denied _____ N/A Signature: _____

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: _____

City Administrator
_____ 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, August 3, 2021 10:55 AM
To: Isanti Parks
Subject: RE: draft documents for special event permit

Isanti Fire approves the SEP application for the Grace McCallum recognition on Saturday 8/7/2021.

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, August 3, 2021 10:49 AM
To: Travis Muyres <tmuyres@cityofisanti.us>; Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: RE: draft documents for special event permit

Hi Guys,
Here's the full application to sign off on. Please send back with approval as soon as you can so we can get an addendum out today for Council.

Thanks,

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Melissa Bettendorf <melissa@north65chamber.com>
Sent: Monday, August 2, 2021 5:11 PM
To: Isanti Parks <IsantiParks@cityofisanti.us>
Cc: Vanessa Hanzel <vanessa@north65chamber.com>; Travis Muyres <tmuyres@cityofisanti.us>; Al Jankovich <aljankovich@isantifiredistrict.org>; Mayor Johnson <MayorJohnson@cityofisanti.us>
Subject: draft documents for special event permit

Isanti Parks

From: Travis Muyres
Sent: Wednesday, August 4, 2021 7:26 AM
To: Isanti Parks
Subject: Re: draft documents for special event permit

"Fire truck will transport Grace from the city hall parking lot to the stage with sirens and lights."

If this is the permit then I would request additional IFD members to be "spotters" for the moving truck thru the event

Other than that approved

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401 First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, August 3, 2021 3:50 PM
To: Travis Muyres <tmuyres@cityofisanti.us>
Subject: RE: draft documents for special event permit

Hi Travis,
She made the requested adjustments to the "security" language. Can you give me written approval of the attached?

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Isanti Parks
Sent: Tuesday, August 3, 2021 10:49 AM
To: Travis Muyres <tmuyres@cityofisanti.us>; Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: RE: draft documents for special event permit

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:
Welcome Home Grace McCallum Celebration Saturday, August 7, 2021 from 7:30 to 8:30pm

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 on behalf of the community

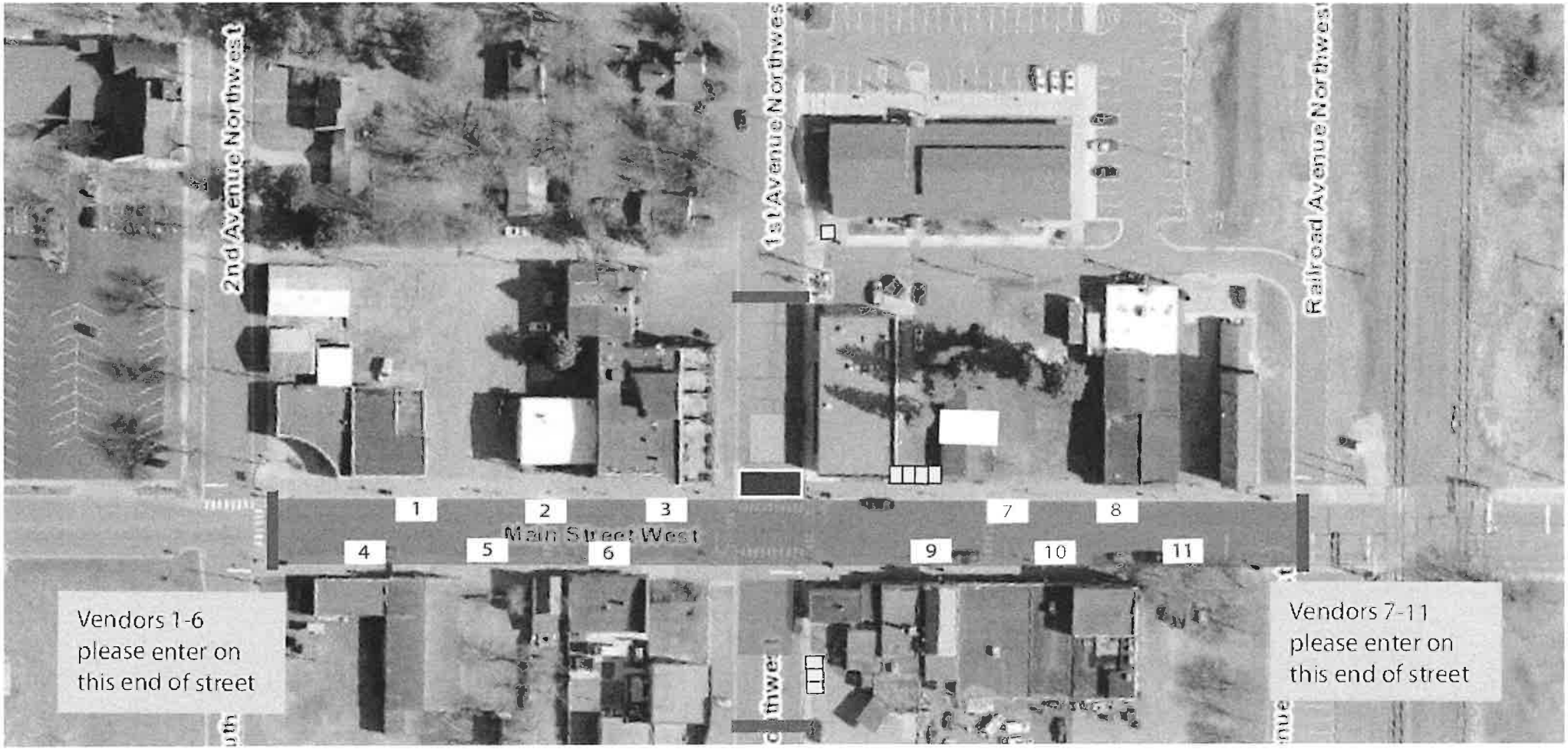
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Melissa Bettendorf

Title Executive Director

Signature Melissa Bettendorf

Date August 3, 2021



Street Closure

Picnic Tables

Portable Restrooms

Stage

Event Area

Fire truck placement

Vendor Layout - 8/7

1. The Great Panini
2. The Parlor
3. Cooties
4. Thunder Brothers
5. Thai 1 On Kitchen
6. Waltz Wings & BBQ
7. Now That's Waffles
8. Cambridge Bar & Grill
9. Sadie's Concessions
10. Scoops Ice Cream
11. Isanti Lions Club

Welcome Home, Grace McCallum!

Your community is proud of you!

Grace will make an appearance at the Isanti Street Dance! Come out to show her support!



Saturday, August 7, 2021

8:00pm * Downtown Isanti

A Community For Generations.
Isanti

NORTH 65
CHAMBER
OF COMMERCE

RESOLUTION 2021-XXX

ACCEPTING PARKS, RECREATION AND CULTURE BOARD MEMBER JAMES WITTE'S RESIGNATION

WHEREAS, James Witte was appointed by the City Council to serve as a member of the Parks, Recreation and Culture Board for a term that expires on December 31, 2021; and,

WHEREAS, James Witte has provided notice of resignation as a member of the Parks, Recreation and Culture Board effective August 3, 2021;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that James Witte's resignation as a member of the Parks, Recreation and Culture Board is hereby approved and staff is authorized to post the Board vacancy.

This Resolution is hereby approved by the Isanti City Council this 4th day of August 2021

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

ACCEPTING RESIGNATION FOR LIQUOR STORE CLERK KRISTA MILNE

WHEREAS, PT Liquor Store Clerk, Krista Milne left employment without proper notice; and,

WHEREAS, the effective date of this resignation is July 30th, 2021; and,

WHEREAS, Krista Milne is not leaving employment in good standing as she did not resign per current personnel policy with proper notice;

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 Krista Milne is hereby effective July 30th, 2021.

2. That Human Resources Director and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 4th day of August 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 4, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes
1. July 20, 2021 - Regular Meeting of the City Council
2. July 20, 2021 - Committee of the Whole Meeting
3. July 20, 2021 - Budget Work Session
4. June 15, 2021 - Planning Commission Meeting
5. June 22, 2021 – Parks, Recreation and Culture Board Meeting

H. Announcements

1. Committee of the Whole	Tuesday, August 17, 2021 at 5:00 p.m.
2. City Council Meeting	Tuesday, August 17, 2021 at 7:00 p.m.
3. Budget Work Session	Tuesday, August 17, 2021 *(Immediately following the City Council Meeting)*
4. Planning Commission Meeting	Tuesday, August 17, 2021 *(Immediately following the Budget Work Session)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
Community Development Director Sheila Sellman
1. Resolution 2021-XXX Approving the Site Plan Review for Wolf River Electric Co.
2. Consideration of a Conditional Use Permit, Variances and Site Plan for Isanti Self-Storage
    - **a.** Resolution 2021-XXX Approving the Conditional Use Permit Application for a Self-Storage Facility at 515 1st Ave NW
    - **b.** Resolution 2021-XXX Approving a Variance to Impervious Surface Coverage at Isanti Self-Storage at 515 1st Ave NW PID 16.058.0051
    - **c.** Resolution 2021-XXX Denying Variance Request to Rear Yard Setback Requirements for Additional Storage Units at 515 1st Ave NW
    - **d.** Resolution 2021-XXX Denying the Site Plans for Additional Self-Storage Units at Isanti Self-Storage Located at 515 1st Ave NW
3. Resolution 2021-XXX Denying an Alternative Letter of Credit Payment for Fairway Greens North Phase I

L. Approve Consent Agenda

1. Payroll in the Amount of $128,596.38 and Accounts Payable in the Amount of $214,789.29
2. Resolution 2021-XXX Accepting Resignation for Liquor Store Clerk Meghan Glassel
3. Resolution 2021-XXX Stating the City of Isanti's Approval of the County of Isanti to Classify and Sell Parcel for Public Auction or Private Auction to Adjacent Landowners
4. Resolution 2021-XXX Approving a Mutual Aid Agreement Between the City of Isanti and Cambridge-Isanti School District
5. Resolution 2021-XXX Approving the Hire of Part-Time Liquor Store Clerk II Nicole Bothman
6. Resolution 2021-XXX Approving the Hire of Part-Time Police Secretary Maria Glad

M. Other Communications

1. Draft Minutes for the July 27, 2021 Parks, Recreation and Culture Board Meeting

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 20, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Steve Lundeen and Dan Collison

Members Absent: Councilmember Paul Bergley

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman, Assistant Finance Director Pam Dahlheimer, Economic Development/ Marketing Intern Will Bucheger, Community Development Specialist Ryan Saltis and Chief of Police Travis Muyres

Others Present: Art and Science Academy Executive Director Kevin Fitton

D. Public Comment
None

E. Adopt Agenda
Addendum:
ADD K.2. Resolution 2021-XXX Declaring a Critical Water Deficiency

Motion by Lundeen, seconded by Collison to approve agenda with the modification listed above. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
1. 2021 Jubilee Parade Mayor's Choice Trophy (Cambridge-Isanti Youth Hockey Association)
Mayor Johnson presented the 2021 Mayor's Choice Trophy to Cambridge-Isanti Youth Hockey Association followed by a photo.

G. Approve City Council Minutes
1. July 6, 2021- Regular Meeting of the City Council
2. May 18, 2021- Planning Commission Meeting

Motion by Lundeen, seconded by Collison to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, July 27, 2021 at 6:00 p.m.
2.	City Council Meeting	Wednesday, August 4, 2021 at 7:00 p.m.
3.	Economic Development Authority Meeting	Wednesday, August 4, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

None

J. Public Hearings

1. **Resolution 2021-162** Consider the Issuance, Sale, and Delivery of an Educational Facilities Revenue Note

Finance Director Mike Betker shared that the proposed loan is a loan from the bank to a tax-exempt organization and in this case, a school. Unlike normal bonds such as EDA Revenue Bonds, this loan will not be secured by the credit of the City, the City is not pledging any collateral, the City is not responsible for any of the payments on the loan, the financing will not affect the City's credit rating and there are no tax payor funds involved in the loan payments. The City's Bond Counsel Mary Ippel from Taft Law has reviewed the documents and found them to be satisfactory. The documents contain adequate indemnification and reimbursement provisions for the City and protect the City from risk. In the end, the City is issuing conduit debt so the school receives tax-exempt status on the loan which is a benefit for the charter school where they can use the proceeds to buyout two leases on the buildings they have and benefit from the difference in those prices.

Mayor Johnson opened the public hearing at 7:08 p.m.

Mayor Johnson asked if the Art and Science Academy will be building a high school.

Art and Science Academy Executive Director Kevin Fitton shared that eventually they will be building a high school but the first step is to purchase their buildings. Under Minnesota law, a charter cannot own its building directly so there is a workaround which is called an Affiliated Building Corporation where a second organization is formed (legal entity) who will own the buildings and then the school leases it from the entity. Fitton further shared that by buying their buildings not only gives them direct control over their properties but it also saves them on the lease costs.

With no further comments from the public, Mayor Johnson closed the public hearing at 7:11 p.m.

Motion by Lundeen, seconded by Gordon to approve resolution as presented. Motion passed 4-0. Motion carried.

K. Business Items

<u>City Administrator Josi Wood</u>

1. Editorial and Legal Analysis Review and Modifications to Ordinances
    - **a. ORD-758** An Ordinance to Repeal and Replace Chapter 256; Property Maintenance Standards
    - **b. ORD-759** An Ordinance to Repeal and Replace Chapter 257; Right-of-Way Management
    - **c. ORD-760** An Ordinance Amending Chapter 160; Fees
    - **d. ORD-761** An Ordinance Amending Chapter 312; Unclaimed Property
    - **e. ORD-762** An Ordinance Amending Chapter 111; Building Construction
    - **f. ORD-763** An Ordinance Amending Chapters as Presented in the Editorial and Legal Analysis Summary

City Administrator Josi Wood shared all the ordinances for modification that were done for the legal and editorial analysis, were either a repeal and replace or an amendment. Some of the ordinances were minor amendments where a state statute needed to be updated, language clarified or misspelling were all taken into consideration to ensure city code is current. All these were discussed

at Committee of the Whole meeting on June 15th and have been posted for the required 10 days. The only ordinance that was not at the June 15th meeting was the final version of Chapter 256; Property Maintenance Standards however, as discussed at the meeting it was to include all buildings and not just residential in the chapter.

Motion by Lundeen to approve K.1. a. through K.1. f. as presented, seconded by Collison. Motion passed 4-0. Motion carried.

2. Resolution 2021-XXX Declaring a Critical Water Deficiency

City Administrator Josi Wood shared that Minnesota is facing drought conditions and the City received a notification from the Department of Natural Resources who holds the City's water appropriations permit that Minnesota has entered into a drought warning phase which means that they are asking communities over 1,000 people to reduce their water usage with restrictive bans. City Code 325-17 Lawn Sprinkling, Watering and Irrigation states that as an annual restriction during the period from May 1 through September 1 all lawns with addresses ending in an odd number may be watered on odd numbered days and addresses ending in an even number may be watered on even numbered days but will not be allowed between 12:00pm-6:00 p.m. Wood continued to share that as part of the City's Water Supply Plan and City Code Chapter 325-15 Water Conservation Restrictions, Critical Water Deficiency, that in order to restrict water usage the Governor, and/or Mayor would need to declare a "Critical Water Deficiency." Declaring a "Critical Water Deficiency" is not mandatory at this time but it would need to be declared in order to further restrict and enforce water usage.

Recommendation from Council is to share an informational post on City's Facebook page and website reminding residents to only water during their adequate time and inform that if a state of emergency is declared there will be further restriction on water usage.

A motion was made by Lundeen to remove the resolution and do nothing further seconded by Gordon. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. Consider Payroll in the Amount of $126,954.51 and Accounts Payable in the Amount of $821,081.60
2. **Resolution 2021-163** Approving Wellhead Protection Area Signs
3. **Resolution 2021-164** Authorizing Engineering Services for the Minor Subdivision of the Liquor Store Lot at 10 6th Ave SE
4. **Resolution 2021-165** Terminating Contract and Accepting Quote and Authorizing to Enter into a Contract for Cleaning Services

Motion by Lundeen, seconded by Collison to approve consent agenda as presented. Motion passed 4-0. Motion carried.

M. Other Communications

1. June Police Department Reports
2. June Code Enforcement Officer Report
3. June Building Inspector Report
4. July Engineering Project Status Report

N. CLOSED SESSION

1. Closed Session for Discussions to Purchase Real Property PID 16.090.0102 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3(c)

Mayor Johnson stated that the Council would be going into closed session for discussions to purchase real property PID 16.090.0102 901 E Dual Blvd NE Isanti, MN pursuant to Minnesota Statutes Section 13D.05 Subd3(c)

The meeting was closed at 7:27 p.m.

Upon reopening of the meeting at 7:44 p.m., no further action was taken.

Adjournment
A motion was made by Lundeen, seconded by Collison to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 7:45 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JULY 20, 2021 – 5:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Steve Lundeen and Dan Collison.

Members Absent: Councilor Paul Bergley

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Public Services Director Matt Sylvester, Parks, Recreation and Event Coordinator Alyssa Olson, City Engineer Jason Cook, Finance Director Mike Betker, Community Development Director Sheila Sellman and Chief of Police Travis Muyres

D. Public Comment
None

E. Committee Meeting Items

1. Police Updates
- The police department is fully staffed.
- The charger that was ordered in January has arrived and should be out patrolling in approximately 4 weeks.
- The speed sign was taken down off of 3rd Avenue and Chief Muyres is working with the vendor as there has been some issues with data extraction.
- The battery life of the speed sign is approximately 2 weeks.
- Two officers will be assigned to street dances for the remainder of the year.
- Nite to Unite will be on August 3rd.

2. TIF Discussion
- A property owner on the East side of Highway 65 that owns 28 acres asked if the City was interested in purchasing the property.
- The property has a couple issues such as no utilities, needs infrastructure and roads put in, a couple wetlands and part of the gas line runs through it.
- Community Development Director Sheila Sellman shared that if the property was created into a TIF District the realtor can advertise incentives for a potential restaurant and if the Council wishes to purchase the property it would have to be discussed at closed session.
- Consensus from Committee is to support a TIF District once a development plan is put into place by the owner or potential developer.

3. American Rescue Funds Discussion
   - The City will receive approximately $700,000.00 in American Relief Funds.
   - Staff is looking for authorization to identify water and sewer infrastructure projects to utilize the ARPA funds and cue the projects up in 2022.
   - Consensus from Committee is to use funds for water and sewer infrastructure projects.

4. Archery Range Discussion
   - Upon request from Council member Gordon to add an archery range to the Isanti Parks amenities, staff has conducted research on the subject and has identified two suitable options for developing an archery range within City limits.
   - Option 1: Utilizing available space to the South of the Dog Park. Total estimated cost of $19,000.00.
   - Option 2: Incorporating a range into the fenced-in compost site along the Northern fence line on the property. At this location, the range would only be available for use during operational hours on select Sundays, Tuesdays, Thursdays and Saturdays from April to November. The Compost Site attendant would be able to monitor use of the range. The total estimated cost of $14,500.00.
   - Recommendation from Committee is for the archery range location to be at the dog park with a 6 ft fencing around the location, the project to be budgeted for 2022 and for staff to look into what fencing is available at the Public Works shop to possibly help save on some of the cost.

5. North 65 Chamber of Commerce Collaboration
   - The North 65 Chamber of Commerce has asked the Community Development Director to periodically attend their board meeting in order to share new developments or happenings within the City.
   - Community Development Director asked the Board if they were doing anything in the business community to celebrate Grace McCullum's Olympic Journey.
   - The board was not aware of anything but would like to do something to show their support.
   - Community Development Director mentioned to the board that she had seen a sign at Kwik Trip and suggested that the Chamber and City partner to provide supportive signs to the businesses in Isanti.
   - The Chamber said they would print them and then we can work together on handing them out to businesses and have some at City Hall in case other people wanted them, and they would have some at the Chamber office as well.
   - Recommendation from Committee is to partner with the Chamber to collaborate support signs.

6. Carnival Event
   - Council member Lundeen suggested a carnival event in Isanti and wanted to discuss with the Committee.

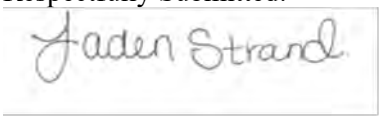
- Parks, Recreation and Events Coordinator Alyssa Olson shared that with this type of event a carnival company is hired. It involves bringing in a third party to run the carnival and attach volunteers or somebody to run it.
- Recommendation from Committee is for staff to look at possible cost of having such an event and bring back to Committee of the Whole for further discussion.

7. Holiday Lighting Display
   - Parks, Recreation and Events Coordinator Alyssa Olson shared that there are production costs that go into a lighting display. There is room for sponsorship but the City will need to put some budget forward for initial costs.
   - Recommendation from Committee is for staff to continue to look into options and possible cost for such an event and bring to August Committee of the Whole meeting for further discussion.

F. Adjournment

Meeting was adjourned at 6:17 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, JULY 20, 2021
(Immediately following the 7:00 p.m. City Council Meeting)
CITY HALL

Mayor Johnson called the meeting to order at 7:49 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Steve Lundeen and Dan Collison

Members Absent: Paul Bergley

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, seconded by Collison to adopt the agenda as presented. Motion passed 4-0. Motion carried.

F. Work Session Items

1. 2022 Budget Schedule

The July 20, 2021 Work Session includes:

- Tax/Levy History and Projections
- Operating Budgets:
  - General Fund (101)
  - Economic Development Authority (108)
  - Water Fund (601)
  - Sewer Fund (602)
  - Stormwater Fund (603)
  - Liquor Fund (609)
  - Debt Service Funds (929-932)

The August 17, 2021 Work Session includes:

- Capital Budgets
  - General & EDA Funds (920)
  - Street Construction Fund (425)
  - Pavement Management Fund (440)
  - Water Fund (601)
  - Sewer Fund (602)
  - Stormwater Fund (603)
  - Liquor Fund (609)
  - Technology Fund (614)
- Operating Budget Updates (if any)

The September 7, 2021 Preliminary Budget and Levy Meeting includes:

- Set 2022 Budget and Levy Presentation
- Public Comment
- Adopt 2022 Final General Fund and EDA Budgets
- Adopt Debt Levy Variance (If needed)
- Adopt 2022 Final Levy
- Adopt 2022 Final Enterprise Fund Budgets
- Approve Cost of Living Adjustment for Non-Union Employees

2. **Tax Levy/ Tax Rate**
    - The proposed 2022 Total Levy is $2,987,409.00 and the total Levy is going up to $3,281,851.00.
    - The projected tax rate for 2022 is 58.484% with a change of -3.17% from 2021.

3. **General Fund Operating Budget (101)**
    - The proposed 2022 General Fund Operating Budget expenses out pays the revenue by $83,168.00.
        - Potential Options to Reductions:
            - Eliminate Additional Policy Secretary which would reduce $27, 177.00.
            - Reduce Code Enforcement Hours which would reduce $12,872.00.
            - Health Insurance Renewal Assumption (25% to 10%) which would reduce $28, 515.00.
            - Dental Insurance Renewal Assumption (10% to 0%) which would reduce $2,326.00.
        - Other Potential Additions:
            - Transfer Excess Funds from Fund 920 which would reduce $80,000.00.
            - Adjust Revenues Less Conservatively
    - Consensus from City Council is to transfer $80,000.00 from Fund 920 and if health insurance comes in lower, lower the transfer amount from Fund 920.

4. **EDA Fund Operating Budget (108)**
    - The EDA Revenues and Expenditures has a proposed balanced budget of $111,448.00.

5. **Water Fund (601)**
    - Water Fund has a proposed net cash loss of $282,424.00.

6. **Sewer Fund Operating Budget (602)**
    - Sewer Fund has a proposed $380,067.00 cash flow surplus.

7. **Stormwater Fund Operating Budget (603)**
    - Stormwater has a proposed net cash flow of $263,602.00.
    - Rate Study will be done in August.

8. **Liquor Fund Operating Budget (609)**
    - Proposed Municipal Liquor Fund Revenues is $4,386,054.00.
    - Proposed Municipal Liquor Fund Expenditures is $4,405,846.00.

9. **Debt Service Funds Summary (629 thru 932)**
    - 2010B GO Improvement Bond Fund (929) will no longer be a budgeted Fund. Final debt service payments will be made in 2021. Revenues generated exclusively from the debt service levy which ended in 2020.
    - 2011A Improvement Bond Fund (930) shows a net loss of $50,915.00 as the bond is nearing the end of its debt service schedule. Final debt service payments will be made in 2022. Revenues are generated from the debt service levy, which end in 2021 and from transfers out of the Water and Sewer Funds.
    - 2014A GO Tax Abatement Bonds (931) were issued to cover construction costs associated the Isanti Indoor Arena. Final debt service payments will be made in 2030. Revenues are generated exclusively from the debt service levy, which ends in 2029.
    - 2014B GO Improvement Bond Fund (932) is nearing the end of its debt service schedule. Final debt service payments will be made in 2024. Revenues are generated exclusively from the debt service levy which ends in 2023.

Motion by Lundeen, seconded by Collison to approve budget work books as presented. (No action can be taken at a work session) Motion passed 4-0. Motion carried.

Adjournment

A motion was made by Lundeen, seconded by Collison to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 8:07 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, June 15, 2021

Immediately following the 7:00 P.M City Council Meeting;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 7:26 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Dan Collison, Arissya Simon.
     Members Absent: Alexander Collins
     Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis
   - D. Agenda Modifications: None
   - E. Adopt the Agenda
     Motion to adopt the agenda by Lundeen, second by Collison motion passes 6-0.

2. **Meeting Minutes**
   - A. Approval of Minutes from the May 18, 2021 Planning Commission Meeting motion by Lundeen, second by Simon motion passes 6-0.

3. **Public Hearing**

   A. <u>An amendment to City Ordinance 445, Section 13, Article 2, Subd. 21, said request is to allow small wind energy conversion systems in residential zoning districts.</u> Sellman explained the ordinance amendment request to allow for small wind energy conversion systems in the R-1A, R-1, R-2, R-3A, and R-3B zoning districts. Currently wind energy conversion systems are allowed only in the B-2, I-1, T1-B, and T1-I Districts as a Conditional Use. Staff requested that these small wind energy conversion systems be allowed as an accessory use in residential zoning districts without a conditional use permit. There was no one from the public present at the public hearing to speak on the topic. Motion for approval of the ordinance amendment by Lundeen, second by Bergley, motion passed 6-0.

   B. <u>Request by Image Contracting, LLC for approval of Site Plans under City Ordinance 445 Section 18, said request is for a BP Metals manufacturing and office building located at 825 East Dual Blvd NE.</u> Saltis presented the Site Plans for a proposed BP Metals Manufacturing Building in the Isanti Industrial Park. The applicants representing BP Metals and Image Contracting were present at the meeting and available for questions from the Planning Commission members. The Planning Commission asked if BP Metals was planning to keep their Blaine location in addition to this proposed Isanti location. Blake Pendzimas from BP Metals explained that they are looking to keep their Blaine location for the time being, with potential to

expand the Isanti location in the future. The Planning Commission also asked about the number of employees that would be working at the facility in which the applicant explained that there would be 3 shifts of 15 or more employees per shift and the facility will be open 24 hours per day. There was no one from the public present at the public hearing to speak on this item. Motion to approve the site plans with conditions listed in the staff report and City Engineer's Memo dated 6-2-2021 by Lundeen, 2nd by Simon, motion passes 6-0.

5. **Other Business:** None

6. **Discussion Items:**

   A. **Zoning Code Update** Community Development Director Sellman explained to the Planning Commission that staff will be working on updating the City's Zoning Ordinances in a full review. Changes made to the Zoning Ordinances will be brought to a future Planning Commission meeting for approval.

7. **Adjournment:** Motion by Lundeen, 2nd by Bergley to adjourn, motion passed 6-0 meeting adjourned at 7:42 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
June 22,2021

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Zachary Gahm and Council Member Jimmy Gordon
Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator, Maizy Burk, Parks, Recreation & Culture Intern, and Mayor Jeff Johnson

Agenda/Modifications: None

2. Meeting Minutes: Motion by Gordon; second by Witte to approve meeting Minutes from April 27, 2021. Motion passed 4-0.

3. Oath of Office: New member Zachary Gahm pronounced the Oath of Office and was officially welcomed to the Board.

4. VFW Park Lease Termination: Olson shared an update on the VFW Park lease termination conversation with the VFW. She relayed that a discussion has taken place with the incoming VFW President who has brought the position to the Post members. Olson is awaiting the decision from the VFW on whether they wish to receive and maintain the playground equipment as a donation or if they would like the City to dismantle the property in terminating the lease agreement.

5. Department Updates: Olson shared updates from May and June events, which have been well-attended. An Adopt-A-Park application has been received and accepted for the Rotary of Cambridge and Isanti. They will begin maintaining Rum River Meadows Park beginning in June through the end of the Park season. New bleachers have been installed at Unity Park. Community Center maintenance was completed and the Isanti Lions are working on getting the oven up to code. Pickleball court has been painted at Mattson Park. The park survey has been distributed to 100+ residents surrounding both Rum River Meadows Park and Isanti Hills Neighborhood Park. Responses are coming in and Maizy is collecting results to be analyzed after the June 30 deadline. Zdon noted the previous survey didn't receive many results so the 50+ received so far is a good improvement.
The Farmers' Market has welcomed a good assortment of vendors, featuring 18-20 through the rest of the season. Attendance has been low, but office staff are taking measures to increase promotion of the weekly markets. First Street Dance was a hit and welcomed an estimated 3000 attendees. The band had a short sound issue at the beginning, but recovered quickly. 8 vendors were onsite and all sold out of most items; they were very pleased with attendance and excited for the next event. Trash was excessive and there was a large number of unsupervised youth in attendance so increased safety and waste measures will be added to the upcoming dates. Medallion Hunt will take place again this year. Maizy is managing the project and coming up with clues and hiding location. She is also connecting with area businesses to secure prizes with a goal of a $500 value. Olson confirmed they are taking measures to extend the hunt period this year and make the medallion more difficult to find. Fireworks have been scheduled for July 8 following the Jubilee Days parade and 4 food trucks will be present onsite. Splish Splash Summer Bash will take place at Bluebird Park on July 9. This year will feature Kids Dance, a waterslide, slip 'n slide, food trucks, pop bottle rockets, face painting and additional water-based activities. Gahm inquired about having community organizations involved. Olson noted she had connected with a few, but it may not be viable for them to participate this year. The goal is to continue to grow the event for future years and include more participation from local businesses and groups.
Olson shared that the Committee of the Whole, prompted by Councilmember Gordon, has requested research on adding an archery range to the Isanti park offerings. Olson will be looking into options and considerations to share at the July COW meeting, and for the PRC Board in July. The Board had a number of questions regarding safety measures and staffing options, to which Olson will be including in her research.
Olson shared that the Performance Center and lighting project in Bluebird Park was approved by the City Council and should be completed in mid-August/early September. Olson noted the goal is to move the September 11 Street Dance to the park, but will depend on construction timeline. Members of the Board had a number of questions regarding the decision to move the Street Dances to the park. Mayor Johnson provided some background on that decision and that it would help with safety measures and event logistics

to be able to use the park instead of the downtown streets. The Board shared concerns about the Street Dances losing their appeal by not being in the street, and that the downtown businesses would not benefit from the move. Olson noted that the businesses downtown don't currently engage in the event and all are closed during it. Zdon shared that bands will want an elevated stage and that should be considered in the height of the Performance Center. Olson noted that the Performance Center was scoped as an amphitheater, which assumes a downward view, but would clarify the height of the cement base. Witte asked about the splash pad plans and if those were to move forward. Olson noted the restrooms and splash pad projects had been postponed, per the Council, and she would be researching those projects more moving into 2022. Mayor Johnson provided some insights into the project from his initial research and stated it is slated to be completed in 2024.

Adjournment: Motion by Witte, second by Gordon to adjourn the June 22, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:48 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: August 4, 2021
Subject: Resolution 2021-XXX Approving the Site Plan Review for Wolf River Electric Co.

Overview/Background:
Site Plans were submitted for an office-warehouse building for Wolf River Electric Co. and this item was discussed at the July 20, 2021 Planning Commission Meeting. Topics of discussion included the phasing for the development, exterior building materials, photometrics plans, road accesses and trash enclosure plans. It was explained that the site plans submitted are only for one building and any future phasing will have to go through a separate site plan review for approval. A representative for Wolf River Electric Co. attended the meeting and was available for questions from the Planning Commission. Mayor Johnson asked the representative if the conditions listed in the PC Staff Report and City Engineer's Memo could be met and if they are reasonable. The representative said that the conditions were reasonable and could be met. The Planning Commission made a motion to approve site plans with conditions listed in the July 20, 2021 staff report and City Engineer's Memo dated July 12, 2021, the motion passed 5-0.

Request:
Approval of Site Plans for an office-warehouse building located at 687 E Dual Blvd NE for Wolf River Electric Co.

Attachments:

- Resolution
- Findings of fact
- Planning Commission Memo dated 7/20/2021

RESOLUTION 2021-XXX

A RESOLUTION APPROVING THE SITE PLANS FOR AN OFFICE-WAREHOUSE BUILDING FOR WOLF RIVER ELECTRIC CO LOCATED AT 687 EAST DUAL BLVD NE

WHEREAS, Wolf River Electric Co. (applicant) has requested approval for site plans of an office-warehouse building at 687 East Dual Blvd NE in the City of Isanti (PID 16.137.0010); and,

WHEREAS, the property is located in the "I-1" Industrial Park District, in which *office-warehouse* is a permitted use; 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 recommended approval of Site Plans for an office-warehouse building on July 20, 2021; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on August 4, 2021;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Site Plans for an office-warehouse building;

BE IT FURTHER RESOLVED that the requested Site Plans be hereby approved subject to the following conditions:

1. Location of freestanding light poles and exterior building lighting shall be shown on site plans and approved by staff prior to submitting for a building permit.
2. Trash enclosure plans shall be submitted for staff review prior to applying for a building permit.
3. A photometrics plan shall be submitted to review lighting types and foot candle readings prior to submitting for a building permit.
4. All signs shall require a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
5. Applicant shall apply for all permits associated with the building including but not limited to a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
6. All conditions/comments listed in the City Engineer's memo dated 7/12/2021 shall be addressed

This Resolution is hereby approved by the Isanti City Council this 4th day of August, 2021

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION
WOLF RIVER ELECTRIC SITE PLAN

Request

Request by Wolf River Electric Co. for Site Plan Approval for an office-warehouse building located at 687 East Dual Blvd NE.

Findings of Fact

1. The applicant is requesting approval of Site Plans for an office-warehouse building located at 687 East Dual Blvd NE.
2. The Property is zoned I-1, Industrial Park District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on July 20, 2021 at 7:00 p.m. at City Hall within the City Council Chambers.
4. Notice of the Site Plan application was published with the *County Star* on July 7, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.

Conclusions

1. In review of the standards established in Section 18, Subdivision 7; the following conclusions have been made (*conclusions to each requirement are shown in italics):*

   A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.
   The office-warehouse building will provide employment opportunities in Isanti within the Industrial District. Office-warehouse is a permitted use in the Industrial District and is guided Industrial in the comprehensive Plan.

   B. Consistency with City Codes.
   The proposed development meets all current 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.
   There are existing trees on site that will need to be removed for the development of the office-warehouse building. The landscaping plan proposes roughly 20 new trees and other various plantings around the site which will make up for the removal of existing trees on site.

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

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 site will be properly shielded with landscaping from neighboring properties. The development of the office-warehouse building is consistent with other buildings in the Industrial Park District and will not have a negative impact on surrounding properties.

G. Consistency with the City's Engineering 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.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on July 20, 2021. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Collison, seconded by Lundeen to recommend approval of site plans for an office-warehouse building located at 687 East Dual Blvd NE. Motion passed 5-0.

3.B.

A Community For Generations.

Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: July 20, 2021

SUBJECT: Site Plan Review for a proposed office warehouse building located at 687 East Dual Blvd. PID 16.157.0020 (Wolf River Electric)

Request: The applicant, Wolf River Electric is requesting site plan approval for a proposed office warehouse building located at 687 East Dual Blvd (PID 16.157.0020).

Overview/Background: The applicant proposes to construct an office warehouse building on a vacant lot located in the Industrial Park District and legally described as Lot 2 Block 1, Isanti Centennial Complex 7th Rearrangement (PID 16.157.0020) with potential future expansion on the north lot. Any future expansions will need to be submitted separately and are not included in this site plan review.

This parcel is currently zoned I-1 Industrial Park District in which "Office-Warehouse" is a permitted use. The building is intended to provide offices and storage space for electric equipment in a warehouse setting. The building is proposed to be roughly 16,125 square feet and provide forty-one parking stalls with two of these stalls designated as handicap accessible.

Analysis of Application: The site plan for the building shall comply with the following requirements for the I-1 Industrial Park District:

Lot Requirements

- Lot Size Minimum .5 acre
- Minimum Width of Lot at ROW 100 ft
- Minimum landscaping 25% of total lot area

The area of the parcel is roughly 5.01 acres in size and exceeds the lot size minimum.

Setbacks – Principal Building

- Front Yard Setback 30 feet
- Side Yard Setback 15 feet
- Rear Yard Setback 30 feet

The proposed building will be located roughly 100 ft from the east property lines near East Dual Blvd NE and will meet all required setbacks for the I-1 zoning district.

Impervious Surface Coverage

There shall be a required minimum of twenty-five percent (25%) reservation of the total lot area for landscaping use. A landscaping plan must be submitted to and be approved by the Planning Commission or its designee.

Impervious surfaces on site will include the building, paved asphalt parking lot and driveway surfaces. The landscaping requirement of 25% of the total lot area as green space will be met.

Surfacing

All areas devoted for parking space and driveways shall be surfaced with asphalt, concrete, or other surface materials, as approved by the City Engineer, suitable to control dust and drainage. All parking areas shall be designed to control surface runoff to adjacent properties either with curbing or grading techniques.

The parking areas and truck court are proposed to be surfaced with standard duty asphalt. Concrete sidewalks are proposed around the perimeter of the building.

Curbing

Except for single-family dwellings, two-family dwellings, and townhouses, all parking areas located in the R-1, R-2, R-3, and R-4 as well as B-1, B-2, B-3, CBT, RC, I-1, or S-1 zoning districts must have curb and gutter around the perimeter of the parking lot.

Concrete curbing and gutters will extend around the entire perimeter of the parking lot and paved area on site. Valley gutters shall be installed through both proposed entrances.

Striping

All parking stalls shall be marked with either yellow or white painted lines not less than four (4) inches wide.

Four-inch-wide yellow or white striping will be used across the site for designated parking stalls. Two stalls will be striped to indicate no parking for handicap access stalls.

Parking Lot Setbacks

- Front Yard Setback 10 feet
- Rear Yard Setback 10 feet
- Street Side Yard Setback 10 feet
- Side Yard Setback 10 feet

Parking areas on site will meet the required 10-foot setbacks from property lines.

Parking Standards

Number of Required Parking Spaces

The following minimum number of off-street parking and loading spaces shall be provided and maintained:

Industrial Uses

Warehouse / Storage	1 space per 1,500 square feet of floor area *(Ord. No. 617)*

Based on the proposed use and square footage of the proposed building, 11 parking spaces are required in which one stall shall be designated as handicap accessible. The site plans show 41 parking stalls, in which two parking stalls are designated as handicap accessible. The site plans meet the required number of parking spaces for the proposed use.

Stall, Aisle and Driveway Design

. Except in the case of single family and two-family dwellings, and townhouses, parking areas shall comply with the following standards

TABLE 9: Parking Lot and Parking Stall Dimensions

Angle of Parking	Stall Width	Curb Length Per Car	Stall Length	Aisle Width One Way	Aisle Width Two Way
90 degrees	9 feet	9 feet	19 feet	26 feet	26 feet

The site features 90-degree parking stalls and will have two-way traffic. Stall dimensions are shown as 9 feet in width and 19 feet in length and follow this requirement. The drive aisle widths are proposed for at least 26 feet and meet the requirement for two-way vehicle circulation.

Lighting

Any lighting used to illuminate off-street parking areas, signage, or buildings shall be directed away from residential properties and shall meet the standards as stipulated within Section 14 of this Ordinance.

Outdoor Lighting s

A.

An exterior lighting plan shall be submitted that shows lighting types that are proposed on site and include freestanding light poles and wall mounted sconces. All lighting types proposed shall be downlit and designed to reduce glare. These light sources shall meet all criteria listed in Section 14 of the City Zoning Ordinances. Freestanding light poles shall be illustrated on site plans to determine their location to ensure that the foot candles near property lines are being met.

Curb Cuts

There are two curb cuts proposed along East Dual Blvd NE. These two proposed curb cuts are spaced 242 feet apart and are an adequate distance from each other complying with City Standards. The curb cut on the north access to the site is proposed at 30 feet in width and the south access is proposed at 26 feet in width.

Building Design and Construction

A. The design and location of the buildings constructed on a lot shall be attractive and shall complement existing structures and the surrounding natural features and topography with respect to height, design finish, color, size and location.

B. Load bearing structural components shall be steel or structural concrete. Other materials of greater strength may be used if expressly allowed by the City Council.

C. Architecturally and aesthetically suitable building materials shall be applied to, or used on, all sides of all buildings that are adjacent to other existing or future structures or roads. Exterior walls of iron, aluminum, or wood will be permitted only with the specific written approval of the City Council. Exterior walls of masonry, concrete and glass are encouraged. Colors shall be harmonious and compatible with colors of the natural surroundings and other adjacent buildings.

D. All exterior wall finishes on any building shall be comprised of any one or a combination of the following materials:

1. Face brick
2. Natural stone
3. Glass
4. Specially designed pre-cast concrete units, if the surfaces have been integrally treated with an applied decorative material or texture.
5. Factory fabricated, finished 26 Ga. Metal panel
6. Decorative concrete block approved by the City Council.

7. Architectural metal accent panels, generally with a value greater than pre-cast concrete units, and as specifically approved by the City Council.

8. When material noted in (5) above is used, there shall be a wainscot of material noted in (1), (2.) or (6) above, Wainscot shall be located across a minimum of 50% of the linear perimeter of the building and shall be located where most visible from streets and as specifically approved by the City Council. Minimum wainscot height shall be one-third of the sidewalk height and/or specifically approved by the City Council.

9. Other materials as approved by the City Council and in conformance with existing design and character of the Property.

Exterior building materials include rock-faced concrete block and other various types of concrete blocks in two neutral colors, a prefinished metal canopy, metal flashing and aluminum windows and door frames. As proposed, this meets the design standards.

Screening, and Landscaping

A. Fencing and Screening. Fencing and screening of the following shall be in accordance with Section 15 of this Ordinance.

1. The ground level view of mechanical utilities shall be completely screened from adjacent properties and streets, or designed to be compatible with the architectural treatment of the principal structure.

   Mechanical equipment is not displayed on site plans. If mechanical equipment is on the exterior of the building, site plans shall be altered to show the location of the equipment.

2. External loading and service areas shall be completely screened from the ground level view of adjacent residential and commercial properties, and adjacent streets.

   There are no loading and service areas displayed on site plans. A building of this size (under 100,000 square ft) does not require a designated loading area.

3. When abutting or directly across the street from a Residential District, a fencing and/or screening is required.

   The site does not abut a residential area.

5. Light from automobile headlights and other sources shall be screened when adjacent to a residential district.

   Site does not surround a residential area. The landscape plan shows privacy trees and plantings around the twenty-five parking stalls facing East Dual Blvd NE to shield from automobile headlights.

Landscaping

Non-Residential Requirements: In addition to the general requirements noted, properties located within non-residential districts, shall be subject to the following regulations:

Minimum Landscaping Requirements. All open areas of a lot which are not used or improved for required building areas, parking areas, building expansion areas, drives, sidewalks, storage, or similar hard surface materials shall be landscaped with a combination of sod, overstory trees, understory trees, shrubs, flowers, ground cover materials and/or other similar site design features or materials in a quantity acceptable to the City.

Maintenance of Landscaping. The owner, tenant, and their respective agents shall be responsible for the maintenance of all landscaping provided on the parcel(s) in a condition presenting a healthy, neat, and orderly appearance; free from refuse and debris. Plants and ground cover that are required by an approved site or landscape plan and which have died shall be replaced within three (3) months from receipt of notification by the City. The time for compliance may be extended to nine (9) months, due to seasonal weather conditions.

Soil Requirements. A minimum of four (4) inches of topsoil shall be provided upon all lots.

Turf Requirements. All areas disturbed by new construction or not covered by established lawn or turf shall be sodded. Those areas to be maintained as natural areas as provided for within a developer's agreement or any wetlands that may be located on the property are exempt from this provision. The Building Official may waive this requirement upon inspection of the property.

Tree Requirements.

a. Landscaping shall provide for an appropriate mix of plantings around the exterior footprint of all buildings. Landscaping shall improve the appearance of the structure and break up large unadorned building elevations. Plantings are not intended to obscure views of the building or accessory signage.

b. Where undeveloped or open areas of a site are located adjacent to a public right-of-way, the plan shall provide for deciduous trees. A minimum of one (1) tree per fifty (50) feet of street frontage is required. The city may approve an alternative if such alternative appears to meet the intent of this article.

c. In addition to deciduous and coniferous trees; shrubs, ornamental trees, perennials and annual flowers and bulbs as well as ornamental grasses and ground cover shall be used to compliment the landscape plan.

d. Trees shall be of varying species and shall be in accordance with the City Tree Lists, as presented within the Section. If four (4) or more trees are used, the trees shall be of at least three (3) different species. If seven (7) or more trees are planted, trees shall be of at least four (4) different species. Other types of trees not listed on the City Tree Lists may be permitted at the discretion of City Staff.

The landscaping plan proposes to include small plantings and a mix of ornamental and overstory trees in between the proposed parking area and the East Dual Blvd NE. Small shrubs and plantings will be placed in planting beds and sod will surround the parking

area curbing. The City Landscaping Ordinance requires that the site have at least 7 trees based on the lot frontage calculation (1 tree per 50 ft of lot frontage) and the proposed amount of 19 trees will meet this standard.

Refuse and Trash Receptacle Enclosures

B. Trash Dumpsters and Garbage Receptacles Required: All new uses and buildings in all zoning districts, with the exception of the "R-1", "R-2", and "R-3A" Districts; shall have trash dumpsters or garbage receptacles provided on the parcel or lot and be adequately screened and enclosed. The location of trash dumpsters and garage receptacles shall be approved during the site plan approval process.

C. Standards for Trash Enclosures: Trash dumpsters and garbage receptacles shall be screened from all lot lines and public roadways, in accordance with the following provisions:

1. The screening devices shall be designed so that they are architecturally harmonious with the principal structures on the site and shall meet the requirements as specified in Section 15 of this Ordinance.

2. Trash enclosures shall be lit.

3. Trash enclosures shall be of an adequate size to accommodate all refuse and recyclables.

D. Enclosure and Receptacle Maintenance Required: Fencing and landscaping for trash dumpsters and garbage receptacles shall be maintained in good condition and shall be kept litter-free at all times.

The trash receptacle is proposed to be located in the parking area near the proposed stormwater pond. The trash enclosure on the site plan shows that it will be 16 ft in width and 24 ft in length. The appearance and materials of the trash enclosure have not been shown on submitted plans, the enclosure shall follow the regulations set in Section 14, Subdivision 3 of the City's Zoning Ordinances and shall be enclosed. The trash enclosure shall also be illuminated for the safety of employees. The landscape plan shows three black hills spruce trees proposed around the trash enclosure for shielding from surrounding properties.

Signs

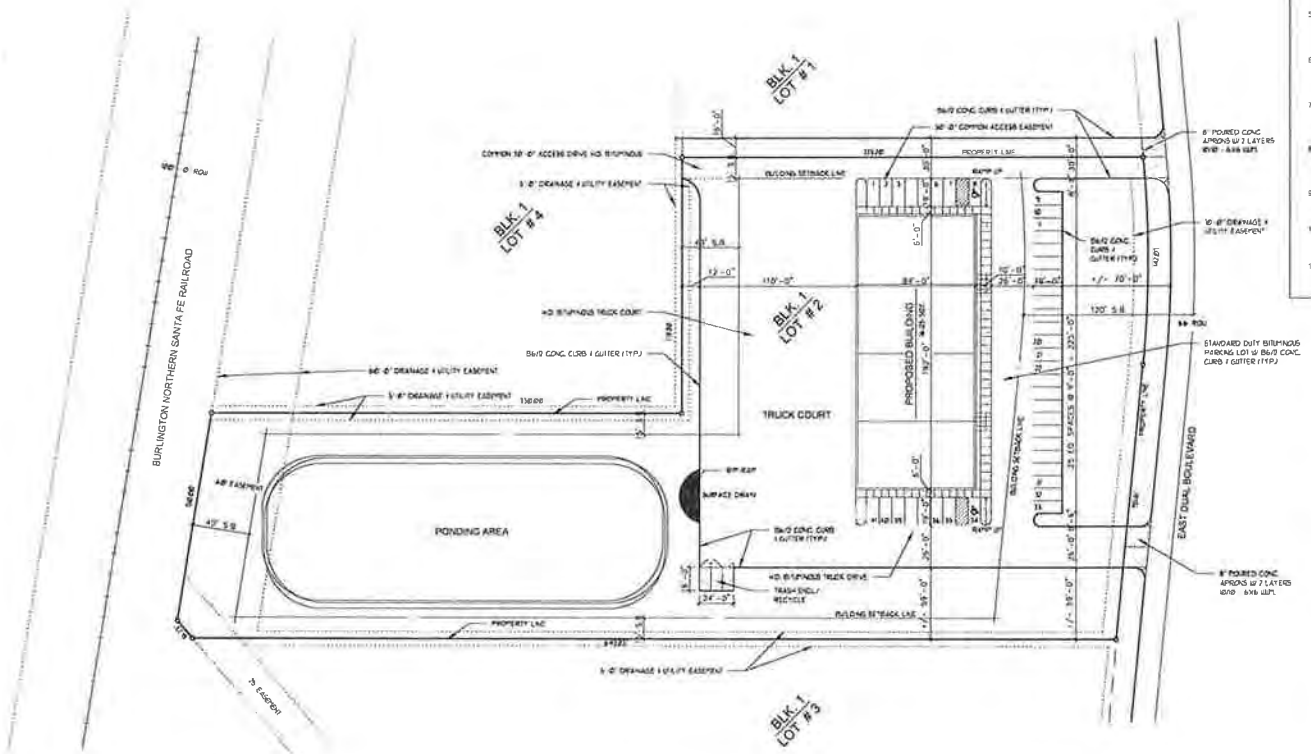
Sign permits will need to be applied for separately from the site plans. All signs will need to follow criteria listed in Section 16 of the City's Zoning Ordinances. Permits will be needed for approval of location and dimensions determined at a later date.

Staff Recommendation: Staff recommends approval of the proposed Wolf River Electric office warehouse building located at 687 East Dual Blvd PID 16.157.0020 with the following conditions:

1. Location of freestanding light poles and exterior building lighting shall be shown on site plans and approved by staff prior to applying for a building permit
2. Trash enclosure plans shall be submitted for staff review and approval prior to applying for a building permit
3. A photometrics plan shall be submitted to review lighting types and foot candle readings prior to applying for a building permit
4. All signs shall require a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
5. Applicant shall apply for all permits associated with the building including but not limited to a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
6. All conditions/comments listed in the City Engineer's memo dated 7/12/2021 shall be addressed

Attachments:

- Site Plans, Floor Plans, Exterior Elevations and Landscape Plans
- City Engineer's Memo Dated 7/12/2021



SITE DEVELOPMENT PLAN

1" = 40'-0"

NORTH

INDEX TO DRAWINGS

S1	SITE SURVEY (HOLTON & WENK, INC.)
D1	PHASED DEVELOPMENT PLAN
A1	SITE DEVELOPMENT PLAN
L1	LANDSCAPING PLAN
A2	BUILDING FLOOR PLAN
A3	EXTERIOR BUILDING ELEVATIONS
A4	BUILDING SECTION
C1	CIVIL COVER SHEET
C2	EXISTING CONDITIONS & REMOVAL SHEET
C3	EROSION & SEDIMENT CONTROL DETAILS
C4	EROSION & SEDIMENT CONTROL PLAN
C5	CIVIL SITE PLAN
C6	SITE GRADING PLAN
C7	SITE UTILITY PLAN

SITE GENERAL NOTES

1 SEE SITE DEVELOPMENT PLAN A1 1 LANDSCAPE PLAN LS1 1 SITE SURVEY C1 1 AND GRADING & DRAINAGE PLAN UTILITY PLAN AND EROSION CONTROL PLAN PREPARED BY CARLSON MCCAIN FOR ADDITIONAL INFORMATION NOT GIVEN THIS SHEET

2 ALL CONTRACTORS BIDDING THIS PROJECT SHALL VISIT THE SITE TO REVIEW CONDITIONS WHICH MAY AFFECT THE WORK OF THEIR TRADE

3 NEW SERVICE DRIVE AREA SHALL BE BID AS BASE BID AND SHALL INCLUDE THE INSTALLATION OF TWO LIFTS OF BITUMINOUS

THE NEW PAVING SECTION SHALL CONSIST OF 6 CLASS V COMPACTED GRANULAR BASE COURSE AND 2 PLANT MIXED BITUMINOUS BASE WITH OIL TACK COAT AND 1 1/2" PLANT MIXED BITUMINOUS WEAR COURSE

4 IF THE OPTIONAL OFFICE AND PARKING IS SELECTED TO BE INSTALLED BY THE OWNER PROVIDE ONE HANDICAP PARKING SIGN ON AN ARMCO CHANNEL POST (5'-0" HIGH) INDICATING "VAN ACCESSIBLE" 2'-6" BEHIND THE CURB AT THE ACCESSIBLE HANDICAP PARKING SPOT

5 THE EARTHWORK CONTRACTOR SHALL PROVIDE TEMPORARY ROCK CONSTRUCTION ACCESS AND SILT FENCING ALONG ALL AREAS REQUIRED PER THE DRAWINGS OF CARLSON MCCAIN

6 THE ASSUMED SOIL BEARING CAPACITY IS 2 000 PSF IF UNSUITABLE SOIL CONDITIONS SHOULD BE ENCOUNTERED WHICH WOULD AFFECT THE STABILITY OF THE STRUCTURES CONTACT THE OWNER IMMEDIATELY

7 CONCRETE CURB & GUTTER SHALL BE B6/2 WHERE INDICATED AT THE SERVICE DRIVE EDGES FURNISH ALL CONCRETE PADS SLABS SIDEWALKS ETC W/ BROOM FINISH AIR ENTRAINED CONCRETE

8 PROVIDE HANDICAP ACCESS MEETING ALL STATE OF MINNESOTA AND FEDERAL ADA REQUIREMENTS FROM THE POINT OF HANDICAP PARKING INTO THE PROPOSED OFFICE AREA

9 ALL BUILDING AND SITE SIGNAGE SHALL BE FURNISHED AND ARRANGED BY THE OWNER

10 CONTACT GOPHER STATE FOR U.G. UTILITY LOCATES PRIOR TO COMMENCING CONSTRUCTION

11 FIELD VERIFY LOCATIONS ELEVATIONS SIZE AND CONNECTION REQUIREMENTS FOR ALL UTILITY LINES WHICH ARE SHOWN TO BE EXISTING

CODE REVIEW

Wolf River Electric (6/21/21)
Lot 1 Block 2 Isanti Centennial Complex 5th Rearrangement Isanti MN 55040
2020 IBC w/ State of Minnesota Amendments

Site Area	163 557 sf (3 75 ac)
Zoning District	I 1 Industrial Park District
Occupancy Groups	Business & Storage S-1
Construction Type	Type II B (Sprinklered)
Allowable Area	
Business "B"	23 000 sf (+ 75% + 300%) = 109 250 sf
1 story/unlimited	unlimited area allowed
Parking Required (40% off; 60% whse)	33 spaces
Parking Required (50% off; 50% whse)	37 spaces
Parking Provided	41 spaces (2 accessible spaces included)
Actual Area	
Proposed Office (35%)	5 760 sf
Proposed Warehouse (65%)	10 368 sf
Actual Building Area Total	16 128 sf (4 tenants of 4 032 sf each)
Impervious Site Area Total	72 447 sf (44 3%)
Site Open Space Total Area	163 557 sf (55 7%)
Allowable Building Height	4 stories 45'-0" 20'-8" actual
Occupant Load Factor	
Proposed Office	5 760/100 = 58 bldg 1 440/100 = 14 tenant
Proposed Warehouse	10 368/500 = 21 bldg 2 592/500 = 5 tenant
Total Occupant Load	79 bldg 19 tenant
No. of exits required	1 exit per for Office and Warehouse
No. of exits provided	Both (2 exits per suite)
Exit Separation (1/3 diagonal)	96'-0" /3 = 32'-0"
Egress width required	15 x 79 = 11 85"
Egress width provided	84" > 11 85"
Common Path of Travel	75'-0"
Exit Access Distance	200'-0" allowed 45'-0" actual
Common Path of Egress Travel	50'-0"
Minimum Corridor Width	44" min
Dead End Corridors	allowed up to 50'-0"
Fire Resistive Requirements	
Shaft/Exit Frame	No requirements
Bearing Walls	No requirements
Non-Bearing Walls	No requirements
Floor Construction	No requirements
Roof Construction	No requirements
Exterior Walls > 10'-0"	1 hour (N/A)
Exterior Walls < 30'-0"	No requirements
Plumbing Fixtures	
Minimum # plumbing fixtures required (Business)	
Water closets	1/25 for 1st 50 & 1/50 for remainder exceeding 50
Lavatories	total for 1st 80 & 1/80 for remainder exceeding 80
Minimum # plumbing fixtures required (Storage)	
Water closets	1/100
Lavatories	1/100

	Fixtures Required	Fixtures Provided
B - Occupancy load 58		
Water closets	2	2
Lavatories	2	2
S - Occupancy load 21		
Water closets	1	2
Lavatories	1	2

Prepared By: Jamb Architects, P.O. Box 310, Forest Lake, MN 55025

Jerry W. Anderson MN License No 13639

jamb architects
P.O. Box 310 Forest Lake, Minnesota 55025
(612) 670-0358

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

Print Name: Jerry W Anderson
Signature:
Date 06/30/2021 Reg. No. 13639

Project

WOLF RIVER ELECTRIC

LOT 2 - BLOCK 1, ISANTI CENTENNIAL COMPLEX 5TH REARRANGEMENT

CITY OF ISANTI, MN 55040

OWNER:
XXX

Commission Number	Date
XXX	XX/XX/XXXX
Drawn JF	Checked JA

Becklin & Whitney
Consulting Engineers Inc.
139 1st Ave E Suite 100
P.O. Box 471
Cambridge MN 55008
Phone: (763) 689-5631
Fax: (763) 552-5631

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 PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

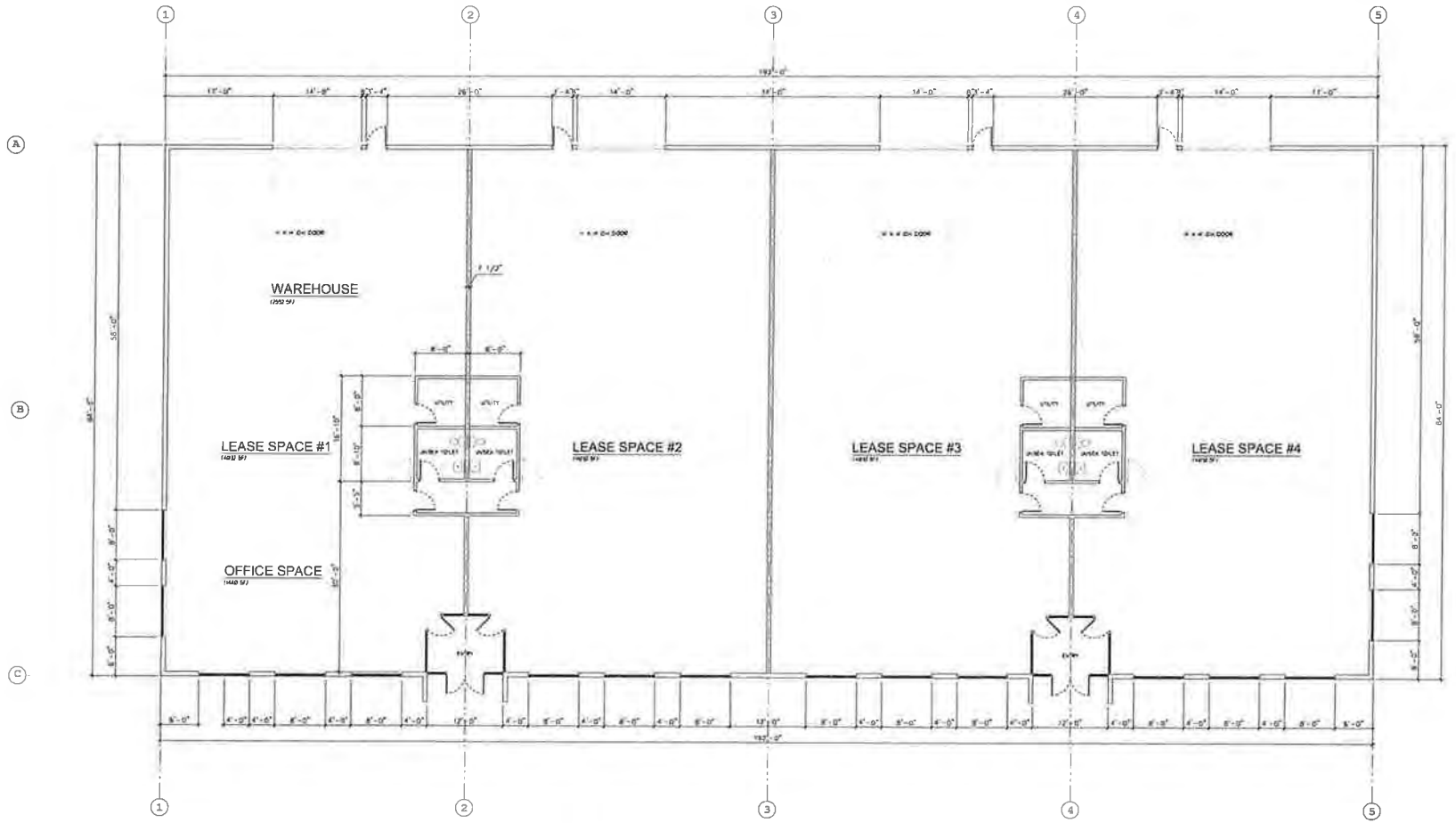
William A. Becklin P.E.
DATE XX XX XXXX LIC. NO. 18494

Sheet Name

SITE PLAN

Sheet

A1



MAIN FLOOR PLAN

NORTH

jamb architects
P.O. Box Forest Lake, Minnesota 55025
(612) 670-0358

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Print Name Jerry W Anderson
Signature
Date Reg No

Project

WOLF RIVER ELECTRIC

LOT 2 - BLOCK 1, ISANTI CENTENNIAL COMPLEX 5TH REARRANGEMENT

CITY OF ISANTI, MN 55040

OWNER:
XXX

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Drawn JF Checked JA

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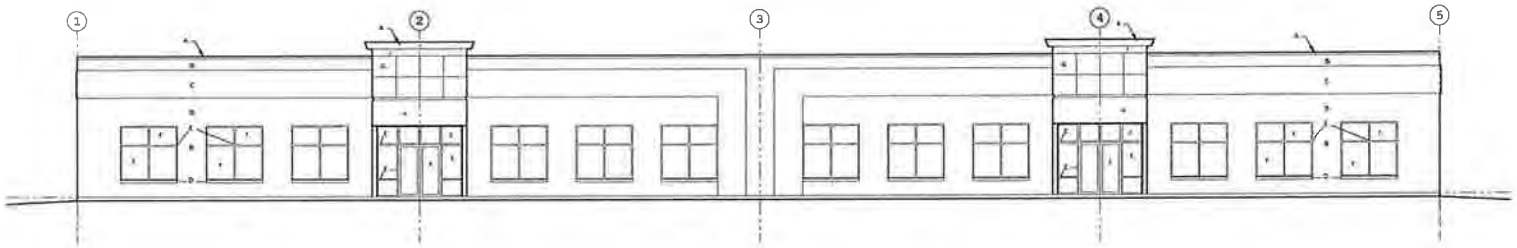
William A Becklin P.E
DATE XX XX-XXXX LIC NO 18454

Sheet Name

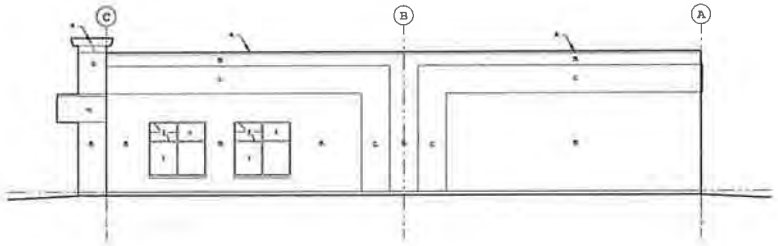
MAIN FLOOR PLAN

Sheet

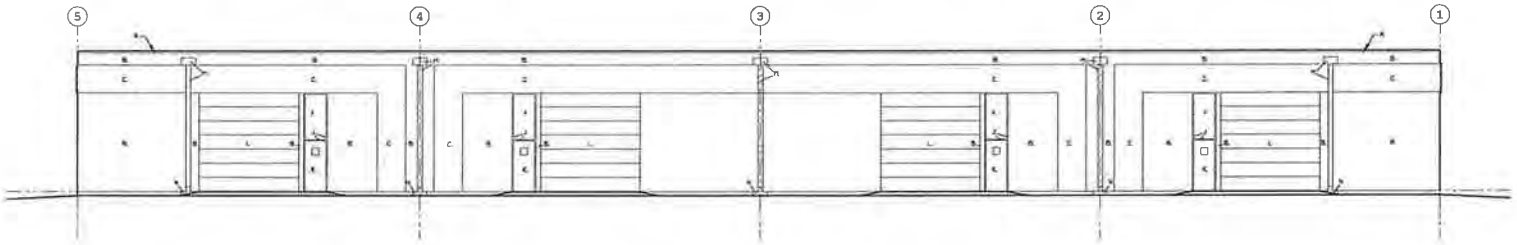
A2



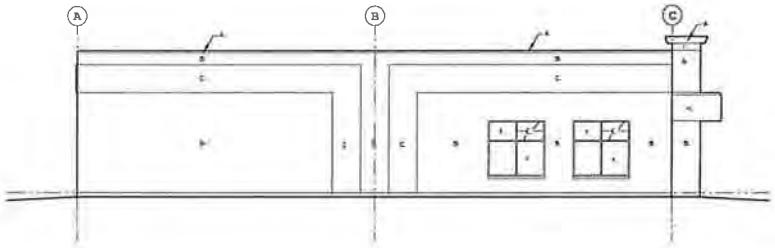
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION

EXTERIOR FINISH SCHEDULE

A. PREFINISHED METAL FLASHING
B. HOOK FACED CONC. BLK. (COLOR 1)
C. CONCRETE CONC. BLK. (COLOR 2)
D. SPLIT FACE CONC. BLK.
E. ALUMINUM STOREFRONT FRAMES (CLEAR ANODIZED)
F. 1" CLEAR HSG. GLASS (w/ LOW 'E' COATING)
G. 6'-0" OR SLOPED PATIO DOOR
H. PREFIN. METAL CANOPY (TO MATCH CLEAR ANOD.)
I. PAINT BLACK (TYP.)
J. 3'-0" x 7'-0" SOLID DOOR (TYP.)
K. INSULATED HM. DOOR (TYP.)
L. 2" HAIL PROOF (2in TYP.) DIA. (TYP.) OVER FLASHING (TYP.)
M. PREFIN. MTL. SCUPPER & DOWNSPOUT (TYP.)
N. PRECAST CONC. SPLASH BLOCKS

Jamb architects
P.O. Box 55025
Forest Lake, Minnesota
(612) 670-0358

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

Print Name: Jerry W Andersen
Signature:
Date: 06-26-2021 Reg. No. 13033

Project

WOLF RIVER ELECTRIC

LOT 2 - BLOCK 1,
ISANTI CENTENNIAL
COMPLEX 5TH
REARRANGEMENT

CITY OF ISANTI, MN
55040

OWNER:
XXX

Commission Number: XXX
Date: XX/XX/XXXX

Drawn: JF Checked: JA

Becklin & Whitney
Consulting Engineers, Inc.
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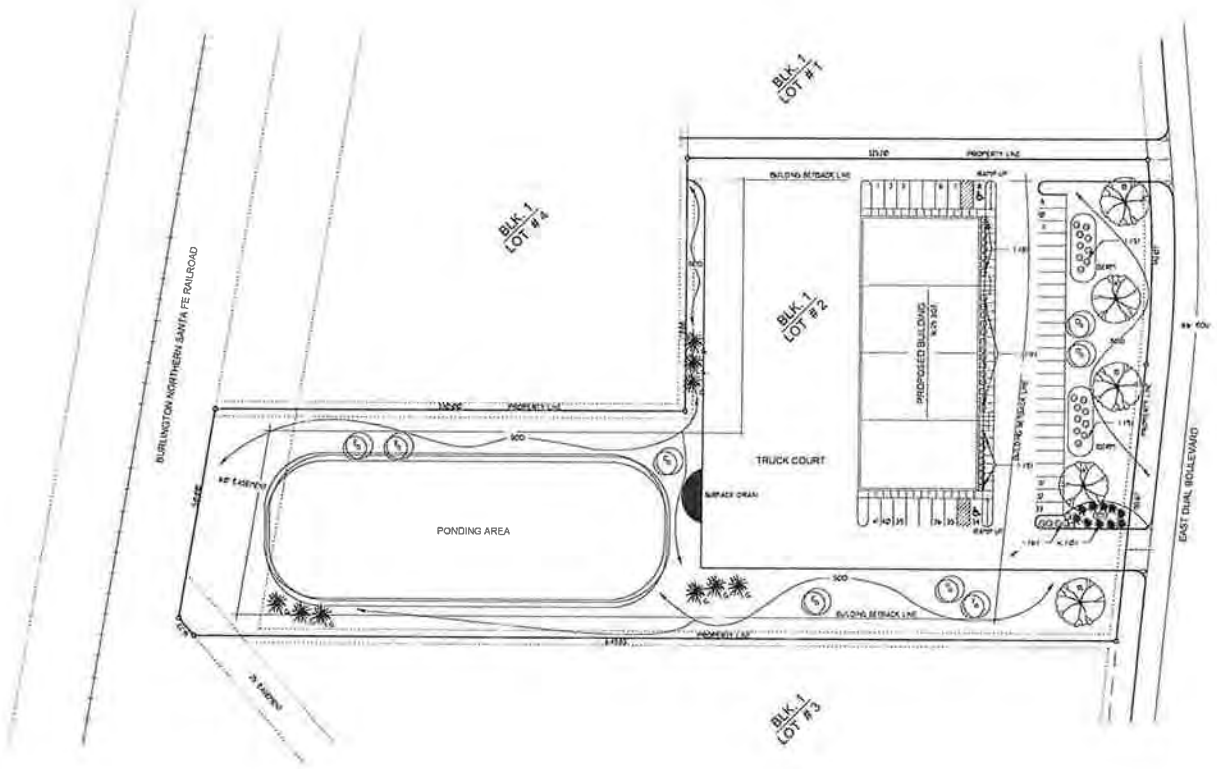
Wade R. Dahlke, P.E.
DATE: XX XX XXXX LIC. NO. 19494

Sheet Name

ELEVATIONS

Sheet

A3



LANDSCAPE PLAN

1" = 50'-0"

NORTH

GENERAL NOTES

1 PLANT MATERIALS SHALL BE GUARANTEED FOR A PERIOD OF ONE (1) YEAR ONE TIME REPLACEMENT

2 ALL PLANTING BEDS FOR SHRUBBERY SHALL BE BORDERED WITH "MINNESOTA VALLEY BLACK POLYVINYL GRASS EDGING...PROPERLY STAKED IN PLACE AT 4'-0" O.C. BEDS SHALL RECEIVE 4" MIN. PEA ROCK ON 6 MIL POLY WEED MAT

3 CONTACT GOPHER STATE FOR U.G. UTILITY LOCATES PRIOR TO STARTING CONSTRUCTION

4 INSTALL WEEDMAT AND MULCH IN ALL NEW PLANTING AREAS AS REQUIRED

5 NOTE THAT ALL EXISTING PLANTS WHICH ARE NOTED TO BE REMOVED, SHALL BE RELOCATED ON SITE AND SHALL BE TRANSPLANTED IN THE AREAS DESIGNATED FOR THE NEW PLANTERS OR PLANT LOCATIONS. VERIFY ALL PLANTS AND AREAS DESIGNATED FOR REPLACING WITH THE FIELD SUPERVISOR ON SITE PRIOR TO PERFORMING THIS WORK

6 EXPOSE PLANT FLARE & SET AT GRADE. REMOVE BURLAP & ROPES FROM TOP 1/3RD OF THE ROOT-BALL. CUT WIRE BASKET DOWN TO 2ND HORIZONTAL WIRE FROM THE BOTTOM (DISPOSE OFF-SITE)

7 LANDSCAPING CONTRACTOR SHALL MAINTAIN TREES IN A PLUMB VERTICAL POSITION THROUGHOUT THE REQUIRED MAINTENANCE PERIOD

8 LANDSCAPING CONTRACTOR SHALL DESIGN & INSTALL AN UNDERGROUND IRRIGATION SYSTEM FOR ALL LAWN & PLANTING AREAS W/ FULL ZONE COVERAGE. THE SYSTEM SHALL BE WARRANTED FOR 1 FULL YEAR FROM THE TIME AN OCCUPANCY PERMIT IS ISSUED

LANDSCAPE SCHEDULE

CODE	BOTANICAL NAME	PLANT SIZE
A	AUTUMN BLAZE MAPLE - ACER FREEMANII 'AUTUMN BLAZE'	2.5" CAL B&B
B	YELLOW DOGWOOD HEDGE ROW - CORNUS SERICEA	2.5" CAL B&B
C	SKYLINE LOCUST - GLEDITSIA TRIACANTHOS F. INERMIS 'SKYLINE'	2.5" CAL B&B
D	AUTUMN GOLD DAWN - DAWN REDWOOD 'AUTUMN GOLD'	2.5" CAL B&B
E	SPRING SNOW CRAB - MALUS 'SPRING SNOW'	1.5" CAL B&B
F	FLOWERING CRAB - 'DOLGO DESSERT'	1.5" CAL B&B
G	BLACK HILLS SPRUCE - PICEA GLAUCA VAR. 'DENSATA'	6' - 7' B&B
H	SEA GREEN JUNIPER - JUNIPERUS CHINENSIS 'SEA GREEN'	2 GAL POTTED
I	GOLD FLAME SPIREA - SPIREA BUMALDA 'GOLD FLAME'	3 GAL POTTED
J	DEGRON CHANCOLE BLOOD - SPIREA VAN	5 GAL POTTED

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Forest Lake, Minnesota 55025
(612) 670-0358

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

Print Name: Jerry W Anderson

Signature:

Date: 06/29/2021 Reg. No. 13511

Project

WOLF RIVER ELECTRIC

LOT 2 - BLOCK 1, ISANTI CENTENNIAL COMPLEX 5TH REARRANGEMENT

CITY OF ISANTI, MN 55040

OWNER:
XXX

Commission Number	Date
XXX	XX/XX/XXXX

Drawn JF Checked JA

Becklin & Whitney
Consulting Engineers, Inc
139 1st Ave E Suite 100
P.O. Box 471
Cambridge, MN 55008
Phone: (763) 689-5631
Fax: (763) 552-5631

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William A. Becklin, P.E.
DATE XX XX XXXX LIC. NO. 18494

Sheet Name

LANDSCAPE PLAN

Sheet

L1

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: July 12, 2021

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Wolf River Electric – Site Plan Review
City of Isanti, MN
Project No.: 0R1.123130

We have reviewed the Site Plan and supporting documents entitled "Wolf River Electric" with a date of June 20, 2021.

The plan includes the construction of a new building, parking lot and pond.

An existing and proposed stormwater model was also submitted.

A future concept layout of a three lot subdivision was also included. We have not reviewed the other concept layouts at this time, however, we have verified the lot width at East Dual Boulevard is based on the currently platted lot lines.

We have reviewed the submitted documents and have the following comments:

Site Plan:

1. Sheet C3 Erosion & Sediment Control Plan:
    a. Submit SWPPP to City prior to beginning work as over 1 acre of surface will be disturbed.
2. Sheet C5 – Civil Site Plan:
    a. No future layout linework will be reviewed as submitted. Those expansions will need to be submitted in the future for full plan review.
    b. Construct valley gutter through both proposed entrances.
    c. Obtain ingress/egress easement from Lot 1 and give one to Lot 1.
3. Sheet C6 – Grading Plan:
    a. Provide slope percent labels along curb and in pavement.
    b. Show the handicap stall areas do not exceed 2%, and show the ped ramps onto the sidewalk.
    c. The proposed infiltration basin needs to have 3 feet of separation from the pond bottom to the ground water level.

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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

d. The proposed infiltration basin will need to have a soil boring to determine the water table, and a percolation test to determine infiltration rate.

e. Show the EOF spot elevation for the proposed pond.

f. Submit pond maintenance plan.

4. Sheet C7 – Utility Plan:

a. Provide a outlet structure for the proposed pond.

b. A sanitary sewer service and water service are already stubbed to the property line. See attached record drawing. Connect to these services, as opposed to cutting into the street if possible.

c. The storm sewer inverts appear to be at or near the groundwater level. This does not allow room for infiltration.

Stormwater Modeling:

1. Submit subcatchment maps for the existing and proposed models.
2. Use Atlas-14 storm event modeling.
3. Submit summary table of 2, 10, and 100 year storm event flow rates pre and post development.
4. Verify ground water will be over 3-feet below the bottom of the proposed infiltration basin. Provide geotechnical report showing this and have percolation tests completed to determine infiltration rate. Revise model as needed. Correct soil to not exceed maximum allowed infiltration rates.

We recommend approval of the site plan once the above items are addressed.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 4, 2021
Subject: Consideration of a Conditional Use Permit, Variance and Site Plan for Isanti Self-Storage

---

Background:
In April, staff was notified that additional storage units were added around the outside perimeter of the subject site, no permits were applied for prior to construction. Upon further research of the history of the site and original approvals, the units added were not part of the original site plans for the facility. City staff determined that since the site has been altered, a site plan review for the new units is necessary. Self-Storage is a conditional use in the I-1 Industrial Park District, the site does not currently have a Conditional Use Permit (CUP) for the three original buildings. Adding the new units increases the intensity of the site trigger the CUP requirement.

The applicant has applied for a CUP for the use, a variance to the impervious surface maximum, a variance to the rear yard setback and site plan approval. At the May 18, 2021 Planning Commission, the Commission recommended approval of the CUP for the use and directed the applicant to apply for the variances. The Planning Commission held a public hearing on July 20, 2021 for the variance requests. The Planning Commission recommends denial of the rear yard setback variance and denial of the site plan. The Planning Commission also recommends approval of the CUP and the variance to the impervious surface requirement.

If the City Council approves the variance for the setback requirements findings of fact of approval will need to be made at the Council meeting. Staff does not support he setback variance. The Planning Commission recommended a deadline of September 30, 2021 for the additional units to be removed, this will be incorporated in the CUP approvals.

If the Council approves the variance to allow the additional storage units staff suggests the following Conditions:

1. A building permit for each structure shall be applied for
2. The units along the southern lot line shall be removed by September 30, 2021
3. The units shall be moved out of the drainage and utility easement
4. The owner shall address runoff issues as identified by the City Engineer
5. The variance is limited to the 9 units shown on the site plan
6. The applicant shall record the variance with the County

Request: Consider adopting the resolution and findings of fact for the Conditional Use permit and variance to impervious surface and denying the site plan and variance to setbacks.

Attachments

- Resolution 2021-XXX Findings of fact, and CUP
- Resolution 2021-XXX Approving a Variance to impervious surface and findings of fact
- Resolution 2021-XXX Denying a Variance to building setbacks and findings of fact
- Resolution 2021-XXX Denying the Site Plan and findings of fact
- Planning Commission Reports May 18, 2021 and July 20, 2021

RESOLUTION 2021-XXX

APPROVING THE CONDITIONAL USE PERMIT APPLICATION FOR A SELF-STORAGE FACILITY AT 515 1ST AVE NW

WHEREAS, Isanti Self-Storage (applicant) has requested a Conditional Use Permit approval for a Self-Storage Facility at 515 1st Ave NW in the City of Isanti (PID 16.058.0051); and,

WHEREAS, the property is located within Industrial Park District, of which requires a Conditional Use Permit for self-storage facilities; and,

WHEREAS, 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; and

WHEREAS, the proposed use for Self-Storage meets all of the General Performance Standards of the Zoning Ordinance; and

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on May 18, 2021 and recommended approval; 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 Conditional Use Permit, and that the requested Conditional Use Permit for Self-Storage facility located at 515 1st Ave NW, is hereby approved with the following conditions:

1) The Conditional Use Permit shall be recorded by the applicant.
2) The additional storage units one south and west side of the property be removed by September 30, 2021.

This resolution was duly adopted by the Isanti City Council this 4th day of August 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION
Isanti Self-Storage Conditional Use Permit

Request

Request from Isanti Self-Storage for a Conditional Use Permit to operate a self-storage facility at the property located at 515 1st Avenue NW, PID 16.058.0051 in the City of Isanti.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for the property described under 'Request.'
2. The property is zoned Industrial Park District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on May 18, 2021 at 7:00 p.m. at City Hall within the City Council Chambers Virtually.
4. Notice of the Conditional Use Permit application was published with the *County Star* on May 6, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. 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 site is guided Industrial and Self-storage is consistent with industrial development.

   B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *The site is currently being used as a self-storage facility, granting the CUP will bring that portion of the use into conformance which is the intent.*

   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 will not be detrimental or endanger the public. The site has been established as a self-storage facility.*

   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 use is a continuation of what has been there and will not diminish or impair property values.*

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The site is already established as a self-storage facility, conditional use will not impede on the normal and orderly development and improvement of surrounding property.*

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *This is an existing use and adequate facilities have been established.*

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The use meets this requirement with the exception of the impervious surface maximum coverage allowed in the Industrial Park District, the applicant has applied for a variance to this requirement.*

H. The conditional use complies with the general and specific performance standards as specified by within this Article. *The use meets this requirement with the exception of the impervious surface maximum coverage allowed, a variance has been applied for.*

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 other industrial uses. This section is met.

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

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 requirement is met as proposed.*

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 except the impervious surface requirement, a variance has been applied for.

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 Conditional Use Permit approved by the City Council.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on May 18, 2021. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Lundeen, seconded by Bergley to recommend approval of the Conditional Use Permit with conditions. Motion passed unanimously.

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

In the matter of Self-Storage facility at 515 1st Ave NW PID 16.058.0051, Isanti Minnesota

Request: A Conditional Use Permit for a Self-Storage facility in the Industrial Park Zoning District.

CONDITIONAL USE PERMIT

The above referenced application for a Conditional Use Permit was heard before the City of Isanti Planning Commission on May 18, 2021 and the Isanti City Council on August 4, 2021 pursuant the Isanti Zoning Ordinance, for the following described property:

LEGAL and ADDRESS 515 1st Avenue NW PID: 16.058.0051

IT IS HEREBY approved that a Conditional Use Permit be granted at the above described property for a self-storage facility subject to the following conditions:

1. The Conditional Use Permit shall be recorded by the applicant and proof of recording submitted to the City.
2. All secondary units shall be removed from the site by September 30, 2021

_____ Date:_____
Mayor Jeff Johnson

Attest:

_____
City Clerk Jaden Strand

This document was drafted by:
The City of Isanti
110 1st Ave NW
Isanti MN 55040

RESOLUTION 2021-XXX

APPROVING A VARIANCE TO IMPERVIOUS SURFACE COVERAGE FOR ISANTI SELF-STORAGE AT 515 1ST AVE NW PID 16.058.0051

WHEREAS, Isanti Self-Storage (applicant) has requested a variance to sign standards to allow for an additional freestanding sign at 905 6th Ave Ct; and,

WHEREAS, the property is located in the Industrial Park district and is 75% impervious surface is allowed; and,

WHEREAS, the City of Isanti Planning Commission evaluated the request against the criteria established in Ordinance No. 445 Zoning, Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4(A), noting that the proposal met all of the criteria noted; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on July 20, 2021 and recommended approval;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota approves the impervious surface maximum of 95% for Isanti Self-Storage located at 515 1st Ave NW and is hereby approved with the following conditions:

1. The additional units along the southern and western property line shall be removed by September 30, 2021.

This resolution was duly adopted by the Isanti City Council this 4th day of August 2021

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION
Variance to Impervious Surface Isanti Self-Storage

Request

Request from Isanti Self-Storage for a variance to the impervious surface maximum for property located at 515 1st Avenue NW, PID 16.058.0051 in the City of Isanti.

Findings of Fact

1. The applicant is requesting approval of a Variance to the impervious surface maximum in the Industrial Park District.
2. The property is zoned Industrial Park District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on July 20, 2021 at 7:00 p.m. at City Hall within the City Council Chambers Virtually.
4. Notice of the Variance application was published with the *County Star* on July 8, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.

Conclusions

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *Self-storage has been established on this property and is permitted by a CUP. In obtaining the CUP it was discovered the site is over on impervious this is not something the owner did, the lot was over when they purchased.*
B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner. *Exceeding impervious coverage is not unique. The landowner did not create the need for an impervious surface variance the site was already developed and they are requesting the variance to bring the site into compliance.*
C. A variance, if granted, will not alter the essential character of the locality. *The site is already developed.*
D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems. *NA*
E. Economic considerations alone do not constitute practical difficulties. *The impervious surface was an existing condition when the applicant purchased the property.*

Decision

The Planning Commission reviewed the request in a public hearing on July 20, 2021. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:
Motion by Lundeen, second by Collison to recommend approval of the variance to impervious surface motion passed 4-1, Commissioner Gordon voted Nay.

The City Council approved the variance and adopted the Findings of Fact on _____with a _____

This document drafted by:
City of Isanti
110 1st Ave NW
Isanti MN 55040

RESOLUTION 2021-XXX

DENYING A VARIANCE REQUEST TO REAR YARD SETBACK REQUIREMENTS FOR ADDITIONAL STORAGE UNITS AT 151 1ST AVE NW

WHEREAS, Isanti Self-Storage, **(**the applicant) has applied for a variance to the rear yard setback for additional storage units that were installed without approval.

WHEREAS, The Planning Commission held a public hearing at the July 18, 2021 regular meeting; and,

WHEREAS, the Planning Commission is recommending denial of the request; and,

WHEREAS, The City of Isanti City Council reviewed the request during the regularly scheduled meeting of August 4, 2021;

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 variance and is hereby denied.

Adopted by the City of Isanti City Council on this 4th day of August 2021.

Attest:

_____

Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION
Variance to Rear Yard Setback Isanti Self-Storage

Request

Request from Isanti Self-Storage for a variance to the rear yard setbacks for additional storage units at the property located at 515 1st Avenue NW, PID 16.058.0051 in the City of Isanti.

Findings of Fact

1. The applicant is requesting approval of a Variance to the rear yard setback of 30 feet for additional storage units.
2. The property is zoned Industrial Park District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on July 20, 2021 at 7:00 p.m. at City Hall within the City Council Chambers Virtually.
4. Notice of the Variance application was published with the *County Star* on July 8, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.

Conclusions

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *Self-storage facilities are a Conditional Use in the Industrial Park zoning district. The subject site does not currently have a Conditional Use Permit (CUP) and is considered legally non-conforming for that use. A CUP has been applied for and has been approved for the use, not the site plan and not for the increased storage units. The site is maxed out with the existing storage facilities and is over on impervious already. The proposed addition of 9 more units is not reasonable use of the property as stated it is already maxed out with the existing structures.*

B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner. *This property is not unique and the circumstances are directly caused by the owners.*

C. A variance, if granted, will not alter the essential character of the locality.

Granting a variance for setbacks does alter the essential character of the locality. The additional units are out of place and inconsistent with the area's greenspace and impervious coverage.

D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.

There are no practical difficulties.

E. Economic considerations alone do not constitute practical difficulties.

Economic considerations alone are the only reason for this variance request. The applicant has not demonstrated any other hardship, the need is purely for their economic gain.

Decision

The Planning Commission reviewed the request in a public hearing on July 20, 2021. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Lundeen, second by Collison to recommend denial of the variance to rear yard setbacks motion passed 4-1, Commissioner Gordon voted Nay.

The City Council approved the variance and adopted the Findings of Fact on _____ with a _____

This document drafted by:
City of Isanti
110 1st Ave NW
Isanti MN 55040

RESOLUTION 2021-XXX

DENYING THE SITE PLANS FOR ADDITIONAL SELF-STORAGE UNITS AT ISANTI SELF-STORAGE LOCATED AT 515 1ST AVE NW

WHEREAS, Isanti Self-Storage (applicant) has requested approval for site plans for additional storage units that have been installed without approvals at 515 1st Ave NW in the City of Isanti (PID 16.058.0051); and,

WHEREAS, the property is located in the "I-1" Industrial Park District, in which Self-Storage is a permitted use; 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 recommended denial of Site Plans for a for additional buildings on July 18, 2021; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on August 4, 2021;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Site Plans for additional storage units.

BE IT FURTHER RESOLVED that the requested Site Plans be hereby denied subject to the following conditions:

1. The additional units must be removed from the site by September 30, 2021.

This resolution is hereby approved by the Isanti City Council this 4th day of August 2021

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION
Site Plan Isanti Self-Storage

Request

Request from Isanti Self-Storage for site plan approval for additional storage units at the property located at 515 1st Avenue NW, PID 16.058.0051 in the City of Isanti.

Findings of Fact

1. The applicant is requesting approval of a site plan for additional storage units.
2. The property is zoned Industrial Park District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on May 18, 2021 at 7:00 p.m. at City Hall within the City Council Chambers Virtually.
4. Notice of the Variance application was published with the *County Star* on May 6, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.

Conclusions

In review of the standards established in Section 18, Subdivision 7, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.
The proposed additional storage units are not consistent with the elements and objectives of the City's development guides and the Comprehensive Plan in that the additional units do meet code requirements.

B. Consistency with City Codes.
As proposed the additional storage units do not meet setbacks and impervious surface coverage. Adding the storage units impedes run off from the site.

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
The site is fully developed with 3 large storage facilities.

D. The amount and location of open space and landscaping.
Currently the site does not meet the open space or landscaping requirements adding more units increases this disparity.

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.
Adding additional units will impede vehicular traffic and parking.

F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

The proposed additional units impede the drainage from this stie.

G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.
The City Engineer has reviewed the site plan and is recommending the additional units be removed

Decision

The Planning Commission reviewed the request in a public hearing on May 18, 2021. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Lundeen, second by Johnson to recommend denial of the site plan motion failed. Motion by Gordon to approve the site plan with a condition a site survey for units on the west side and stay at least 2 feet off the west property line and remove units on the south side of the property, second by Bergley, motion passed 4-2.

The City Council approved the variance and adopted the Findings of Fact on _____with a _____.

This document drafted by:
City of Isanti
110 1st Ave NW
Isanti MN 55040

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 4, 2021
Subject: Resolution 2021-XXX Denying an Alternative LOC Payment for Fairway Greens North Phase I

Background:
At the January 19, 2021 City Council meeting, the Council approved the Preliminary Plat and Planned Unit Development for Fairway Greens North with conditions. The Final Plat for Phase I was approved on April 6, 2021 for 56 lots. On June 1, 2021the Development Agreement was approved with the standard LOC language. Prior to approval of the Development Agreement the applicant requested Council lower the escrow from $30,000 to $10,000. Based on staff recommendations the Council did not lower that amount.

The developer is requesting the city accept and alternative to the LOC payment. As outlined by Falcon Bank they want to do the LOC in a form of a loan "so basically as we advance for the payment of bills the letter of credit amount available reduces. We would use a title company for all draws and we could have you review payment up front and be part of the approval process so that before we advance you already had the reduction approved."

Recommendation from Finance Director Betker "probably doesn't move things along any faster than our standard procedure where Council first reviews all Letter of Credit reduction requests based on the City Engineer's recommendation. The proposed process might move slightly faster if the Council were willing to relinquish their approval to staff, however I would NOT recommend that. It would seem to me that if the Council relinquishes its oversight authority, the Council and hence Isanti taxpayers take additional risk with little to no additional benefit.

I would recommend continuing with our current directed procedure which requires either a cash escrow or Letter of Credit and prior Council consideration and approval being required before the Letter of Credit or cash escrow can be reduced."

If the Council approves the alternative to the LOC the Development Agreement will need to be amended and the City Attorney will need to review the alternative documents and Development Agreement Amendment.

Request: Consider adopting Resolution 2021-XXX denying the request

Attachments

- Resolution 2021-XXX

RESOLUTION 2021-XXX

DENYING AN ALTERNATIVFE LETTER OF CREDIT PAYMENT FOR FAIRWAY GREENS NORTH PHASE I

WHEREAS, Home Pride Inc has an approved final plat known as Fairway Greens North; and,

WHEREAS, a Development Agreement for Fairway Greens North (Phase I) was approved by the City Council on June 1, 2021; and,

WHEREAS, the approved Development Agreement outlines the financial guarantee of cash or Letter of Credit in the amount of 125% of the estimated amount of the required Developer Installed Municipal Improvements; and,

WHEREAS, The City continues to have such requirement in their Development Agreements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby denies an alternative to the financial guarantee.

This Resolution hereby approved by the City Council of the City of Isanti this 4th day of August 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

City of Isanti

Gross Payroll	110,744.21
Social Security & Medicare	6,077.73
Public Employees Retirement	11,774.44
Total City Expense	128,596.38

Pay Date 7/23/2021

Pay Period 15 (7/4-7/17/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/21	07/21/2021	56360	1640	A-1 TIRE SERVICE INC	101-20200	260.00
07/21	07/21/2021	56361	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	636.07
07/21	07/21/2021	56362	53	BELLBOY CORPORATION	609-20200	442.88
07/21	07/21/2021	56363	9	BERNICKS PEPSI-COLA	609-20200	1,466.40
07/21	07/21/2021	56364	1500	BOLTON & MENK INC	601-20200	22,087.50
07/21	07/21/2021	56365	2020	BOYLE, EUGENE	101-20200	3,608.00
07/21	07/21/2021	56366	2621	BUREAU OF CRIM. APPREHENSION	101-20200	150.00
07/21	07/21/2021	56367	2221	C & L DISTRIBUTING	609-20200	538.30
07/21	07/21/2021	56368	2487	CAPITOL BEVERAGE SALES	609-20200	339.59
07/21	07/21/2021	56369	1815	CENTURYLINK	609-20200	669.35
07/21	07/21/2021	56370	918	CRYSTAL SPRINGS ICE	609-20200	514.38
07/21	07/21/2021	56371	8	DAHLHEIMER DISTRIBUTING CO	609-20200	22,465.45
07/21	07/21/2021	56372	1675	DODGE OF BURNSVILLE INC	920-20200	27,055.00
07/21	07/21/2021	56373	2478	EAST CENTRAL ENERGY	101-20200	42.85
07/21	07/21/2021	56374	55	ECM PUBLISHERS INC	609-20200	166.25
07/21	07/21/2021	56375	16	ELECTRO WATCHMAN INC	609-20200	26.72
07/21	07/21/2021	56376	3069	FIRST RATE OUTDOORS LLC	101-20200	300.00
07/21	07/21/2021	56377	2028	FURTHER	861-20200	35.00
07/21	07/21/2021	56378	2898	HANSON, NATE	101-20200	151.99
07/21	07/21/2021	56379	188	ISANTI COUNTY SHERIFF	101-20200	311.25
07/21	07/21/2021	56380	259	ISANTI FIREFIGHTERS RODEO ASSOCIATION	609-20200	925.00
07/21	07/21/2021	56381	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	127.74
07/21	07/21/2021	56382	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,272.92
07/21	07/21/2021	56383	5	KAWALEK TRUCKING	609-20200	129.00
07/21	07/21/2021	56384	17	MCDONALD DISTRIBUTING CO	609-20200	13,613.75
07/21	07/21/2021	56385	2500	METRO SALES INC	101-20200	194.66
07/21	07/21/2021	56386	2080	MVTL LABORATORIES INC	602-20200	181.94
07/21	07/21/2021	56387	283	OLSON POWER & EQUIPMENT	101-20200	13.16
07/21	07/21/2021	56388	617	PAUSTIS & SONS	609-20200	268.25
07/21	07/21/2021	56389	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,032.26
07/21	07/21/2021	56390	1361	STAPLES ADVANTAGE	101-20200	465.95
07/21	07/21/2021	56391	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
07/21	07/21/2021	56392	97	TOTAL CONTROL SYSTEMS INC	602-20200	411.70
07/21	07/21/2021	56393	42	VIKING COCA-COLA BOTTLING CO	609-20200	291.60
07/21	07/21/2021	56394	4	WATSON CO INC	609-20200	1,936.09
Grand Totals:						110,750.00

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
07/21	07/28/2021	56376	3069	FIRST RATE OUTDOORS LLC	101-20200	300.00-	V
07/21	07/28/2021	56398	598	ASPEN MILLS INC	101-20200	1,226.05	
07/21	07/28/2021	56399	3029	ATTORNEYS TITLE GROUP	601-20200	63.76	
07/21	07/28/2021	56400	53	BELLBOY CORPORATION	609-20200	5,352.50	
07/21	07/28/2021	56401	9	BERNICKS PEPSI-COLA	609-20200	1,525.66	
07/21	07/28/2021	56402	2319	BREAKTHRU BEVERAGE OF MN	609-20200	7,102.50	
07/21	07/28/2021	56403	1474	CDW GOVERNMENT INC	614-20200	180.49	
07/21	07/28/2021	56404	1834	CENTRAL WOOD PRODUCTS	101-20200	195.00	
07/21	07/28/2021	56405	120	CONNEXUS ENERGY	101-20200	20,740.52	
07/21	07/28/2021	56406	1472	CRAWFORDS EQUIPMENT INC	101-20200	140.15	
07/21	07/28/2021	56407	918	CRYSTAL SPRINGS ICE	609-20200	477.74	
07/21	07/28/2021	56408	8	DAHLHEIMER DISTRIBUTING CO	609-20200	10,528.20	
07/21	07/28/2021	56409	1941	DELTA DENTAL	861-20200	3,136.00	
07/21	07/28/2021	56410	2355	EASY LIVING HOMES	601-20200	250.00	
07/21	07/28/2021	56411	2933	FALCON NATIONAL BANK	101-20200	4,687.24	
07/21	07/28/2021	56412	3078	FARR, JEFFREY & ROCHELLE	601-20200	49.78	
07/21	07/28/2021	56413	1682	FERGUSON WATERWORKS	602-20200	242.87	
07/21	07/28/2021	56414	3069	FIRST RATE OUTDOORS LLC	101-20200	200.00	
07/21	07/28/2021	56415	3077	GESE, DAN	601-20200	30.23	
07/21	07/28/2021	56416	739	HACH COMPANY	601-20200	383.43	
07/21	07/28/2021	56417	160	HAWKINS INC	601-20200	4,287.81	
07/21	07/28/2021	56418	1563	ISANTI ELECTRIC INC	226-20200	705.40	
07/21	07/28/2021	56419	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,556.24	
07/21	07/28/2021	56420	5	KAWALEK TRUCKING	609-20200	250.20	
07/21	07/28/2021	56421	2727	LEGACY TITLE	601-20200	174.64	
07/21	07/28/2021	56422	2676	LEVEL CONTRACTING	505-20200	12,000.00	
07/21	07/28/2021	56423	17	MCDONALD DISTRIBUTING CO	609-20200	6,344.75	
07/21	07/28/2021	56424	3076	MECKOLA, ETHAN & KATRINA	601-20200	83.31	
07/21	07/28/2021	56425	616	MENARDS - CAMBRIDGE	101-20200	629.23	
07/21	07/28/2021	56426	1536	MINNESOTA DEED	219-20200	833.33	
07/21	07/28/2021	56427	2208	MINNESOTA EQUIPMENT INC	101-20200	54.87	
07/21	07/28/2021	56428	2116	MINUTEMAN PRESS	101-20200	37.92	
07/21	07/28/2021	56429	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,356.86	
07/21	07/28/2021	56430	3074	POPE, SARAH	601-20200	19.70	
07/21	07/28/2021	56431	3073	RAUMA, RACHAEL	601-20200	182.55	
07/21	07/28/2021	56432	1414	READY WATT ELECTRIC	101-20200	2,140.00	
07/21	07/28/2021	56433	1113	RJM DISTRIBUTING INC	609-20200	19.00	
07/21	07/28/2021	56434	2396	SOUTHERN GLAZERS OF MN	609-20200	7,707.83	
07/21	07/28/2021	56435	1442	ST LOUIS MRO INC	101-20200	22.50	
07/21	07/28/2021	56436	73	STAR	609-20200	243.64	
07/21	07/28/2021	56437	2156	SUMMIT FIRE PROTECTION	101-20200	77.00	
07/21	07/28/2021	56438	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00	
07/21	07/28/2021	56439	2251	TITLE SMART INC	601-20200	56.02	
07/21	07/28/2021	56440	2076	TITLE SPECIALIST INC	603-20200	56.92	
07/21	07/28/2021	56441	2944	UNIFIRST CORPORATION	609-20200	746.69	
07/21	07/28/2021	56442	1286	VINOCOPIA INC	609-20200	203.25	
07/21	07/28/2021	56443	4	WATSON CO INC	609-20200	2,332.01	
07/21	07/28/2021	56444	3075	YAGOW, GRETCHEN	603-20200	86.50	
Grand Totals:						104,039.29	

RESOLUTION 2021-XXX

ACCEPTING RESIGNATION FOR LIQUOR STORE CLERK MEGHAN GLASSEL

WHEREAS, Part-time Liquor Store Clerk II, Meghan Glassel submitted proper notice of resignation on July 20, 2021; and,

WHEREAS, the effective date of this resignation is July 31st, 2021; and,

WHEREAS, Meghan Glassel 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 Meghan Glassel is hereby effective July 31st, 2021.

2. That Human Resources Director and designee is hereby directed to fill the open position.

This Resolution is hereby approved by the Isanti City Council this 4th day of August 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 4, 2021
Subject: Resolution 2021-XXX Stating the City of Isanti's Approval of the County of Isanti to Classify and Sell Parcel for Public Auction or Private Auction to Adjacent Landowners

---

Background:
The County has notified the City that a property in city limits has been listed forfeited to the State of Minnesota for non-payment of property taxes that parcel is Lot OOJ Fairway Greens PID 16.113.0790. Per state statues the County needs the City's approval to auction this parcel. There is no city need for this parcel.



Request: Consider adopting the resolution to approve the parcel for auction

Attachments

- Resolution 2021-XXX

RESOLUTION 2021-XXX

STATING THE CITY OF ISANTI'S APPROVAL OF THE COUNTY OF ISANTI TO CLASSIFY AND SELL PARCEL FOR PUBLIC AUCTION OR PRIVATE AUCTION TO ADJACENT LANDOWNERS

WHEREAS, the City of Isanti has been notified that Lot OOJ of Fairway Greens (Parcel Number 16.113.0790), located within the City, is under tax forfeiture proceedings; and,

WHEREAS, the subject property is a residual lot in the Fairway Greens private development; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti hereby approves the County of Isanti to classify and sell parcel 16.113-0790 for public auction or private auction to adjacent landowners.

Adopted by the City of Isanti City Council this 4th day of August 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING A MUTUAL AID AGREEMENT BETWEEN THE CITY OF ISANTI AND THE CAMBRIDGE-ISANTI SCHOOL DISTRICT FOR THE SHARING OF EQUIPMENT AND PERSONNEL RESOURCES

WHEREAS, an agreement has been developed pursuant to Minnesota Statutes 471.59 that authorizes the joint and cooperative exercise of powers common to contracting parties; and,

WHEREAS, the intent of the agreement is to make equipment, personnel and other resources available to a government entity from another government entity; said entities being the City of Isanti and the Cambridge-Isanti School District;

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

1. That the Mutual Aid Agreement Between the City of Isanti and the Cambridge-Isanti School District attached as 'Exhibit A' is approved.

2. Mayor and City Administrator are hereby authorized to execute said document.

This resolution was duly adopted by the Isanti City Council this 4th day of August 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

Cambridge-Isanti School District, ISD 911, and City of Isanti, Minnesota
Mutual Aid Agreement

Purpose
This Agreement is made pursuant to Minnesota Statutes, Section 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this Agreement is to make equipment, personnel and other resources available to governmental units from other governmental units.

Definitions

"Party" means a governmental unit as defined by Minnesota Statues, Section 471.59, subd. 1.

"Parties" shall collectively mean more than one Party.

"Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.

"Requesting Party" means a Party that requests Assistance from other Parties.

"Responding Official" means the person designated by a Party who is responsible to determine whether and to what extent that Party should provide Assistance to a Requesting Party.

"Responding Party" means a Party that provides Assistance to a Requesting Party.

"Assistance" means (Check the type of assistance that will be provided):

✓Public works / maintenance personnel and equipment:
✓Other personnel and equipment as may be needed to effectively respond to a natural disaster or other emergency (e.g. school buses for transportation, schools for shelters, or volunteer coordination centers, staff for EOC operations, etc.).

Procedure

1. **Request for Assistance**. Whenever, in the opinion of a Requesting Official, there is a need for Assistance from other Parties, the Requesting Official may call upon the Responding Official of any other Party to furnish Assistance.

2. **Response to Request**. Upon the request for Assistance from a Requesting Party, the Responding Official may authorize and direct that Party's personnel to provide Assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party and the availability of resources.

3. **Recall of Assistance**. The Responding Official may at any time recall such Assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.

4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws Assistance.

Workers' compensation
Each Party shall be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing Assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employees or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Damage to equipment
Each Party shall be responsible for damages to or loss of its own equipment. Each Party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of the Requesting Party.

2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this Agreement.

3. For purposes of determining total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a(b), the Parties are considered a single governmental unit and the total liability of the Parties shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. § 466.04, subd. 1.

4. The intent of this subdivision is to impose on each Requesting Party a duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

5. No party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish Assistance to any other Party, or for recalling Assistance, both as described in this Agreement.

Charges to the Requesting Party

1. No charges will be levied by a Responding Party to this Agreement for Assistance rendered to a Requesting Party under the terms of this Agreement unless that Assistance continues for a period of more than 48 hours. If Assistance provided under this Agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any Assistance provided after the initial 8-hour period, including salaries, overtime, materials and supplies and other necessary expenses. The Requesting Party will reimburse the Party providing the Assistance for that amount.

2. Charges for mutual aid responses for acts of terrorism, natural disasters, or arson shall be at the following rates, which will be subject to annual adjustments over the term of this agreement:

School Bus with Driver	$85.00 per hour
EOC Finance Personnel	$60.00 per hour
EOC Transportation Personnel	$39.00 per hour
EOC Facilitates Personnel	$45.00 per hour

3. Such charges are not contingent upon the availability of federal or state government funds.

Duration
This Agreement will be in force for a period of five years from the date of execution. Any Party may withdraw from this Agreement upon thirty (30) days written notice to the other Party or Parties to the Agreement. (Expiration Date: June 30, 2026)

Execution
Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date: _____ Entity: City of Isanti

_____
By: Jeff Johnson
Title: Mayor

_____
By: Josi Wood
Title: City Administrator

Date: 7/22/2024 Entity: Cambridge-Isanti School District

_____
By: Dr. Nate Rudolph
Title: Superintendent

_____
By: Timothy J. Hitchings
Title: Board Chair

RESOLUTION 2021-XXX

APPROVING THE HIRE OF PART-TIME LIQUOR STORE CLERK II NICOLE BOTHMAN

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk II position; and,

WHEREAS, Nicole Bothman was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk II position. The offer is contingent on successfully passing a background check and a 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. Nicole Bothman has been selected for the Part-Time Liquor Store Clerk II position.
2. Nicole Bothman shall be eligible to start in the position on or after August 5, 2021.
3. That Nicole Bothman shall start at Step 1 of the Wage Scale at $14.47 per hour.
4. This position is part time and not eligible for benefits.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 4th day of August 2021.

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE HIRE OF PART-TIME POLICE SECRETARY MARIA GLAD

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the staff was directed to advertise and accept applications to fill a Part-Time Police Secretary position; and,

WHEREAS, Maria Glad was selected as the most qualified candidate for the open Part-Time Police Secretary position. The offer is 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. Maria Glad has been selected for the Part-Time Police Secretary position.
2. Maria Glad shall be eligible to start in the position after August 4, 2021.
3. That Maria Glad shall start at Step 1 of the Wage Scale at $21.77 per hour.
4. This position is part time and not eligible for benefits.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 4th day of August 2021.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
July 27,2021

Call to Order: James Witte called the meeting to order at 6:02 p.m.

Roll Call: Members Present: James Witte, Zachary Gahm, Dan HinnenKamp and Council Member Jimmy Gordon
Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator, Maizy Burk, Parks, Recreation & Culture Intern

Agenda/Modifications: None

2. Oath of Office: New member Dan HinnenKamp pronounced the Oath of Office and was officially welcomed to the Board.

3. Meeting Minutes: Motion by HinnenKamp; second by Gordon to approve meeting Minutes from June 22, 2021. Motion passed 4-0.

4. Neighborhood Park Survey: Olson shared results from the neighborhood park surveys. 30% of nearby residents returned surveys with feedback. Residents near Isanti Hills have younger children that use the park weekly to monthly. Main playground features used are the slide, swingset and jungle gym, as well as park benches and shelter. The bouncing characters and dirt diggers are least often used. Respondents identified adding sports equipment, recreational elements and fitness equipment or Early Childhood Learning features as enhancements that would increase park use. Respondents identified rowdy teenagers, playground features that aren't appropriate for toddlers, outdated equipment and accessibility issues as deterrents to park use.
Residents near Rum River Meadows Park have children under 3 or over 11, missing core ages in elementary school. Most respondents use the park either daily or weekly. Swingset and slide are the most used features, along with park benches and open recreational space. Volleyball net does get some use, but minimal. Most respondents identified adding sports equipment, recreational elements and natural elements to the park would increase use. Rowdy teenagers, absence of shade and absence of activities for both young kids and teenagers/adults as deterrents to park use. This neighborhood also noted that they gather often and could benefit from a communal space at the park.
Gahm asked about costs and logistics of adding shade structures and of requesting more patrolling from Isanti PD of these parks at night. Olson will look into options and connect with Chief Muyres on safety recommendations.

5. Department Updates: Olson shared updates from July events, which have been well-attended.
Medallion was found after 1 day at Legacy Park. The boys that won took home $430 in prizes. Will work to create harder clues and a more difficult hiding space next year.
Fireworks had about 1000 people in attendance. Gap in time after the parade likely deterred audience from sticking around.
Splish Splash Summer Bash went well. Kids enjoyed the pop bottle rockets, face painting, Kids Dance and the inflatables. ICF presentation was unnecessary and will be eliminated in future years, just keeping DJ entertainment on stage. Food vendors were limited due to a last-minute vendor drop out. Olson will work to incorporate more vendors in the future. Attendance was similar to last year, with possible slight increase, but they stayed onsite longer with more activities. Gahm asked about adding more activities next year and Olson noted she has requested budget for this event in 2022. If approved, that will help to add more inflatables, face painters and activities to the event. Olson will also look for a face painter that focuses on smaller designs that take less time to complete and can get more kids through.
Street Dance had lighter attendance, but still around 2,000 attendees. Food vendors seemed light because there was more room, but had same 8 vendors as the first month. August and September will have 11-12 vendors onsite, which should help with lines and options for guests. Gahm asked how the vendors do and Olson noted most sold out of product in June and many sold out of individual items in July.
Passport to Parks is currently running with first 50 winners getting a prize. All correct answers will be added to the grand prize, which will be drawn at the August Street Dance. The prize is a Family Fun Pack that includes passes from area attractions.

Farmers' Market is still going well with 18-21 vendors each week. Due to this season's weather issues, only one vendor has been able to provide a variety of produce, but the other products onsite have provided shoppers with unique items to try. Traffic has picked up and is reasonably consistent week after week. Gahm asked if the vendors are now satisfied with the attendance. Olson noted that the complaints have stopped, so if there are issues, they are not being relayed to staff. Weather continues to play a role in attendance so hopefully attendance will pick up as we get towards the Fall.
Performance Center is moving forward and just waiting on shipping date. The field lights will be installed in the next couple weeks.
Olson shared that the Archery Range has been requested to move forward to Council. The Council decided on the Dog Park location and Olson will be gathering more concrete costs and logistics for installing the range in the Spring so that budget will be used in 2022.
In the July COW meeting, Council member Lundeen requested Olson research options to add a carnival to City events in 2022. The thought was to add the carnival to one of the Street Dances, presumably the Fall date as an endcap. Gahm asked where that would be and Olson noted that a location would depend on if the Street Dances remain on Main Street or if they move to Bluebird Park. Olson will be looking into those logistics and costs, with the help of HinnenKamp, who has ample experience in the area. Gordon and Witte mentioned not wanting the Street Dances to move to Bluebird. Gahm mentioned the Street Dances being geared towards adults and a carnival being for kids. Olson noted that the Street Dances have a rather large youth attendance and that moving these events could reduce the amount of damage caused during the events. It is also easier to contain bad activities in an open space where there aren't alleyways to hide in. HinnenKamp mentioned the carnival being its own event and that it wouldn't compete with any other area events. HinnenKamp also noted that a carnival would want to run for longer than one day to be beneficial. Olson requested insight about the importance of having the Street Dances in the street and if the community cares where it takes place. She also noted the businesses don't get engaged, which was the initial intention. Witte noted it may be posing a greater risk to these businesses if the dances are causing damage to their properties. Gordon noted the atmosphere of being in the street is appealing and didn't know if another street would be an option. Gahm mentioned we may need to give it a try and see how it goes in the park, to use the performance center. Olson noted maybe slowly migrating in order to test the appeal.
The Council also requested that Olson develop a plan for the holiday lights event. Olson has pulled together a proposal for that event that will be shared at the August COW meeting.

Adjournment: Motion by Gahm, second by HinnenKamp to adjourn the July 27, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:36 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, AUGUST 17, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards
1. International Overdose Awareness Day Proclamation
2. Swearing in of New Police Officers

G. Approve City Council Minutes
1. August 4, 2021- Regular Meeting of the City Council
2. June 1, 2021 Economic Development Authority Meeting Minutes

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, August 24, 2021 at 6:00 p.m.
2.	**CITY OFFICES CLOSED**	Monday, September 6, 2021 *(In Observance of Labor Day)*
3.	City Council Meeting	Tuesday, September 7, 2021 at 7:00 p.m.
4.	Economic Development Authority Meeting	Tuesday, September 7, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

L. Approve Consent Agenda
1. Consider Payroll in the Amount of $126,913.19 Accounts Payable in the Amount of $286,619.58
2. Third Amendment to the Development Subsidy Agreement for BP Metals
3. First Amendment to the Development Subsidy Agreement for LTL LED LLC
4. Resolution 2021-XXX Approving the Hire of Part-Time Liquor Store Clerk II Carrie Prather
5. Resolution 2021-XXX Approving the Hire of Part-Time Liquor Store Clerk II Jackson Steffens
6. Resolution 2021-XXX Accepting Proposal for Audit Services
7. Resolution 2021-XXX Accepting the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act

M. Other Communications
1. July Police Department Reports
2. July Code Enforcement Officer Report
3. July Building Inspector Report
4. August Engineering Project Status Report

N. Closed Session

1. Closed Session for Discussions of Appraisal of Real Property PID 16.053.0070, 400 W Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)
2. Closed Session for Discussions to Purchase Real Property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)
3. Closed Session for Discussions to Sell Real Property PID 16.047.0120, 102 Dahlin Ave NE, Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)

Adjournment

INTERNATIONAL OVERDOSE AWARENESS DAY PROCLAMATION

August 31, 2021

WHEREAS, International Overdose Awareness Day is recognized globally on August 31 to raise awareness about the risks of overdosing, honor the individuals whose lives have been lost from overdosing, and acknowledge the grief felt by families, friends, and other communities; and,

WHEREAS, Overdose Awareness Day aims to publicly challenge the stigma associated with substance use disorders and overdosing; and,

WHEREAS, per the Minnesota Department of Health, in 2019, 761 Minnesotans died from a drug overdose, and of those, 428 were opioid-involved deaths; and,

WHEREAS, every human deserves our best efforts to prevent injury and death from overdose, and it is imperative to support overdose prevention policies and projects and to help the wider community understand that drug overdose is a social issue, which impacts the victim, families, friends and communities;

NOW, THEREFORE, I, JEFF JOHNSON, MAYOR OF THE CITY OF ISANTI, do hereby proclaim August 31, 2021 as **OVERDOSE AWARENESS DAY** in the City of Isanti, and I call this observance to the attention of all our citizens.

_____

Mayor Jeff Johnson

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 4, 2021 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:01 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen

Members Absent: Councilor Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, Parks, Recreation and Events Coordinator Alyssa Olson and Chief of Police Travis Muyres

Others Present: North 65 Chamber of Commerce Executive Director Melissa Bettendorf

D. Public Comment
None

E. Adopt Agenda
Addendum:
ADD F.1. Mayors Proclamation- Grace McCallum Day

REMOVE K.3. Resolution 2021-XXX Denying an Alternative Letter of Credit Payment for Fairway Greens North Phase I

ADD K.3. Resolution 2021-171 Approving a Special Event Request for the Grace McCallum Welcome Home Event

ADD L.7. Resolution 2021-177 Accepting Parks, Recreation and Culture Board Member James Witte's Resignation

ADD L.8. Resolution 2021-178 Accepting Resignation for Liquor Store Clerk Krista Milne

Motion by Lundeen, seconded by Collison to approve agenda with the modifications listed above. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Award
1. Mayor's Proclamation- Grace McCallum Day

Mayor Johnson read the proclamation.

G. Approve City Council Minutes
1. July 20, 2021 - Regular Meeting of the City Council
2. July 20, 2021 - Committee of the Whole Meeting
3. July 20, 2021 - Budget Work Session

4. June 15, 2021 - Planning Commission Meeting
5. June 22, 2021 – Parks, Recreation and Culture Board Meeting

Motion by Gordon, seconded by Lundeen to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1.	Committee of the Whole	Tuesday, August 17, 2021 at 5:00 p.m.
2.	City Council Meeting	Tuesday, August 17, 2021 at 7:00 p.m.
3.	Budget Work Session	Tuesday, August 17, 2021 *(Immediately following the City Council Meeting)*
4.	Planning Commission Meeting	Tuesday, August 17, 2021 *(Immediately following the Budget Work Session)*

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

Community Development Director Sheila Sellman

1. **Resolution 2021-166** Approving the Site Plan Review for Wolf River Electric Co.
   Community Development Director Sheila Sellman shared Wolf River Electric is seeking site plan review for their office/ warehouse that will be located at 687 E Dual Blvd NE. The property was an EDA property that was sold to Wolf River Electric. There was no comment from the public regarding the site plan and Staff as well as Planning Commission have recommended approval.

   Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

2. Consideration of a Conditional Use Permit, Variances and Site Plan for Isanti Self-Storage
   a. **Resolution 2021-167** Approving the Conditional Use Permit Application for a Self-Storage Facility at 515 1st Ave NW
      Community Development Director Sheila Sellman shared that the Conditional Use Permit is to approve the storage unit at the location. Currently, they are a legal non-conforming use because they do not have a CUP. Planning Commission recommends approval of the self-storage.

      Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

   b. **Resolution 2021-168** Approving a Variance to Impervious Surface Coverage at Isanti Self-Storage at 515 1st Ave NW PID 16.058.0051
      Community Development Director Sheila Sellman shared this is to approve a variance to impervious surface coverage for the self-storage. Gravel and blacktop was added by the previous owner and Isanti Self-Storage purchased the property that way. The only way to get

them into compliance is to grant the variance or have them tear out approximately half of the blacktop. Planning Commission recommends approval of the variance.

Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

c. Resolution 2021-169 Denying Variance Request to Rear Yard Setback Requirements for Additional Storage Units at 515 1st Ave NW
Community Development Director Sheila Sellman shared this is a variance request for rear yard setback. Staff recommends denial and Planning Commission also recommends denial minus 1 vote. Isanti Self-Storage is looking to do an approximate 10-foot setback to the rear yard which abuts the Fire District and Rodeo Association's land. A public hearing was held and where a couple members of the public spoke. One from the Fire District and the other was from ATS in opposition of the variance. They do not meet any of the criteria for granting the variance.

Motion by Lundeen, seconded by Bergley to approve resolution as presented and deny variance. Motion passed 3-1 with Gordon voting nay. Motion carried.

d. Resolution 2021-170 Denying the Site Plans for Additional Self-Storage Units at Isanti Self-Storage Located at 515 1st Ave NW
Community Development Director shared this is for additional self-storage units at Isanti Self-Storage. Isanti Self-Storage does not meet the requirements to allow the additional self-storage units nor do they meet the requirements of the site plan approval. As the variance was just denied therefore, the site plan cannot be approved. Staff recommends denial and Planning Commission recommends denial.

Motion by Lundeen, seconded by Bergley to approve resolution as presented and deny the site plan for additional self-storage units at Isanti Self-Storage. Motion passed 3-1 with Gordon voting nay. Motion carried.

3. **Resolution 2021-171** Approving a Special Event Request for the Grace McCallum Welcome Home Event
Parks, Recreation and Events Coordinator Alyssa Olson shared that this is a Special Event Permit request for the Grace McCallum Welcome Home Event. The event will be added to the street dance on Saturday with a presentation. The North 65 Chamber of Commerce in partnership with the City and community members will be putting on a celebration on stage during the first break of the bands performance that will include some of McCallum's past coaches and Mayor Johnson giving the Proclamation to Grace.

Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $128,596.38 and Accounts Payable in the Amount of $214,789.29
2. **Resolution 2021-172** Accepting Resignation for Liquor Store Clerk Meghan Glassel
3. **Resolution 2021-173** Stating the City of Isanti's Approval of the County of Isanti to Classify and Sell Parcel for Public Auction or Private Auction to Adjacent Landowners

4. **Resolution 2021-174** Approving a Mutual Aid Agreement Between the City of Isanti and Cambridge-Isanti School District
5. **Resolution 2021-175** Approving the Hire of Part-Time Liquor Store Clerk II Nicole Bothman
6. **Resolution 2021-176** Approving the Hire of Part-Time Police Secretary Maria Glad
7. **Resolution 2021-177** Accepting Parks, Recreation and Culture Board Member James Witte's Resignation
8. **Resolution 2021-178** Accepting Resignation for Liquor Store Clerk Krista Milne

Motion by Lundeen, seconded by Bergley to approve consent agenda. Motion passed 4-0. Motion carried.

M. Other Communications

1. Draft Minutes for the July 27, 2021 Parks, Recreation and Culture Board Meeting

Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 7:13 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

Economic Development Authority
Meeting Minutes
June 1, 2021

1. **Call to Order**: Mayor Johnson called the meeting to order at 9:19pm

a. Pledge of Allegiance

b. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Dan Collison, Jimmy Gordon, Paul Bergley, Luke Merrill, and Justin Nielson. Staff present: Community Development Director Sheila Sellman.

c. Agenda Modifications: None

d. Adopt Agenda: Motion by Lundeen, second by Merrill, motion passed 7-0 to approve the agenda.

2. Approve Minutes of the May 4,2021 meeting and the May 18, 2021Special Meeting: Motion by Merrill, second by Lundeen to approve, motion passed 7-0.

3. Business Items

A. Purchase Agreement with Coyote Creek Industries, LLC for the sale of EDA owned land legally described as Lot 1, Block 1, Isanti Centennial Complex 7th Rearrangement

B. Purchase agreement with Wolf River Industries, LLC for the sale of EDA owned land legally described as Lot 2, Block 1, Isanti Centennial Complex 7th Rearrangement

Business items A and B were discussed together. The EDA has a purchase agreement to sell both of these properties to Wolf River Electric. They are financing their project with SBA loans and are required to put the land into different entities. The name change requires new purchase agreements, the terms of the agreements have not changed. Motion by Lundeen and second by Merrill to approve both development agreements. Motion passed 6-0, with Nielson abstaining.

4. Other Business / Updates / Communications

5. Adjournment : Motion by Bergley, second by Collison, motion passed to adjourn at 9:23pm.

Respectfully submitted Sheila Sellman, Community Development Director/Secretary

City of Isanti

Gross Payroll	109,852.21
Social Security & Medicare	6,098.90
Public Employees Retirement	10,962.08
Total City Expense	126,913.19

Pay Date 8/6/2021

Pay Period 16 (7/18-7/31/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/04/2021	56445	1231	ACE SOLID WASTE INC	101-20200	2,121.48
08/21	08/04/2021	56446	9	BERNICKS PEPSI-COLA	609-20200	1,674.30
08/21	08/04/2021	56447	1108	CITY OF BRAHAM	101-20200	1,561.93
08/21	08/04/2021	56448	1629	CITY OF ISANTI	101-20200	13,144.19
08/21	08/04/2021	56449	918	CRYSTAL SPRINGS ICE	609-20200	546.82
08/21	08/04/2021	56450	8	DAHLHEIMER DISTRIBUTING CO	609-20200	24,607.67
08/21	08/04/2021	56451	912	FASTENAL COMPANY	602-20200	164.70
08/21	08/04/2021	56452	385	FEDERATED CO-OPS INC	101-20200	156.12
08/21	08/04/2021	56453	3069	FIRST RATE OUTDOORS LLC	101-20200	200.00
08/21	08/04/2021	56454	2028	FURTHER	861-20200	68.77
08/21	08/04/2021	56455	2830	GDO LAW	101-20200	4,083.33
08/21	08/04/2021	56456	739	HACH COMPANY	601-20200	73.17
08/21	08/04/2021	56457	428	HERMANS BAKERY	101-20200	66.00
08/21	08/04/2021	56458	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	62.90
08/21	08/04/2021	56459	188	ISANTI COUNTY SHERIFF	101-20200	908.26
08/21	08/04/2021	56460	1563	ISANTI ELECTRIC INC	101-20200	804.17
08/21	08/04/2021	56461	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,372.98
08/21	08/04/2021	56462	5	KAWALEK TRUCKING	609-20200	104.00
08/21	08/04/2021	56463	1479	LOFFLER -131511	108-20200	133.93
08/21	08/04/2021	56464	17	MCDONALD DISTRIBUTING CO	609-20200	14,782.95
08/21	08/04/2021	56465	2208	MINNESOTA EQUIPMENT INC	101-20200	85.03
08/21	08/04/2021	56466	2080	MVTL LABORATORIES INC	602-20200	181.94
08/21	08/04/2021	56467	3063	PARADISE HOMES INC	505-20200	8,000.00
08/21	08/04/2021	56468	617	PAUSTIS & SONS	609-20200	1,180.75
08/21	08/04/2021	56469	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,920.06
08/21	08/04/2021	56470	2001	SHRED-N-GO INC	101-20200	423.23
08/21	08/04/2021	56471	1361	STAPLES ADVANTAGE	101-20200	67.94
08/21	08/04/2021	56472	73	STAR	609-20200	82.80
08/21	08/04/2021	56473	1290	THE AMBLE GROUP	101-20200	56.09
08/21	08/04/2021	56474	1503	THE AMERICAN BOTTLING COMPANY	609-20200	151.74
08/21	08/04/2021	56475	686	VERIZON WIRELESS	101-20200	1,343.55
08/21	08/04/2021	56476	42	VIKING COCA-COLA BOTTLING CO	609-20200	369.80
08/21	08/04/2021	56477	4	WATSON CO INC	609-20200	2,511.39
08/21	08/04/2021	56478	1922	WEX BANK	101-20200	4,288.34
08/21	08/04/2021	56479	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938.00
Grand Totals:						95,238.33

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/11/2021	56486	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,035.00
08/21	08/11/2021	56487	53	BELLBOY CORPORATION	609-20200	2,870.09
08/21	08/11/2021	56488	9	BERNICKS PEPSI-COLA	609-20200	1,570.16
08/21	08/11/2021	56489	2319	BREAKTHRU BEVERAGE OF MN	609-20200	9,446.56
08/21	08/11/2021	56490	1198	CENTER POINT ENERGY	601-20200	383.64
08/21	08/11/2021	56491	1822	CENTURYLINK BUSINESS SERVICES	101-20200	17.74
08/21	08/11/2021	56492	918	CRYSTAL SPRINGS ICE	609-20200	383.62
08/21	08/11/2021	56493	8	DAHLHEIMER DISTRIBUTING CO	609-20200	24,993.04
08/21	08/11/2021	56494	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	113.35
08/21	08/11/2021	56495	2028	FURTHER	101-20200	32.20
08/21	08/11/2021	56496	2028	FURTHER	861-20200	6,600.00
08/21	08/11/2021	56497	1009	GAMETIME	101-20200	1,016.04
08/21	08/11/2021	56498	134	GOPHER STATE ONE-CALL INC	601-20200	136.35
08/21	08/11/2021	56499	2761	GRATITUDE FARMS	101-20200	250.00
08/21	08/11/2021	56500	739	HACH COMPANY	601-20200	292.22
08/21	08/11/2021	56501	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	12.22
08/21	08/11/2021	56502	113	ISANTI TIRE & AUTO CARE INC	101-20200	34.00
08/21	08/11/2021	56503	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,743.80
08/21	08/11/2021	56504	5	KAWALEK TRUCKING	609-20200	339.20
08/21	08/11/2021	56505	17	MCDONALD DISTRIBUTING CO	609-20200	17,971.30
08/21	08/11/2021	56506	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
08/21	08/11/2021	56507	2208	MINNESOTA EQUIPMENT INC	101-20200	13.06
08/21	08/11/2021	56508	823	MINNESOTA WISCONSIN PLAYGROUND	101-20200	470.00
08/21	08/11/2021	56509	1180	MLB PRINTING INC	609-20200	85.00
08/21	08/11/2021	56510	1945	MN DEPT OF LABOR & INDUSTRY	601-20200	10.00
08/21	08/11/2021	56511	176	MN DEPT OF REVENUE	101-20200	39,890.00
08/21	08/11/2021	56512	2842	MN PEIP	861-20200	29,070.48
08/21	08/11/2021	56513	2992	NEXTERA COMMUNICATIONS	108-20200	246.52
08/21	08/11/2021	56514	981	NORTHERN DEWATERING INC	601-20200	7,802.31
08/21	08/11/2021	56515	3063	PARADISE HOMES INC	505-20200	8,000.00
08/21	08/11/2021	56516	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,655.93
08/21	08/11/2021	56517	12	POSTMASTER	101-20200	4,682.25
08/21	08/11/2021	56518	2630	RAPP, JORDAN	101-20200	77.94
08/21	08/11/2021	56519	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	1,785.00
08/21	08/11/2021	56520	2341	RED BULL DISTRIBUTION CO INC	609-20200	568.80
08/21	08/11/2021	56521	2396	SOUTHERN GLAZERS OF MN	609-20200	9,878.27
08/21	08/11/2021	56522	1361	STAPLES ADVANTAGE	609-20200	35.97
08/21	08/11/2021	56523	73	STAR	101-20200	1,432.43
08/21	08/11/2021	56524	2598	T.A. SCHIFSKY & SONS INC	101-20200	213.71
08/21	08/11/2021	56525	919	UPS	601-20200	42.21
08/21	08/11/2021	56526	1820	URBANS HARDWARE INC	101-20200	206.19
08/21	08/11/2021	56527	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
08/21	08/11/2021	56528	2027	US INTERNET	603-20200	57.80
08/21	08/11/2021	56529	42	VIKING COCA-COLA BOTTLING CO	609-20200	217.25
08/21	08/11/2021	56530	1286	VINOCOPIA INC	609-20200	433.13
08/21	08/11/2021	56531	4	WATSON CO INC	609-20200	2,084.88
Grand Totals:						191,381.25

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 17, 2021
Subject: Third Amendment to Development Subsidy Agreement for BP Metals

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Background:
In March 2020, the EDA entered into a Development Subsidy Agreement with BP Metals for development of an EDA Shovel Ready Site. The sale has been completed and the site plan has been approved for a manufacturing facility at 825 East Dual. Now that the site plan has been approved this agreement needs to be amended to match the development. There are minor changes to the escrow language and the remainder of the agreement is in place as originally approved and amended. The EDA approved the amendment at the August 4, 2021 meeting.

Request: Consider approving the amendment

Attachments
- Amendment

CITY OF ISANTI

THIRD AMENDMENT TO THE DEVELOPMENT SUBSIDYAGREEMENT FOR B.P. Metals, LLC

This Amendment is by and between the City of Isanti, a Minnesota municipal corporation, and B. P. Metals, LLC, a Minnesota limited liability company (the Developer), and amends the Development and Subsidy Agreement dated March 4, 2020, as amended August 18, 2020.

Recitals

A. Sections 4, 5, 6 and 7 of the original Agreement set forth terms relating to private improvements and certain financial guarantees.

B. Due to the recently approved site plan an escrow for development inspections is required rather than the financial guarantee as outlined.

Agreement

In consideration of the mutual promises set forth below, and other good and valuable consideration the receipt of which is acknowledged, the parties agree as follows:

1. The above recitals are incorporated herein as if fully set forth.

2. The City accepts the site plan as approved per Resolution 2021-148.

3. Sections 4,5,6 and 7 of the Agreement are hereby modified by replacing those paragraphs with the following:

   Developer shall, contemporaneously with execution of this Agreement, deposit with the City an escrow of $5,000 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. Any funds remaining in the escrow account(s) after the completion of the Development shall be refunded to the Developer. In the event the escrow account balance is reduced to $1,000 or less, the Developer shall post additional sums of money to replenish the account to a maximum of $2,000 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.

4. This amendment is effective _____ day of August 2021.

5. All other terms of the Development Agreement, as previously amended, not modified by this Second Amendment shall remain in effect as originally stated.

CITY OF ISANTI

By: _____
Jeff Johnson, Mayor

Attest:

_____
Jaden Strand, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

This instrument was acknowledged before me on this ____ day of August, 2021, by Jeff Johnson and Jaden Strand as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

_____
Notary Public

B. P. Metals LLC

_____
Blake Pendzimas, Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me by Blake Pendzimas as Manager of B. P. Metals, LLC, on behalf of that Minnesota limited liability company.

_____
Notary Public

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 17, 2021
Subject: First Amendment to Development Subsidy Agreement for LTL LED LLC

Background:
In December 2020, the EDA entered into a Development Subsidy Agreement with LTL LED LLC (Wolf River Electric) for development of an EDA Shovel Ready Site. The sale has been completed and the site plan has been approved for an Office Warehouse facility at 687 East Dual. Now that the site plan has been approved this agreement needs to be amended to match the development. There are minor changes to the escrow language and the remainder of the agreement is in place as originally approved and amended. The EDA approved the amendment at the August 4, 2021 meeting.

Request: Consider approving the amendment.

Attachments
- Amendment

CITY OF ISANTI

FIRST AMENDMENT TO THE DEVELOPMENT SUBSIDYAGREEMENT FOR LTL LED LLC

This Amendment is by and between the City of Isanti, a Minnesota municipal corporation, and LTL LED LLC, a Minnesota limited liability company (the Developer), and amends the Development and Subsidy Agreement dated December 15, 2020.

Recitals

A. Sections 4, 5, 6 and 7 of the original Agreement set forth terms relating to private improvements and certain financial guarantees.

B. Due to the recently approved site plan an escrow for development inspections is required rather than the financial guarantee as outlined.

Agreement

In consideration of the mutual promises set forth below, and other good and valuable consideration the receipt of which is acknowledged, the parties agree as follows:

1. The above recitals are incorporated herein as if fully set forth.

2. The City accepts the site plan as approved per Resolution 2021-166

3. Sections 4,5,6 and 7 of the Agreement are hereby modified by replacing those paragraphs with the following:

   Developer shall, contemporaneously with execution of this Agreement, deposit with the City an escrow of $5,000 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. Any funds remaining in the escrow account(s) after the completion of the Development shall be refunded to the Developer. In the event the escrow account balance is reduced to $1,000 or less, the Developer shall post additional sums of money to replenish the account to a maximum of $2,000 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.

4. This amendment is effective _____ day of August 2021.

5. All other terms of the Development Agreement, as previously amended, not modified by this Second Amendment shall remain in effect as originally stated.

CITY OF ISANTI

By: _____
Jeff Johnson, Mayor

Attest:

_____
Jaden Strand, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

This instrument was acknowledged before me on this ____ day of August, 2021, by Jeff Johnson and Jaden Strand as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

_____
Notary Public

LTL LED LLC

_____
Justin Nielson, General Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me by Justin Nielson General Manager of LTL LED, LLC, on behalf of that Minnesota limited liability company.

_____
Notary Public

RESOLUTION 2021-XXX

APPROVING THE HIRE OF PART-TIME LIQUOR STORE CLERK II CARRIE PRATHER

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk II position; and,

WHEREAS, Carrie Prather was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk II position. The offer is contingent on successfully passing a background check and a 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. Carrie Prather has been selected for the Part-Time Liquor Store Clerk II position.
2. Carrie Prather shall be eligible to start in the position on or after August 18, 2021.
3. That Carrie Prather shall start at Step 1 of the Wage Scale at $14.47 per hour.
4. This position is part time and not eligible for benefits.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 August 2021.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE HIRE OF PART-TIME LIQUOR STORE CLERK II JACKSON STEFFENS

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk II position; and,

WHEREAS, Jackson Steffens was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk II position. The offer is contingent on successfully passing a background check and a 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. Jackson Steffens has been selected for the Part-Time Liquor Store Clerk II position.
2. Jackson Steffens shall be eligible to start in the position on or after August 18, 2021.
3. That Jackson Steffens shall start at Step 1 of the Wage Scale at $14.47 per hour.
4. This position is part time and not eligible for benefits.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 August 2021.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: August 17th 2021
Subject: Resolution 2021-XXX Accepting Proposal for Audit Services

Background:
July 6th 2021, Resolution 2021-158 authorized a request for proposals for financial audit services. 5 proposals were received. All 5 bidders were determined to be qualified. Bid amounts were as follows:

	CLA	Bergan KDV	Redpath	Wipfli	AEM
2022 Audit for Year End 12-31-2021	$ 30,000	$ 28,500	$ 26,000	$ 39,900	$ 28,000
2023 Audit for Year End 12-31-2022	$ 31,500	$ 29,100	$ 27,000	$ 41,500	$ 28,000
2024 Audit for Year End 12-31-2023	$ 33,075	$ 29,700	$ 28,000	$ 43,150	$ 28,000
2025 Audit for Year End 12-31-2024	$ 34,700	$ 30,300	$ 29,000	$ 44,850	$ 28,750
2026 Audit for Year End 12-31-2025	$ 36,450	$ 30,900	$ 30,000	$ 46,500	$ 29,500
	$ 165,725	**$ 148,500**	**$ 140,000**	**$ 215,900**	**$ 142,250**

Recommendation:
Given how close the 2 lowest bidders were in overall cost and understanding that switching audit firms will have nonmonetary costs associated with the transition, including staff time and reduced efficiency for at least the first year, staff is recommending that Council approve the bid from Abdo Eick & Meyers. Staff does not feel that an annual savings of $450 is sufficient to justify switching firms, and that remaining with Abdo Eick & Meyers is in the best interests of the City of Isanti.

Action Required:
If the Council concurs, it should by motion, approve the presented resolution.

Attachments:
- Res 2021-XXX
- Abdo Eick & Meyers Proposal

RESOLUTION 2021-XXX

ACCEPTING PROPOSAL FOR AUDIT SERVICES

WHEREAS, Resolution 2021-158 authorized a request for proposals for financial audit services; and,

WHEREAS, the City received proposals from 5 qualified bidders; and,

WHEREAS, Staff has reviewed the proposals and found Redpath & Company and Abdo, Eick & Meyers to be the low bidders; and,

WHEREAS, Abdo Eick & Meyers' proposal was $2,250 more over 5 years than the low bidder; and,

WHEREAS, the City recognizes there would be nonmonetary costs associated with switching audit firms including but not limited to additional staff time to facilitate the transition; and,

WHEREAS, the City does not believe the annual savings of $450 is sufficient to justify selecting the Redpath and Company, and that remaining with Abdo Eick & Meyers is in the best interest of the City;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

The 5-year proposal for Audit Services from Abdo Eick & Meyers is approved.

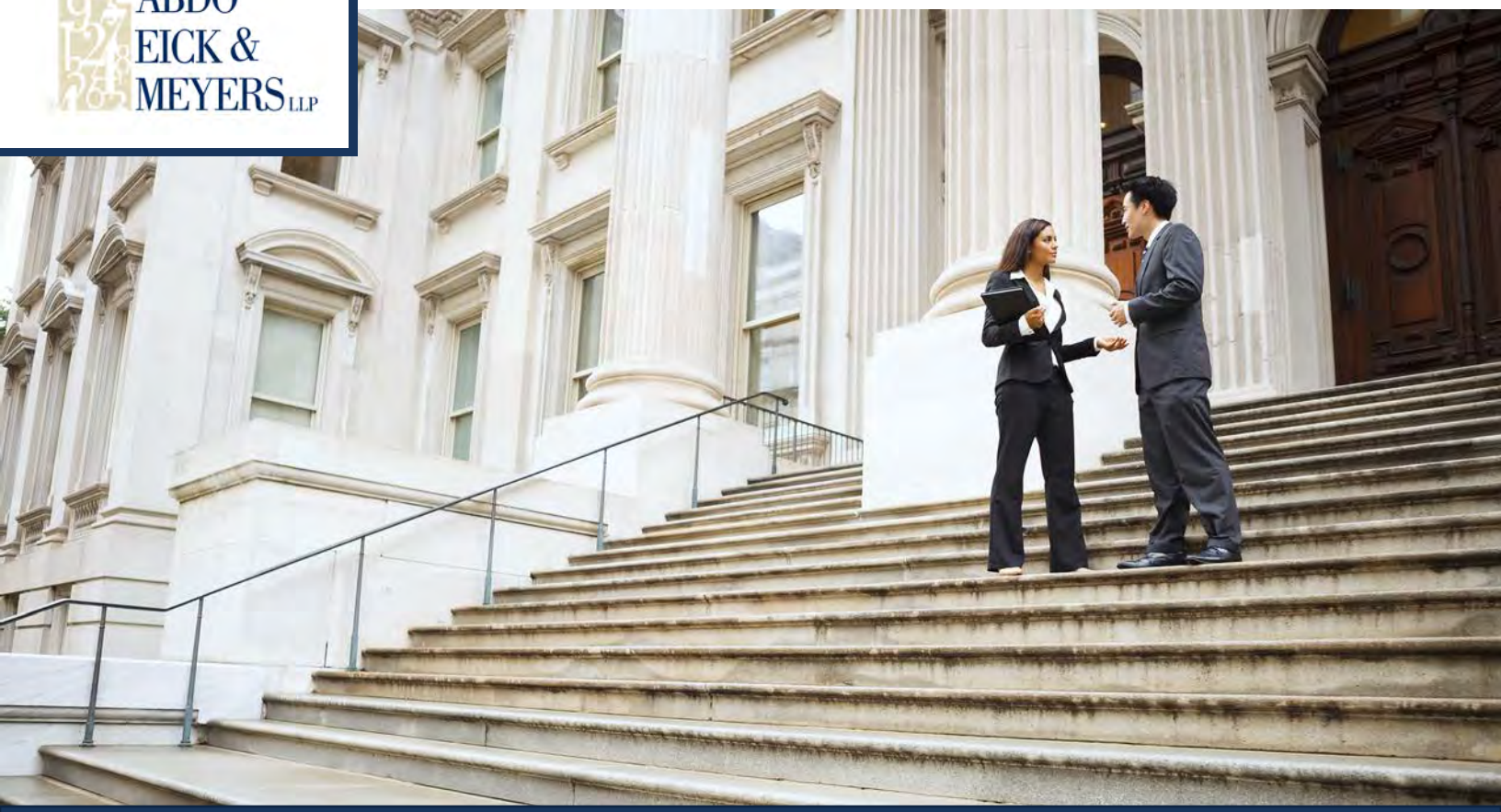
This Resolution is hereby approved by the Isanti City Council this 17th day of August 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

July 29, 2021

ABDO EICK & MEYERS LLP



Proposal for Audit Services for:

City of Isanti

110 1st Ave NW, PO Box 428
Isanti, Minnesota 55040

Proposed by:

Steven R. McDonald, CPA
Managing Partner | Abdo, Eick & Meyers, LLP
smcdonald@aemcpas.com
Direct Line (952) 715-3002

Abdo, Eick & Meyers, LLP
Edina
5201 Eden Avenue, Suite 250, Edina, Minnesota 55436
Office: (952) 835-9090 / Fax: (952) 835-3261

Mankato
100 Warren Street, Suite 600, Mankato, Minnesota 56001
Office: (507) 625-2727 / Fax: (507) 389-9139

Tax | Accounting + Audit | Consulting

Mike Betker Finance Director
City of Isanti
110 1st Ave NW, PO Box 428
Isanti, Minnesota 55040

July 29, 2021

Dear Mike,

Thank you for the opportunity to submit this proposal to the City of Isanti (the City) for audit services. We appreciate the opportunity to continue working with you. We have partnered together for years, and we are confident that Abdo, Eick & Meyers, LLP (the Firm) is still a great fit for the City.

We work hard for those who matter most - clients, employees, family, and community - and celebrate their successes as our own. Our success has been driven by our philosophy of going beyond the numbers for our clients. This belief is represented through our commitment to people and knowledge, process and you. We will utilize staff that is experienced and dedicated in the area of government. Our process is centered on meeting your needs, exceeding your expectations, and incorporating technology to deliver unparalleled solutions. This includes delivering prompt and effective service of the highest quality to you. The quality of our service allows us an opportunity to be an integral part of your finance team. We believe this investment should make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your City, which allows us to be thoughtful in our approach in providing you with the best solutions, and leaves you assured in the value of our deliverable.

The attached proposal will demonstrate to you that we will be a great service provider and partner for your City. We look forward to meeting with you to discuss our proposal and appreciate this opportunity to present our firm for your consideration. We will follow up with you within two weeks to answer any questions or concerns you may have and to provide any further information you may need.

Sincerely,

Abdo, Eick & Meyers, LLP

Steven R. McDonald, CPA
Managing Partner, Abdo, Eick & Meyers, LLP

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Appendix A – Proposer Guarantees & Warranties

Appendix B – Peer Review Letter

AICPA GAQC Member

Top 25 Accounting Firm in Minnesota

Forbes Named Top Accounting Firm Nationwide

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Executive Summary

We are pleased to present our proposal for audit services to the City of Isanti. We have prepared our proposal based on our understanding of your organization from our prior experience as the City's audit firm. We have also had conversations with Josi and Mike, during which we were provided with additional information to deliver our proposal.

We understand that the key requirements you have of your selected advisors include:

- Access to partners and staff for assistance in answering questions throughout the year
- Provide references from surrounding City's in order to feel comfortable with our firm
- Demonstrate familiarity, knowledge and experience in the industry
- Deliver both concise and informative information to the Council
- Provide a timely and efficient audit completed in time to be presented to the Council the second meeting in April

We understand that the requested work to be completed includes the following services:

- Annual Financial Statement Audit
- Single Audit (If applicable)
- Management Letter
- Presentation to the Council

Based on our work with more than 100 local governments similar to yours, we confidently believe we can meet your requirements and exceed your expectations for the reasons listed below and referenced in our proposal.

- We provide timely services and currently adhere to an 18-day turnaround time from fieldwork for the delivery of draft financial statements to the client.
- Our Council presentation uses ratios and comparisons of trends that give snapshots of metrics for your Organization through graphs and charts.
- We have a dedicated team of 40 partners, managers and staff that serve governments exclusively.
- Our government experience extends beyond just audit and compliance. We also provide the following services to government organizations.
  - Human Resource solutions
  - Long-term financial planning
  - One-on-one personalized and group-focused training opportunities
  - Process improvement- lean process and process evaluation
- Integral to our mission is a philosophy that we help organizations reach their maximum potential through open communications and teamwork. **We enjoy answering questions any time of the year, and at no cost!**

We commit to providing an excellent level of client service and helping you move beyond the numbers through communication, support and customized guidance. As you review the details of this proposal, please do not hesitate to contact us with questions or for clarification. We look forward to partnering with the City.

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Meet Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we firmly believe we would be a great fit for your City. We have the resources, knowledge, people and services to provide you with the solutions you're looking for.

We have assembled a team with relevant experience who are committed to performing these services to meet the expected deadlines. Each team member is briefly profiled below, and full biographies can be found on the following pages.



Steven McDonald, CPA

Managing Partner
smcdonald@aemcpas.com
Direct Line (952) 715-3002



Justin Nilson, CPA

Manager
justin.nilson@aemcpas.com
Direct Line (952) 715-3011



Jeff Hines, CPA

Associate
jeff.hines@aemcpas.com
Direct Line (952) 449-6239



Erik Wagner

Associate
erik.wagner@aemcpas.com
Direct Line (952) 715-3012

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Steve McDonald, CPA

Managing Partner

steven.mcdonald@aemcpas.com

Direct Line (952) 715.3002

Steve joined the Firm in 1991 after graduating from Minot State University with a Bachelor of Science Degree in Accounting. He currently serves as Managing Partner and during his tenure the firm has grown to a top 15 Minnesota accounting firm and a top 200 firm in the United States. Steve's vision of continuous improvement and responsiveness to client needs has resulted leading the firm through several strategic mergers and acquisitions, new service line and industry segment development, and annual double digit growth.

Education

- Bachelor of Science in Accounting, Minot State University
- Continuing professional education as required by AICPA

Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officers Association

Affiliations

- Young Presidents Organization
- Edina Community Foundation – Past Treasurer
- Minnesota Youth Hockey Association – Treasurer
- DFK USA – President Elect

Qualifications

- Advising clients on strategies that ensure sustainability and profitability
- Structuring merger and acquisition transactions
- Identify new business opportunities and structures that maximize growth
- Develop process improvements that lead to greater communication and efficiencies
- Regional and national speaker on topics relating to strategic planning, business development and internal controls

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Justin Nilson, CPA

Manager

justin.nilson@aemcpas.com

Direct Line (952) 715.3011

Justin joined the Firm in 2012 after graduating from Saint John's University. His work experience includes assisting in the audits of several municipal, school district and Single Audits.

Education

- Bachelor of Arts in Accounting, Saint John's University
- Continuing professional education as required by AICPA and Government Accountability Office

Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officers Association

Qualifications

- 9 years of experience auditing local governments and schools in Minnesota
- Over 90 percent of billable time relates to governmental clients
- Experienced in municipal government long term financial plans
- Experienced in models for various municipal government specific areas such as utility rate, tax levy and debt analysis

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Jeffery Hines, CPA

Associate

jeff.hines@aemcpas.com

Direct Line (952) 449.6239

Jeffery joined the Firm in 2018 as an Associate after completing his Accounting and Finance degrees from Michigan Technological University. He was a government intern for AEM during the 2018 audit season.

Education

- Bachelor of Science in Accounting, Michigan Technological University
- Bachelor of Science in Finance, Michigan Technological University
    - Minor in Economics
- Master of Accountancy and Professional Consultancy, Villanova University
- Continuing professional education

Professional Memberships

- Minnesota Society of Certified Public Accountants
- Government Finance Officers Association

Qualifications

- Experience in auditing local governments and schools in Minnesota
- Over 90 percent of billable time relates to governmental clients
- Works extensively with Microsoft Office, as well as accounting software like Banyon and QuickBooks

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Erik Wagner

Associate

erik.wagner@aemcpas.com

Direct Line (952) 715.3012

Erik joined the Firm in 2019 as an Associate after obtaining his Bachelor's Degree from Minnesota State University, Mankato. Prior to joining AEM full-time in 2019, Erik was a government intern during the 2017 and 2018 audit seasons.

Education

- Bachelor of Science in Accounting, Minnesota State University, Mankato
- Continuing professional education

Qualifications

- Experience in auditing local governments and schools in Minnesota
- Over 90 percent of billable time relates to governmental clients
- Works extensively with Microsoft Office, as well as accounting software like Banyon and QuickBooks

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Government Experience

You can have confidence in our 57 years of quality auditing services and partnership in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in city auditing.

Out of our 160-strong, talented staff, over 40 team members are 100% focused on government clients, including services for over 100 cities and various municipalities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your city.

Our expertise affords you an audit experience that's painless. We do this by communicating up front, coming better prepared, and being available throughout the year to support you.

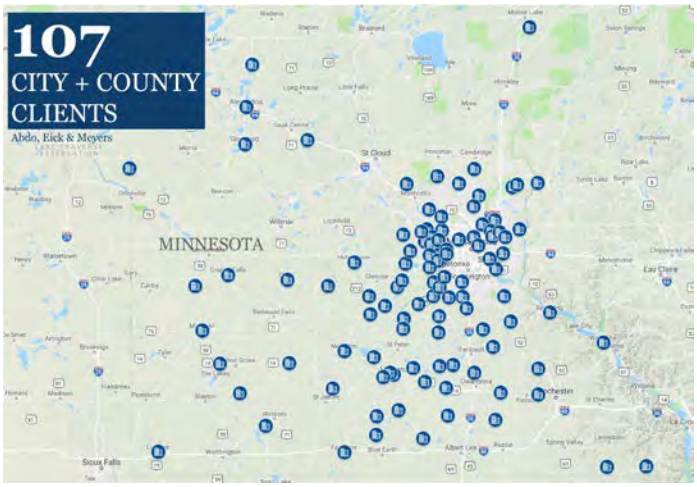
Process

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our audit experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a finance director role. We don't believe in a one-size-fits-all mentality, so together we'll focus on the needs that are relevant to your city and provide the right services to meet them with a tailored audit approach. We're focused on efficiency and deliver the audit draft within 3 weeks of completing fieldwork is completed bringing you accuracy and value.

Focus

Through continuous training and growth opportunities, we've established an environment with a focus on serving local governments. We spend more than 100 hours training and onboarding to ensure success for our clients.

We truly hope that you allow us to be your partner. Together, we'll go beyond the numbers to best support your city.



Our Qualifications

- GFOA and MnGFOA Association members
- We speak and train on government accounting and auditing topics
- Audit services for over 100 cities
- We've assisted many cities in preparing for the GFOA's Certificate of Achievement for Excellence awards in financial reporting
- Our clients represent top tier governments with 19 municipal clients receiving the GFOA's Certificate of Achievement for Excellence in Financial Reporting
- Audit services for EDA's and HRA's

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Audit Approach

Audit Services That Move the City of Isanti Beyond the Numbers

We deliver auditing services that are more than just a compliance service. We exceed what's considered "standard audit support," placing a strong emphasis on a relationship-driven approach that facilitates a partnership with your City. We work together to ensure we have a clear understanding of your City's needs, challenges and financial information. Together with your City's team, we'll help to leverage this information to increase efficiency and effectiveness.

Partnership

Integral to our mission is a philosophy that we help cities reach their maximum potential through open communication and teamwork. We enjoy answering questions any time of the year, and at no cost! We also believe in:

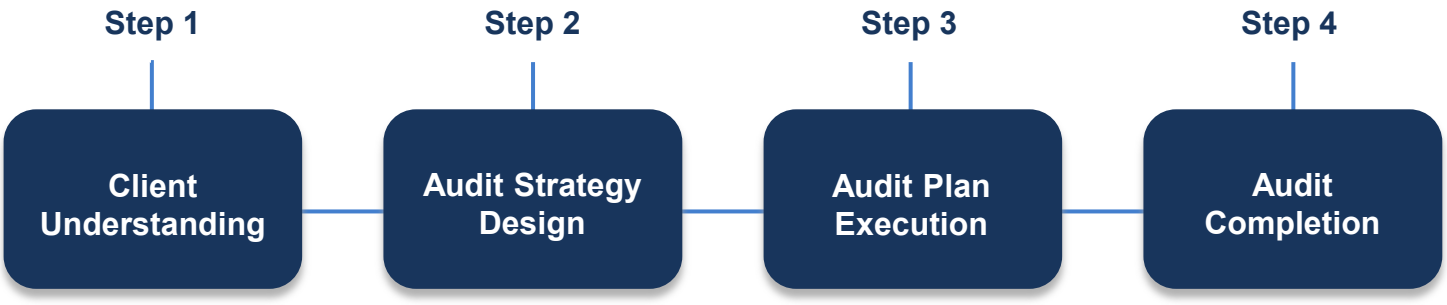
- Consistent, clear, proactive communication that offers suggestions and makes your work easier.
- Returning phone calls and questions promptly.
- Gathering information through dialog, not checklists.
- Conducting listening calls with you outside of the engagement to understand your City, build a long-term relationship with you and learn how we can improve.

People

Our value comes from our experience and the education we can provide. Our professionals go beyond the required standards to make sure we have a clear understanding of your City. We work with your management team to leverage this information to increase efficiency and profitability. You can learn more about your audit team in the team section.

Process

While we will audit the financial statements of your City for the year ended December 31, 2021, 2022, 2023, 2024 and 2025 in accordance with the applicable regulatory standards, our process is designed to go far beyond that. Our process enables us to gain a thorough understanding of the processes, procedures, and general operations of your City.



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Client Understanding

Your leadership team plays an important role in your financial reporting. We always begin our process with a face-to-face conversation to gain a thorough understanding of your City, internal controls, processes and procedures. Our experience with cities like yours allows us to develop a customized audit and communications plan. We will prepare an audit timeline detailing significant steps in the audit process from beginning to end.

Audit Strategy Design

Your City is unique and therefore your audit plan will be tailored to your operations and will include the relevant and appropriate standards. Your audit strategy is based on our understanding of your City. It will also encompass:

- Leadership concerns and expectations
- Risk Assessment
- Testing
- Understanding of internal controls

Audit Plan Execution

Our execution of your audit strategy begins with fieldwork and ends with a presentation of your draft financial statements. Your team, including partners and managers, will be present during fieldwork and we'll be in continuous communication with your staff.

Fieldwork is where we document internal controls, conduct walkthroughs, and obtain audit evidence to support financial statement amounts and disclosures. Our paperless audit approach allows us to do much of the fieldwork from our office. We will discuss your preference for the amount of onsite work and agree on a mutually beneficial schedule.

During fieldwork, we will discuss any potential audit adjustments with your staff to ensure we agree on the need for the audit adjustment and amount. We will also address any potential internal control deficiencies to verify our understanding and discuss potential solutions. We want to be problem solvers, not problem reporters.

After reviewing the financial statements, notes and supplementary schedules, if any, we prepare a draft of the financial statements for your review and approval. We will also send a list of audit adjustments noting the reasons for each adjustment.

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Audit Completion

After the previous segments mentioned are complete, we will be ready to finalize the audit. We will report the results of your audit to the finance committee. We will also deliver a management letter that identifies critical financial trends and recommendations for improvement, provides required communications, and discusses changes in the environment in which your City operates.

During this stage we will also complete the following procedures:

- Complete subsequent events review procedures and review legal and representation letters
- Complete final overall analytical review procedures
- Communicate significant deficiencies and material weaknesses
- Conduct an exit conference
- Issue an audit opinion

Additional Approach Details

Analytical Procedures

Analytical procedures are defined in Statement on Auditing Standards No. 56, “Analytical Procedures” as evaluations of financial information made by a study of plausible relationships around both financial and non-financial data. They are required in the planning and final review stage, but our firm encourages staff to use in substantive testing where possible. Our firm management directs the use of analytical procedures as follows:

Planning
The objective for analytical procedures at this stage is to direct attention to likely misstatements. We use trend analysis to meet our objective in planning. Examples of trend analysis would be a comparison to the budget for funds that adopt a budget and/or comparison to prior year. We also may consider a comparison among three to five years. Additional testing may result if the expectations established at the start of the trend analysis are not met.

Substantive Testing
The objective of analytical procedures at this stage is to support or refute financial statement account balances. We have found that analytical procedures are more efficient and can be more effective than tests of details. Depending on the make-up of the account, we will use trend analysis, ratio analysis and/or modeling.

Final Review
The objective is to review the reasonableness of financial statement account balances. We use trend analysis to meet our objectives. This trend analysis is completed on final audited amounts.

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Additional Approach Details *(continued)*

Approach to be Taken to Gain and Document an Understanding of the Organization's Internal Control Structure

Our goal in preliminary fieldwork is to gain a thorough understanding of your internal controls, processes, and procedures. The completion of these elements allows us to minimize the fieldwork required to complete the audit.

Approach to be Taken in Determining Laws and Regulations Subject to Audit Test Work

We are required to obtain an understanding of the possible financial statement effect of laws and regulations that have a direct and material effect on the determination of financial statement amounts. The determination of laws and regulations are addressed in the planning stage through reading available grant documentation, client inquiries, and a preliminary review of finance system accounts and search of the City Council minutes. We also have a working knowledge of the types of laws and regulations Minnesota governments operate under. Further discussion is provided in the section Firm Qualifications and Experience. In addition, we obtain further information about federal laws and regulations through the Catalog of Federal Domestic Assistance (CFDA) and the U.S. Office of Management and Budget (OMB) Compliance Supplement.

Approach to be Taken in Drawing Audit Samples for Purposes of Tests of Compliance

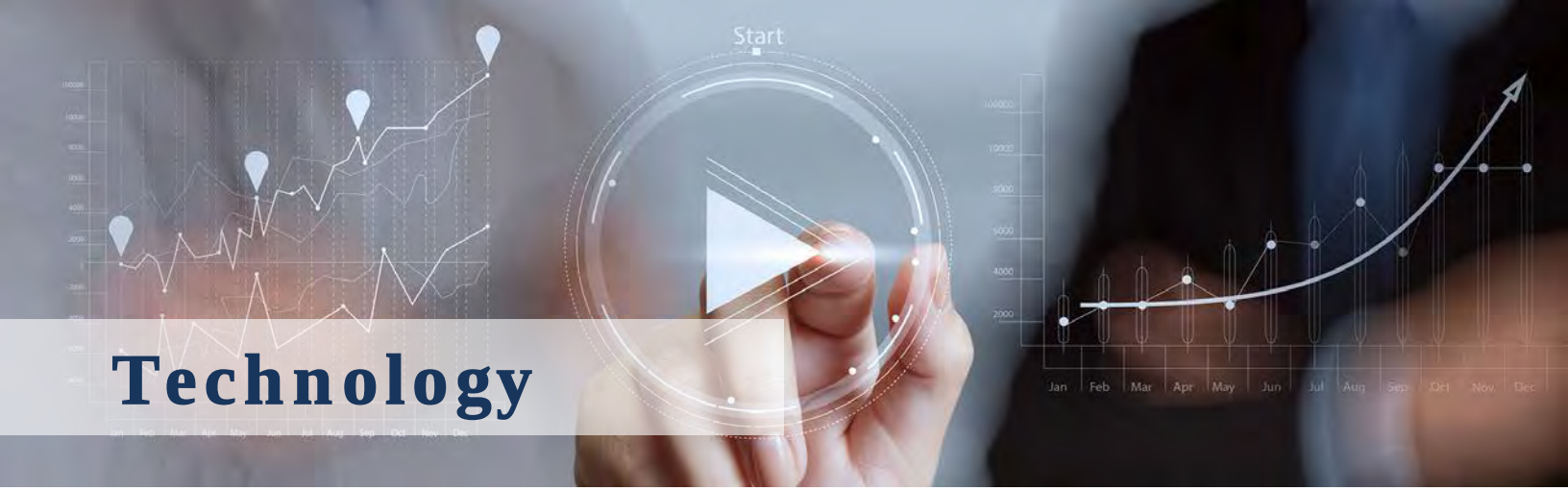
Since each program or grant agreement is different, we use a variety of statistical designs in our compliance testing. The size of the sample considers many program factors; size, maturity, complexity, level of oversight and prior audit findings. Ultimately, our professional judgment determines that a representative number of transactions have been selected. You can be confident in our judgment because only senior level (partner, president, manager, and supervisor) staff makes decisions on planned compliance testing.

Identification of Anticipated Potential Audit Problems

At this time, we do not anticipate any potential audit problems. If problems did arise, we carefully work with the Organization to resolve the matter.



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Technology

We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our audit services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote audits using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your organization may use, our team will continue to work through normal procedures, including regular meetings with you during the fieldwork phase to ensure effective collaboration with your team.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your City's data. We operate in a completely remote hosted environment. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting edge technology and security for your data. Your data is housed in a secure data warehouse, not on laptops or local servers which could be stolen or misplaced

It also means:

- All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.
- All data is saved on redundant servers so if one server fails, another immediately takes over with no data lost.
- All data is backed up continually which means we always have an extra copy for safe-keeping.
- All incoming emails and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our remote host vendor works exclusively with public accounting firms like ours and their client base includes approximately 300 firms. They maintain a Service Organization Control 2 (SOC 2) report covering their organizational controls over security, processing integrity, etc. This report is available for your review upon request.

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Service Timeline

We prepare a timeline each year for our audits. Timelines are based on when the City is able to complete their necessary year-end work. Please see below for an anticipated timeline that identifies what you can expect, and when. Once hired we will work with you on an exact timeline that fits your needs. This is an example of a typical timeline. Additionally, the table below outlines our proposed segmentation of the engagement.

November	December	March	April
Client Understanding	**Planning & Interim Fieldwork**	**Year-end Audit & Fieldwork**	**Reporting**
Together, we mutually agree with management on a timeline to perform the audit.	We will select our sample and provide information requests to management. We estimate being on-site or remote for one day.	The team will complete fieldwork in a hybrid method of on-site and remote work using our outlined audit approach. We estimate dedicating 3-4 days on audit fieldwork.	We will provide drafted materials by April 1st and meet with the City Administrator and Finance Director the second week of April, followed by a report presented to the Council at the second meeting in April.

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Value

We at AEM help our clients improve their city and achieve their financial goals. We heard you say that the following factors were important in our relationship:

- Completing work in advance of due dates by creating a schedule of work agreed upon by AEM and the City.
- Providing excellent communication and insights on consulting matters that fall outside the scope of your traditional accounting services
- Meeting regularly throughout the year to stay on top of industry trends and work together to achieve your goals
- Having great managers and partners you can reach out to if any questions come up throughout the year

We will provide services that deliver on these factors that are important to you.

Our fees range from $100 to $385 per hour based upon the experience and level of the individuals to be assigned to perform the audit. Fees are also based on the assumption that your City's staff will be assisting us whenever possible with audit schedules. We will provide a detailed audit plan and prepare a list of requested schedules upon proposal acceptance.

We do not believe in charging for phone calls, emails, or routine communications. Instead, we *encourage* clients to call us for questions, advice, or just update us on what is happening in their organization throughout the year. We want to be a resource for you – without any worry about whether or not the meter is running. When our communications identify additional service needs, we'll discuss these needs with you and provide an additional fee range as needed.

We have not anticipated any additional hours for new audit or accounting standards. Accounting or audit standard changes may result in increased hours.

A complete summary of professional fees can be found on the following page.

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Summary Schedule of Professional Fees

	Year End December 31	2021	2022	2023	2024	2025
Audit	Not-to-Exceed Amount	$28,000	$28,000	$28,000	$28,750	$29,500
OSA Reporting Form*	Not-to-Exceed Amount	$800	$800	$800	$825	$850
OSA TIF Reporting Form**	$525 Per TIF District*	$1,575	$1,575	$1,575	$1,575	$1,575
Total		**$30,375**	**$30,375**	**$30,375**	**$31,150**	**$31,925**

* Fee for TIF Reporting forms are subject to fluctuation based on the number of TIF Districts and reports necessary to file for the City. The price above represents the current fee for three TIF Districts.

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What Our Clients Say

Client References

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their City thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their audit services. All have partner, president, manager or supervisor staffing for the fieldwork process. Additional references are available upon request.

City of East Bethel

Mike Jeziorski

763-367-7852

Engagement partner:

Brad Falteysek

City of St. Francis

Darcy Mulvihill

763-753-2630

Engagement partner:

Andrew Berg

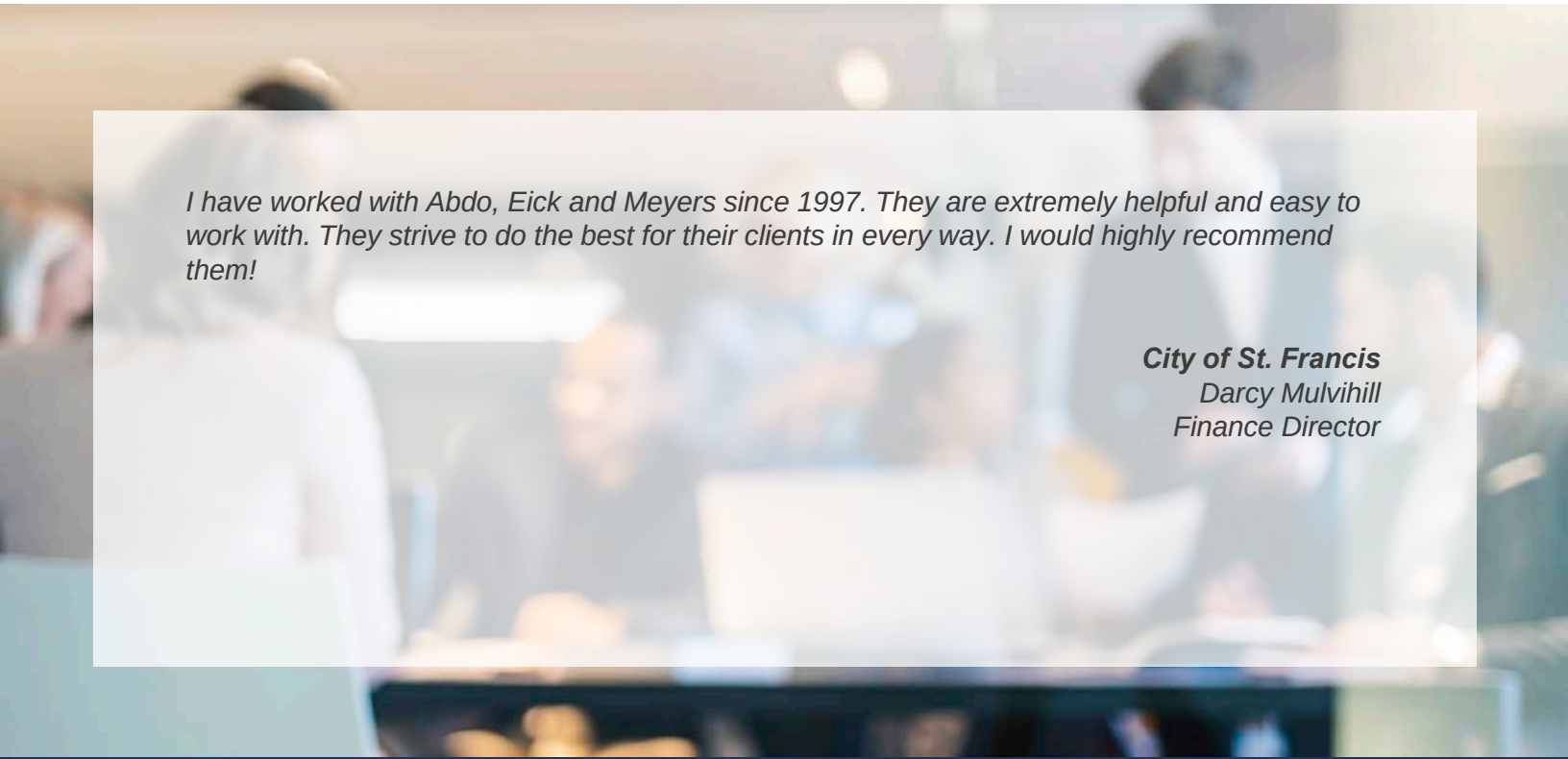
City of Zimmerman

Kary Tillman

763-856-4666

Engagement partner:

Steve McDonald



I have worked with Abdo, Eick and Meyers since 1997. They are extremely helpful and easy to work with. They strive to do the best for their clients in every way. I would highly recommend them!

City of St. Francis
Darcy Mulvihill
Finance Director

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License & Independence

Licensed to Practice in Minnesota

The Firm and its entire CPA staff hold licenses to practice in the state of Minnesota. All licenses are in good standing. The Firm and several partners and staff are licensed in other states and also are in good standing. The Firm's CPAs are all members in good standing with the Minnesota Society of CPAs and the AICPA. Our professional staff and membership in professional associations indicates that the services we provide to your City will be of the highest quality.

Independence

Our standards require that we be without bias with respect to your operations. The Firm is independent of the City as defined by auditing standards generally accepted in the United States of America.

The Firm has not been engaged by the City or any of its agencies, component units or oversight units for the past five years. Because the Firm is required to follow GAO independence standards mentioned in the previous paragraph, any prior relationships would not constitute any conflicts of interest relative to performing the proposed audits. Also, the Firm shall give the City written notice of any relevant professional relationships entered into during the period of this agreement.

The Firm is a member of the American Institute of Certified Public Accountants Division of Firms and has received an unmodified opinion on its Peer Review. Our Peer Review was completed in 2020 and resulted in a pass rating. A copy of this letter can be found in Appendix B.

The Firm has not had any federal or state desk reviews or field reviews of its audits in the last three years. We have had no disciplinary action taken or pending against the Firm during the past three years with state regulatory bodies or professional organizations.

We maintain library facilities which include current professional literature and specific information for the industries that we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to the industries we serve in order to maintain a knowledge-base relevant to our unique clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of engagement.

AICPA GAQC Member

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Why Partner with AEM

AEM. Your Partner to Financial Success.

We're here because our clients need solutions to their challenges--not a commodity product. Through our dedication to teamwork, development and relationships, we help our clients thrive. Our investment into People + Process makes a big difference for you and your City's future. We focus on the challenges and needs that are relevant to your City. This allows us to be thoughtful in our approach to providing you with the best solutions, and leaves you assured in the value of our deliverable.

The Firm, established in 1963, has a professional staff of more than 150 in its Edina and Mankato offices. The two offices serve clients of all sizes and industries. Our services include audits, reviews and compilations, monthly accounting, tax planning and preparation, management advisory services and Human Resources outsourcing. In addition, Abdo, Eick & Meyers is recognized as one of the Top 150 firms in the United States and the 10th largest firm in Minnesota.

We Listen. We Engage. We Deliver.

You'll know you're in the right hands throughout the entire engagement process. And with our commitment to your unique needs, you can be sure that you'll receive great value that is worthy of your invested time. Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your City. Combining our client-centric approach, our internal expertise and technological resources with what we've learned about your City allows us to deliver a solution that exceeds your expectations.



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Diversity, Equity & Inclusion

At Abdo, Eick & Meyers, LLP, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We believe that when we understand each other better, we grow better together. Through our annual Affirmative Action reporting, we identify areas where improvement is needed and take steps to address these areas.

Over the past year, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through implicit/unconscious bias, anti-harassment, and interview training. In 2021, our Diversity, Equity, and Inclusion Committee looks forward to implementing a full scope of ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We have increased our number of women at the highest leadership level in recent years, with the last four additions to our partner group being female. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education and have required all employees to attend a series of monthly sessions provided by the Greater Mankato Diversity Council. A video training resource on the topic of empathy is also being developed for further employee education and awareness. Additional DEI initiatives are listed on the following page. Please let us know if you have any questions or concerns regarding our DEI activity or have additional ideas on how we can improve diversity, equity, and inclusion at Abdo, Eick & Meyers.



56.8%

of our Employees are Female

(industry average: 47%)



42.9%

of our Management Level Employees are Female

(industry average: 23%)



10.5%

of our 2021 Interns were people of color

[Source: AICPA 2019 Trends Report]

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Diversity, Equity & Inclusion – Additional Initiatives

In 2020, the firm applied to be a co-sponsor for the ***AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship***, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA as co-sponsors of the program. Earlier this year, we found out that we were one of 10 firms in the nation to be selected as a co-sponsor for 2022. As a co-sponsor, we will host an ethnic minority accounting student to work alongside our CPAs and advisors during the 2022 internship season.

We are committed to the continued support and advancement of women in our firm and in our communities and one of the ways we do this is through partnership with YWCA Mankato, an organization that is continually empowering women in our communities to enhance their individual strengths and build leadership skills. In 2020, we were proud to be a sponsor of the **Elizabeth Kearney Women's Leadership Program** and we continue to be an annual attendee of the Women's Leadership Conference – which was held virtually last year with great success!

For years, Minnesota State University, Mankato has been the primary university we recruit from for our summer program participants and interns. Recently, we met with the leaders of the newly formed ***National Association of Black Accountants chapter at Minnesota State University, Mankato*** and elected to be a sponsor for the 2021-2022 academic year. We believe this partnership is a starting point towards increasing the diversity of our future summer program participants and interns.

In 2021, we celebrated International Women's Day with the Edina Chamber of Commerce as the sponsor of the Healing & Moving Forward Together webinar - part of their **Women Inspiring Leadership & Learning (W.I.L.L.)** series. Attendees heard from Jasmine Stringer - speaker, lifestyle expert, and author - as she guided us through how to communicate, be a better ally, and become connected, informed and engaged in support of our colleagues of color within the workplace and the community.

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Value Added Services

When you partner with AEM, you get access to our entire catalog of services. Below is a selection of the services that we believe could be of great value to your City. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at www.aemcpas.com.

HR & Payroll Services

We help employers better support their most valuable resource... their people. Having clear and consistent HR practices that best suit the individuality of your bank is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help cities with:

- *Employee management and development*
- *Regulatory compliance*
- *Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation*
- *HR/Payroll software implementation and management*
- *Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation*

Technology & Data Solutions

Empowering you with advanced data analytics & insights. Data is one of your City's most powerful assets. Using it to your advantage, however, can be a challenge. Our Technology and Data Solutions are designed to give you the information you need—how, when, and where you need it. Our consultants leverage a powerful mix of technology and tools to support you with the data analytics and insights you need. From creating user-friendly dashboards and reports to managing software implementations, we deliver solutions that work for you.

We help cities with:

- *Strategic data analytics*
- *Software solutions: evaluation, selection & implementation*
- *Financial reporting solutions*
- *Automation solutions*

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Financial Management

As a provider of financial management services for local governments and nonprofit agencies, **AEM Financial Solutions, LLC** has helped hundreds of organizations throughout Minnesota operate more efficiently.

Are you stretched too thin to focus on the long-term plan? We partner with you to develop strategies and improve existing processes. We draw upon our specialized expertise and technical know-how to deliver creative — and customized — solutions for operating within a tough economic climate. We evaluate your finance department's processes and procedures and identify areas to improve upon while uncovering potential cost-savings.

Over the prior years we have helped the City with compensation studies, rate studies, job descriptions and processes to close year end in addition to being available for questions and assistance.

We partner with you to enhance your City's outcomes and make certain you have the financial information you need to make data-driven decisions. Our financial management and consulting services include:

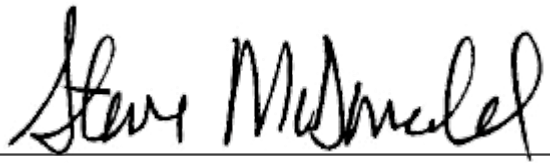
- *Budget Development*
- *Capital Improvement Planning*
- *Cash Flow Analysis*
- *Cost Containment Processes*
- *Debt Management Planning and Analysis*
- *ERP System Consulting*
- *Financial Management Plans*
- *Financial Reporting and Analysis*
- *Fleet: Operations and Replacement Rate Development and Analysis*
- *Interim Accounting and Financial Services*
- *Internal Control Evaluation*
- *Long-term Strategic Planning*
- *Payroll Processing*
- *Policy Development*
- *Process Flow Evaluation*
- *Project Management*
- *Quarterly and Monthly Reporting to Management*
- *Reconciliations*
- *Software Implementation*
- *Utility Rate Study*
- *Year-end Audit Preparation and Financial Statement Preparation*

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Appendix A

Proposer Guarantees & Warranties

1. Proposer warrants that it is willing and able to comply with State of Minnesota Laws with respect to foreign (non-State of Minnesota) corporations.
2. Proposer warrants that it is willing and able to obtain an “errors and omissions” insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Isanti, located in Isanti, Minnesota
4. The proposer certifies that it can and will provide and make available at a minimum, all services set forth in Section II, Nature of Services Required.
5. Proposer warrants that all information provided in this proposal is true and accurate.

Signature of Official 

Name (typed) Steven R. McDonald, CPA

Title Managing Partner

Firm Abdo, Eick & Meyers, LLP

Date July 29, 2021

Appendix B

BradyMartz

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 10, 2020

To the Partners of
Abdo, Eick and Meyers, LLP
and the Peer Review Committee of the Nevada Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP (the firm) in effect for the year ended May 31, 2020. 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, and an audit performed under FDICIA.

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 and Meyers, LLP in effect for the year ended May 31, 2020, 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 and Meyers, LLP has received a peer review rating of *pass*.

Brady Martz

Brady Martz and Associates, P.C.

A Community For Generations.
Isanti

MEMO for Council

To: **Mayor and City Council**

From: Finance Director Betker

Date: August 17, 2021

Subject: Resolution 2021-XXX Accepting the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act

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Background:
The American Rescue Plan Act of 2021, also called the COVID-19 Stimulus Package or American Rescue Plan was signed into law on March 11, 2021. In part, the Act provides funding to local governments. Among the eligible uses for local governments identified by the Department of the Treasury (31CFR Part 35, RIN 1505-AC77) is water and sewer infrastructure. The Treasury Guidance States in part:

"The ARPA provides funds to State, local, and Tribal governments to make necessary investments in water and sewer infrastructure. (Section 602(c)(1)(D), 603(c)(1)(D) of the Act) By permitting funds to be used for water and sewer infrastructure needs, Congress recognized the critical role that clean drinking water and services for the collection and treatment of wastewater and stormwater play in protecting public health. Understanding that State, local, and Tribal governments have a broad range of water and sewer infrastructure needs, the interim final rule provides these governments with wide latitude to identify investments in water and sewer infrastructure that are of the highest priority for their own communities, which may include projects on privately-owned infrastructure."

Recommendation:
As was shared at the July 20th Committee of the Whole meeting, investments in water and sewer infrastructure are critical and necessary. An investment in water and sewer infrastructure provides a broad and enduring benefit to all within City limits. Using ARPA funding to make such an investment will have long term impact on utility rates and potentially tax rates. The recommendation from the Committee is to utilize all ARPA funds for identified upcoming water and sewer infrastructure projects.

Request:
Staff is seeking approval.

Attachment:
- Resolution 2021-XXX

RESOLUTION 2021-XXX

ACCEPTING THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT

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

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

WHEREAS, $647,600.18 has been allocated to the City of Isanti ("City") pursuant to the ARPA ("Allocation"); and,

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

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

WHEREAS, the City, intends to utilize ARPA funds on water and sewer infrastructure projects, to the benefit of all taxpayers, and in accordance with Treasury guidance which was discussed at the July 20th Committee of the Whole meeting; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve the following:

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

2. City staff are hereby authorized to take any actions necessary to receive the City's share of ARPA funds from the State of Minnesota.

3. City staff are hereby authorized to facilitate the planning and completion of water and sewer infrastructure projects identified in the 2022 budget that will be reimbursed with ARPA funds.

This resolution was duly adopted by the Isanti City Council this 17th day of August 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Isanti Police Department Monthly Report

July 20201

Reported Crime	Month to Date	Year to Date
Theft	9	59
Assault	4	29
Vandalism/Damage to Property	5	33
Narcotics	0	21
Burglary	0	6
Domestics	5	39
Crim Sex	0	7
Robbery	0	0
Loud Party/Disturbance	9	43
Medical	41	235
Permit to Purchase	6	65
Security Check / Extra Patrol	414	2,700

Traffic Offenses	Month to Date	Year to Date
No Insurance	5	36
DUI	4	13
Accidents	8	61
Hit & Run	0	0
Warrant P/U	6	32
Speed	13	109
DAR/DAS	7	31
Administrative Citations (Including Speed)	5	62

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	99,661	793	3,860
Ford Explorer 224	98,768	1,343	5,731
Ford F150 225	Not Available	#VALUE!	#VALUE!
Chevy Impala 223	99,761	136	1,744
Dodge Durango 226	34,661	944	8667
Dodge Durango 227	40,728	1,618	9320
Dodge Durango 228	20,671	2,143	12,985
Chevy Tahoe 229	8,647	1,158	8,647

CEZT REPORT JULY 2021

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD						72	55	42	32	20	11	9
NEW CASES OPENED THIS MONTH						17	13	10	12	9	2	9
NEW CRIMINAL CITATIONS ISSUED THIS MONTH									1			
NEW ADMIN CITATIONS ISSUED THIS MONTH												
OPEN CASES NOT INCL CITATIONS (End of month)						11	2	1	2	3	1	5
OPEN CRIMINAL CITATIONS END OF MONTH						5	5	5	5	4	4	4
OPEN ADMIN CITATIONS END OF MONTH												
CASES CLOSED THIS MONTH						8	13	11	10	7	6	9
CAN-Proh Animals								1				
CCV-Comm Vehicle Storage												
CDO--Dogs						1			1	1		2
CPA-Park & Store. 227-8						6	3	4	9	3	1	5
CSN-Snow Removal 216-2-Q										1	1	2
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage							1					
NGR--Grass/weed length. 216-2-H						8	6	1				
Nuisance Junk/rubbish/salvage. 216-2-L						2	2	3	1	3		4
NJU--Junk/Brush												
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates. 216-2-L							1	1		2		
RNT-Unlicensed rental												
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence. 216								1	1	1		
Compliance Letters Mailed this month						15	5	4	8	5	1	8
Abated Properties this month												
Admin Hearings Requested												
Admin Hearings Held - positive judgement												
Criminal trials - positive judgement												

CITY OF ISANTI MONTHLY REPORT

July 2021

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	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		
ROOF / SIDING	13	113	$0.00	$0.00	$13.00	$13.00	$1,040.00	$9,040.00		
DECK	5	20	$5,000.00	$8,000.00	$6.50	$6.50	$1,402.95	$5,756.40		
LL FINISH	1	17	$0.00	$7,000.00	$1.00	$1.00	$300.00	$4,278.88		
REMODEL / ADDITION	0	2	$0.00	$15,650.00	$0.00	$0.00	$0.00	$598.20		
GARAGE / SHED	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
MISCELLANEOUS	20	115	$0.00	$65,000.00	$20.00	$20.00	$1,892.00	$12,259.99		
SINGLE DWELLINGS	5	45	$1,034,961.00	$8,676,034.00	$443.54	$443.54	$12,916.20	$123,208.10		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	13	90	$0.00	$0.00	$13.00	$13.00	$975.00	$6,670.00		
PLUMBING	8	83	$0.00	$0.00	$8.00	$8.00	$632.00	$6,668.00		
RESIDENTIAL TOTAL	**65**	**486**	**$1,039,961.00**	**$8,771,684.00**	**$505.04**	**$505.04**	**$19,158.15**	**$168,559.57**		
COMMERCIAL										
NEW BUILDINGS	0	1	$0.00	$1,918,900.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	0	1	$0.00	$100,000.00	$0.00	$0.00	$0.00	$1,815.00		
PLUMBING	1	6	$0.00	$0.00	$4.25	$4.25	$127.50	$770.50		
MECHANICAL	2	4	$0.00	$0.00	$5.25	$5.25	$260.38	$365.38		
ROOF / SIDING	0	2	$0.00	$15,150.00	$0.00	$0.00	$0.00	$1,728.50		
MISCELLANEOUS	8	48	$0.00	$673,390.00	$18.68	$18.68	$1,092.50	$13,667.90		
COMMERCIAL TOTAL	**11**	**62**	**$0.00**	**$2,707,440.00**	**$28.18**	**$28.18**	**$1,480.38**	**$18,347.28**		
RESIDENTIAL/COMMERCIAL TOTAL	**76**	**548**	**$1,039,961.00**	**$11,479,124.00**	**$533.22**	**$533.22**	**$20,638.53**	**$186,906.85**	**$31,875.00**	**$292,946.00**

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Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: August 5, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.123130

Please find listed below a status report of the current projects in the City of Isanti:

1) Liquor Store Site

Parking lot curb & gutter is in and building framing will continue.

2) Main Street Reconstruction

Work is scheduled to begin August 9th and be completed by the first week of October.

3) Eagle Park Parking Lot Reconstruction

Work is scheduled to begin August 23rd and be completed by the first week of October.

4) Heritage Walk Improvements

Work is scheduled to begin August 9th and be completed by the start of school.

5) 2021 Pavement Management Project

The contracts are in place. We will hold a preconstruction meeting in the coming weeks.

6) 2021 Storm System Management Project

This project has been awarded to DW Companies. They are scheduled to begin work on Whiskey Road later this month.

7) 6th Avenue Rehabilitation

The replaced sod that did not take will be replaced next month once the heat and dry weather subside.

8) Legacy Pines 2nd & 3rd Additions

The sidewalk along Eagle Street has been completed. Street signs and turf establishment will be addressed this month.

9) Fairway Greens South Development

This development is proposed to extend Wendover Street NE. The project is planned for construction this summer/fall.

Bolton & Menk is an equal opportunity employer.

10) Fairway Greens North Development

This development is proposed to extend to the NE along 7th Avenue from Cajima Street near the Arts & Science Academy. The first addition is planned for construction this summer/fall.

11) Caribou Coffee

The Caribou Coffee project at the intersection of 5th Avenue NE & Main Street is scheduled to be completed next month.

12) MS4 Implementation

We assisted the City with completing the MS4 permit application and will continue to assist the City as requested to meet MS4 requirements.

Please contact me if you have any questions.

AGENDA

CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, AUGUST 17, 2021
(Immediately following the 7:00 p.m. City Council Meeting)
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Work Session Items
1. **2022 Budget Schedule**
2. **General Fund Capital Budget (920)**
3. **Street Construction Fund Capital Budget (425)**
4. **Pavement Management Fund Capital Budget (440)**
5. **Water Fund Capital Budget (601)**
6. **Sewer Fund Capital Budget (602)**
7. **Stormwater Fund Capital Budget (603)**
8. **Liquor Fund Capital Budget (609)**
9. **Technology Fund Capital Budget (614)**
10. **Operating Budget Updates (If Applicable)**
11. **Schedule Additional Work Session (If Needed)**

Adjournment



Budget Work Session

August 17th 2021

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Sewer Fund Operating Budget Summary (602)	Pg. 6
Stormwater Fund Capital Budget (603)	Pg. 7
Liquor Fund Capital Budget (609)	Pg. 7
Technology Fund Capital Budget (614)	Pg. 8

2022 Budget Schedule

Tuesday, July 20, 2021 **Work Session**

-Tax Levy/Rate History and Projections
-Operating Budgets
    -General Fund (101)
    -Economic Development Authority (108)
    -Water Fund (601)
    -Sewer Fund (602)
    -Stormwater Fund (603)
    -Liquor Fund (609)
    -Debt Service Funds (929-932)

Tuesday, August 17, 2021 **Work Session**

-Capital Budgets
    -General & EDA Funds (920)
    -Street Construction Fund (425)
    -Pavement Management Fund (440)
    -Water Fund (601)
    -Sewer Fund (602)
    -Stormwater Fund (603)
    -Liquor Fund (609)
    -Technology Fund (614)
-Operating Budget Updates (If Any)

Tuesday, September 7, 2021 **Preliminary Budget and Levy Meeting**

-Set 2022 Final Budget and Levy Meeting Date
-Adopt 2022 Preliminary Budget
-Adopt 2022 Preliminary Levy

Tuesday, December 7, 2021 **Final Budget and Levy Meeting**

-Final 2022 Budget and Levy Presentation
-Public Comment
-Adopt 2022 Final General Fund and EDA Budgets
-Adopt Debt Levy Variance (If Needed)
-Adopt 2022 Final Levy
-Adopt 2022 Final Enterprise Fund Budgets
-Approve Cost of Living Adjustment for Non-Union Employees

General Fund Capital Budget Summary (920)

Department	Expense		2022
Elections	Voting Equipment	$	8,000
Administration	City Hall Vehicle	$	25,000
Administration	Employee Accommodations	$	815
Municipal Building	Addtl Cubicles	$	15,066
Municipal Building	City Hall East Doors	$	13,730
Police	Long Guns	$	13,277
Streets	2007 Sterling 8500 Plow Truck	$	218,545
Streets	Paint Trailer	$	7,103
Streets	12 ft Standard Trailer	$	3,825
Streets	Skid Steer Tracks	$	6,695
Streets	Sign Replacement	$	4,244
Streets	Make-Up Heater (Above Bathroom #2)	$	10,927
Streets	Make-Up Heater (Above Breakroom)	$	10,927
Streets	Recoat Interior Walls	$	10,927
Streets	Recoat Exterior Walls	$	10,927
Street Lighting	Street Light Pole Replacement (65 City Owned)	$	8,742
Street Lighting	Street Light Infill	$	10,300
ICC	Air Conditioner - South Side 3-ton	$	3,360
ICC	Smart TV	$	824
PRC	Riverside Park - Playground Equipment	$	17,000
PRC	Rum River Meadows - Concrete Edging	$	2,060
PRC	C-I Bike/Walk Trail Contribution	$	7,500
PRC	Archery Range - Targets, Signs, Table	$	3,500
PRC	Archery Range - Backstop	$	4,000
PRC	Archery Range - Fencing	$	10,500
	TOTAL	$	427,794

Additions to Capital Improvement Plan

- Voting Equipment (2022)
- City Hall Vehicle (2022)
- Building Official Vehicle (2027)
- Additional Cubicles (2022)
- Squad Vehicle Tahoe (2030)
- Non-Lethal De-Escalation Tools (2036)
- Skid Steer Tracks (2022)
- Smart TV (2022)
- Rum River Meadows Concrete Edging (2022)
- Kubota Mower (2030)
- Archery Range (2022)

Updates to Capital Improvement Plan

- City Hall A/C Units – Price and Quantity
- ICC Roof – Revised Year from 2043 to 2033
- Riverside Park Playground Equipment – Rehab to extend Life (2025)

Street Construction Fund Capital Budget Summary (425)

&

Pavement Management Fund Capital Budget Summary (440)

Department	Expense	2022
425	Str. Rehab Brookview S. 1-4 Addition	$ 657,000
440	2022 Pavement Management	$ 326,000

- Fund 425 Street project will be paid without State assistance and no debt will be issued
- Fund 440 project is paid for thru Utility Franchise Fees

Water Fund Capital Budget Summary (601)

Department	Expense	2022
Water	Fixed Network Meter Infrastructure	$ 47,740
Water	Fixed Network Meter Radios	$ 242,730
	TOTAL	**$ 290,470**

- Above projects will be funded, at least in part, using ARPA funds

Sewer Fund Capital Budget Summary (602)

Sewer	Main Lift Station Pump No. 1	$ 27,336
Sewer	Main Lift Station Pump No. 2	$ 27,336
Sewer	Main Lift Station Genset	$ 77,250
Sewer	Force Main/ 8th Ave Air Release Valves (Qty 4)	$ 5,150
Sewer	Force Main/ 8th Ave Air Release Valves (Qty 6)	$ 7,725
Sewer	Force Main/ Main Lift Air Release Valves (Qty 4)	$ 5,150
Sewer	Force Main/ Subway Lift Air Release Valves (Qty 6)	$ 7,725
Sewer	BMX Lift Station Air Release Valves (Qty 2)	$ 2,575
Sewer	Rum River LS Pump 1	$ 13,040
Sewer	Rum River LS Pump 2	$ 13,040
Sewer	Arabian LS Pump 1	$ 13,040
Sewer	Arabian LS Pump 2	$ 13,040
Sewer	East Dual LS Pump 1	$ 13,040
Sewer	East Dual LS Pump 2	$ 13,040
Sewer	BMX LS Pump 1	$ 7,787
Sewer	BMX LS Pump 2	$ 7,787
Sewer	Carlson LS Pump 1	$ 7,787
Sewer	Carlson LS Pump 2	$ 7,787
Sewer	Unity LS Pump 1	$ 7,983
Sewer	Unity LS Pump 2	$ 7,983
Sewer	Deer Haven LS Pump 1	$ 7,983
Sewer	Deer Haven LS Pump 2	$ 7,983
Sewer	8th Ave LS Pump 1	$ 11,433
Sewer	8th Ave LS Pump 2	$ 11,433
Sewer	Subway LS Pump 1	$ 7,869
Sewer	Subway LS Pump 2	$ 7,869
Sewer	Transfer Pump (Used)	$ 21,218
	TOTAL	**$ 361,386**

- Above projects will be funded, at least in part, using ARPA funds

Storm Water Fund Capital Budget Summary (603)

Department	Expense	2022
Stormwater	1990 Vicon Brush Cutter	$ 10,927
Stormwater	2005 JD MX6 Brush Cutter	$ 10,927
Stormwater	Infrastructure Maintenance	$ 10,609
	TOTAL	$ 32,464

Liquor Fund Capital Budget Summary (609)

- An updated Capital Improvement Plan will be created and presented upon completion of the new Liquor Store

Technology Fund Capital Budget Summary (614)

Department	Expense	2022
ALL	Misc. Software Programs	$ 4,120
ALL	Computer Displays/Misc. Components	$ 1,093
ALL	Desktop Printers	$ 546
ADMIN	CITY HALL LAPTOP	$ 1,803
EDA	CITY HALL LAPTOP	$ 1,803
POLICE	CHIEF - HOME LAPTOP	$ 1,803
POLICE	LT. - HOME LAPTOP	$ 1,803
POLICE	POLICE STATION LAPTOP	$ 1,803
ADMIN	CITY HALL LAPTOP	$ 1,803
ADMIN	CITY HALL SFF	$ 1,803
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL SURFACE	$ 1,803
PLANNING	CITY HALL TOWER	$ 1,803
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER	$ 12,621
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL FIREWALL	$ 2,185
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES	$ 1,061
	TOTAL	**$ 37,853**

- Computing and Network Devices are scheduled for replacement every 5 years

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 7, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items

L. Consent Agenda

ADD L.5. Resolution 2021-XXX Approving the Extension of Recording the Final Plat for Fairway Greens South

ADD L.6. Resolution 2021-XXX Approving the Offer to Keith Lusk for the Position of Liquor Store Manager

M. Other Communications

N. Closed Session

Adjournment

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: September 7, 2021
Subject: Resolution 2021-XXX Approving the Extension of Recording the Final Plat for Fairway Greens South

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Background:
At the June 1, 2021 City Council meeting the Council approved the preliminary and final plat for Fairway Greens North. City code requires final plats to be recorded within 90 days. As part of the development agreement process the developer has requested a discussion on utility oversizing that we are requiring. The next COW meeting is on September 21, 2021; therefore, he can't record the plat within in the 90-day timeline. Staff suggested he ask for an extension to record and he has since made that request.

Request:
Consider resolution 2021- XXX approving an extension of recording the final plat for Fairway Greens South for 90 days.

Attachments:
- Resolution 2021-XXX

RESOLUTION 2021 - XXX

APPROVING THE EXTENSION OF RECORDING THE FINAL PLAT FOR FAIRWAY GREENS SOUTH

WHEREAS, the developer has an approved final plat known as Fairway Greens South consisting of 45 residential lots; and,

WHEREAS, a Development Agreement for Fairway Greens South has been drafted and will be discussed at Committee of the Whole on September 21, 2021; and,

WHEREAS, Subdivision Ordinance 536, Article 6, Subdivision 1 (I) requires all plats shall be recorded with the County Recorder's Office within ninety days after the date of approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the extension for 90 days to record the plat.

This Resolution hereby approved by the City Council of the City of Isanti this 7th day of September 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE OFFER TO KEITH LUSK FOR THE POSITION OF LIQUOR STORE MANAGER

WHEREAS, the City Council of the City of Isanti is required to approve all new hires as vacancies occur; and,

WHEREAS, the hiring panel determined that it was in the best interest of the City to promote within the organization to fill an open full-time, exempt, Liquor Store Manager position with full benefits package; and,

WHEREAS, Keith Lusk has been selected as the most qualified candidate for the Liquor Store Manager position; and,

WHEREAS, the Employment Agreement is attached in EXHIBIT A; and,

WHEREAS, the offer does not have pending contingencies as Keith Lusk is a current employee in good standing;

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

1. That Human Resources has offered the Liquor Manager position to Keith Lusk and who is eligible to start in that position on September 11, 2021.

2. That Keith Lusk shall start at Step 1 of the wage scale $68,128.32 annually, $32.7540 per hour.

3. That Keith Lusk will keep current leave banks and accrual and continue to accrue vacation, sick and compensatory time based on current personnel policy as an exempt status employee.

4. That Keith Lusk will be on probation per current personnel policy.

5. That Human Resources is directed to complete all/any required documentation for the completion of employment offer and place a copy of this resolution in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 7th day of September 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

EXHIBIT A

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into on September 11, 2021 by and between the City of Isanti, Minnesota, a municipal corporation, herein called EMPLOYER, and Keith Lusk, herein called EMPLOYEE. This Agreement shall become effective on the EMPLOYEE'S first day of employment of September 11, 2021.

EMPLOYER desires to employ the services of Keith Lusk as Liquor Store Manager for the City of Isanti as provided by applicable Minnesota law and applicable ordinances of the City of Isanti, Minnesota.

It is the desire of the EMPLOYER to employ the EMPLOYEE and it is the EMPLOYEE's desire to accept employment from the EMPLOYER on the terms and conditions as set forth herein.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE EMPLOYER AND EMPLOYEE AGREE AS FOLLOWS:

1. Duties. As authorized pursuant to the provisions of Minnesota Statutes Section §412.111, the EMPLOYER hereby agrees to employ EMPLOYEE as Liquor Store Manager of the City of Isanti to perform the functions and duties as specified in the job description for the position of Liquor Store Manager of the City of Isanti, as approved by the City Council, and as the same may be amended from time to time.

2. Term. The EMPLOYEE's employment shall be for an indefinite term at the will of the EMPLOYER. The terms of this contract shall be applicable from September 11, 2021 and until termination of the employment relationship, or until amended by subsequent agreement approved by action of the City Council of the City of Isanti and signed by both EMPLOYER and EMPLOYEE.

3. Employment at Will. The EMPLOYEE is employed at the will of the EMPLOYER, and therefore may be terminated at any time with or without cause upon, except as hereinafter provided, not less than 30 days' written notice from EMPLOYER to EMPLOYEE. EMPLOYER may however, in EMPLOYER's sole discretion, terminate the EMPLOYEE without any prior notice for misconduct, defined as follows:

A. Conduct by the EMPLOYEE resulting in criminal charges against the EMPLOYEE (except for petty misdemeanor traffic violations); or

B. EMPLOYEE's refusal to obey a lawful directive of EMPLOYER; or

C. Acts by the EMPLOYEE intended to cause injury to the EMPLOYER.

The EMPLOYEES probationary period shall be six (6) months, unless extended for a specified period not to exceed six (6) additional months. Notwithstanding the provision for thirty (30) day notice prior to termination, the EMPLOYER shall have the right to terminate employment with the EMPLOYEE with or without cause at any time during the EMPLOYEES probationary period without the requirement that said thirty (30) days' notice be given.

4. Salary. EMPLOYER agrees to pay EMPLOYEE for services rendered pursuant to this contract wages calculated on an annual base salary of step 1 in the amount of $68,128.32 payable in installments at the same time as other payroll employees of the EMPLOYER are paid. Subsequent annual step salary increases, as applicable, shall be contingent upon on a satisfactory annual performance review and current personnel policy. Cost of living salary adjustments, if any, shall be subject to approval by the City Council.

5. Vacation, Sick Leave and Insurance Benefits. The EMPLOYEE shall be entitled to carry over current banked hours of vacation and sick. The EMPLOYEE shall earn vacation at an accrual rate equivalent to 96 hours per year (two-fifth year rate). Sick leave, insurance and other employee benefits shall be provided as prescribed by the EMPLOYER's current personnel policy.

6. Performance Appraisal. The City Administrator, shall review and evaluate the performance of EMPLOYEE at least once annually per current personnel policy, preferably prior to yearly EMPLOYEE'S anniversary of each year. Following completion of each such performance appraisal the EMPLOYEE shall be given a summary thereof.

7. Retirement Benefits. The EMPLOYEE shall be entitled to participate in the accrual of retirement benefit contributions as prescribed for public employees under PERA, and/or under any other retirement program, if any, which may now or hereafter be available pursuant to and consistent with any applicable state or federal laws and EMPLOYER's personnel policy.

8. Personnel Policy. Except where specifically abridged or modified by this Agreement, the EMPLOYEE shall be subject to all terms and provisions of the EMPLOYER's personnel policies as set forth in the EMPLOYER's personnel policy manual. If any provision of this manual conflicts with a provision in this contract, then the contractual provision shall prevail.

9. Professional Development. The EMPLOYER agrees, subject to annual budget approval and subject to preauthorization of the City Administrator and/or City Council, to pay all necessary and reasonable expenses of EMPLOYEE for short courses, institutes and seminars that are, in the opinion of both EMPLOYER and EMPLOYEE necessary for professional development of EMPLOYEE.

10. Professional Membership. During the term of employment, EMPLOYER will pay EMPLOYEE's annual regular membership dues for EMPLOYEE's ongoing membership in the Minnesota Municipal Beverage Association as the same become due and payable.

11. Severability. Should any provision of this agreement be held unlawful by a Court of competent jurisdiction; all other provisions of this agreement shall remain in force for the duration of the agreement.

12. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

EMPLOYER	EMPLOYEE
City of Isanti 110 First Ave. NW P.O. Box 428 Isanti, MN 55040	Keith Lusk [redacted]

Alternatively, notices required pursuant to this agreement may be personally served as prescribed by the Minnesota Rules of Civil Procedure. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States mail.

13. Council Approval. This Employment Agreement is subject to approval by the City Council of the City of Isanti, Minnesota.

IN WITNESS WHEREOF, the EMPLOYER has caused this agreement to be signed and executed on its behalf by the Mayor and City Administrator, and the EMPLOYEE has signed and executed this agreement as of the day and year first above written.

EMPLOYER

City of Isanti, Minnesota

By:_____
Mayor Jeff Johnson
Its Mayor

By:_____
Josi Wood
Its City Administrator

EMPLOYEE

_____
Keith Lusk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 7, 2021 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, Councilmember Gordon will be participating in the meeting from Uncle Bucks Coffee Shop inside Bass Pro Shops, 7970 Northfield Blvd Denver, CO 80238.

The public can view the City Council meeting in person or by visiting this website: https://us06web.zoom.us/j/88989055987?pwd=Y1lzY1JiWWtydG91bXhwMGNSUUZkZz09 or by calling into this number +1 312 626 6799 US with this meeting ID: 889 8905 5987 and passcode 296073.

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes
1. August 17, 2021- Regular Meeting of the City Council
2. August 17, 2021- Committee of the Whole Meeting
3. August 17, 2021- Budget Work Session
4. June 15, 2021- Planning Commission Meeting
5. July 27, 2021- Parks, Recreation and Culture Board Meeting

H. Announcements

1. Committee of the Whole	Tuesday, September 21, 2021 at 5:00 p.m.
2. City Council Meeting	Tuesday, September 21, 2021 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, September 21, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
Community Development Director Sheila Sellman
1. Resolution 2021-XXX Approving a Conditional Use Permit For a Microbrewery Located at 801 Hwy 65 NE
2. Resolution 2021-XXX Approval of a Site Plan for a Dental Clinic and Commercial Tenant building located at 401 Cherrywood St NE
3. Resolution 2021-XXX Approving the Preliminary and Final Plat For Isanti Liquor Store

4. Resolution 2021-XXX Approval to List Lot 2, Block 1, Isanti Liquor Store For Sale
5. Resolution 2021-XXX Approving Letter of Credit Adjustments for Legacy Pines 1st, 2nd and 3rd Addition

City Administrator Josi Wood

6. Interview Applicant for Vacant Parks, Recreation and Culture Board Seat
7. Resolution 2021-XXX Approving the Brewer Off-Sale and Tap Room On-Sale Sunday License Application for Thunder Brothers Microbrewery at 801 Hwy 65 NE

Parks, Recreation and Events Coordinator Alyssa Olson

8. Resolution 2021-XXX Approving Termination of VFW Park Lease Agreement

Finance Director Mike Betker

9. Resolution 2021-XXX Setting the 2022 Final Budget and Levy Meeting
10. Resolution 2021-XXX Approving 2022 Preliminary Budget for the City of Isanti
11. Resolution 2021-XXX Adopting the Proposed 2021 Tax Levy Collectible in 2022 for the City of Isanti

L. Approve Consent Agenda

1. Payroll in the Amount of $260,599.75 Accounts Payable in the Amount of $975,590.58
2. Resolution 2021-XXX Accepting Full-Time Liquor Store Manager Letter of Resignation for Kevin Morelli
3. Resolution 2021-XXX Approving a City Policy for Governmental Advertising at Isanti City Hall
4. Resolution 2021-XXX Accepting Ameta Payment Solutions Proposal for Credit Card Processing Services

M. Other Communications

1. Draft Minutes for the August 24, 2021 Parks, Recreation and Culture Board Meeting

N. Closed Session

1. Closed Session for Discussions of Appraisal of Real Property PID 16.053.0070, 400 W Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)
2. Closed Session for Discussions to Purchase Real Property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, AUGUST 17, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Sheila Sellman, Public Services Director Matt Sylvester, City Engineer Jason Cook, Finance Director Mike Betker, Assistant Finance Director Pam Dahlheimer, Community Development Specialist Ryan Saltis, Chief of Police Travis Muyres, Police Officer Jordan Lund, Police Officer Michael Glavan, School Resource Officer Christopher Morgan, Police Officer Tyler Lawson, Police Officer Adam Rackow, Police Secretary Penny Anderson and Police Lieutenant John McCarty

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, seconded by Collison to adopt the agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
1. International Overdose Awareness Day Proclamation
Mayor Johnson read the Proclamation.

2. Swearing in of New Police Officers
Chief of Police Travis Muyres administered the Oath of Office to the new police officers Jordan Lund, Michael Glavan, Christopher Morgan and Tyler Lawson followed by a picture.

G. Approve City Council Minutes
1. August 4, 2021- Regular Meeting of the City Council
2. June 1, 2021 Economic Development Authority Meeting Minutes
Motion by Lundeen, seconded by Collison to approve minutes as presented. Motion passed 5-0. Motion carried

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, August 24, 2021 at 6:00 p.m.
2. **CITY OFFICES CLOSED**	Monday, September 6, 2021 *(In Observance of Labor Day)*
3. City Council Meeting	Tuesday, September 7, 2021 at 7:00 p.m.
4. Economic Development Authority Meeting	Tuesday, September 7, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

L. Approve Consent Agenda

1. Consider Payroll in the Amount of $126,913.19 Accounts Payable in the Amount of $286,619.58
2. Third Amendment to the Development Subsidy Agreement for BP Metals
3. First Amendment to the Development Subsidy Agreement for LTL LED LLC
4. **Resolution 2021-179** Approving the Hire of Part-Time Liquor Store Clerk II Carrie Prather
5. **Resolution 2021-180** Approving the Hire of Part-Time Liquor Store Clerk II Jackson Steffens
6. **Resolution 2021-181** Accepting Proposal for Audit Services
7. **Resolution 2021-182** Accepting the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act

Motion by Lundeen, seconded by Bergley to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

M. Other Communications

1. July Police Department Reports
2. July Code Enforcement Officer Report
3. July Building Inspector Report
4. August Engineering Project Status Report

N. Closed Session

1. ~~Closed Session for Discussions of Appraisal of Real Property PID 16.053.0070, 400 W Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)~~

Motion to remove N.1. from the agenda by Bergley, seconded by Lundeen. Motion passed 5-0. Motion carried.

2. Closed Session for Discussions to Purchase Real Property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)

Mayor Johnson stated that the Council would be going into closed session for discussions to purchase real property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN pursuant to Minnesota Statutes Section 13D.05 Subd3 (c).

The meeting closed at 7:27 p.m.

Upon reopening of the meeting at 8:06 p.m., a motion was made by Lundeen to make offer for the amount discussed in closed session, seconded by Collison. The motion passed 3-2 with Bergley and Gordon voting nay. Motion carried.

3. Closed Session for Discussions to Sell Real Property PID 16.047.0120, 102 Dahlin Ave NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)

Mayor Johnson stated the Council would be going into closed session for discussion to sell real property PID 16.047.0120, 102 Dahlin Ave NE Isanti, MN pursuant to Minnesota Statues Section 13D.05 Subd3 (c).

The meeting was closed at 8:08 p.m.

Upon reopening of the meeting at 8:15 p.m., a motion was made by Lundeen to sell property PID 16.047.0120 as discussed in closed session, seconded by Collison. Motion passed 5-0. Motion carried.

Adjournment
A motion was made by Lundeen, seconded by Collison to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 8:16 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, AUGUST 17, 2021 – 5:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Assistant Finance Director Pam Dahlheimer, Liquor Store Manager Kevin Morelli, Community Development Director Sheila Sellman, City Engineer Jason Cook, Public Services Director Matt Sylvester and Chief of Police Travis Muyres

Others Present: Leroy Johnson and Elaine Fischer

D. Public Comment
None

E. Committee Meeting Items

1. Liquor Updates

- Liquor Store Manager Kevin Morelli introduced himself and shared with Committee his 28 years of experience in the liquor industry.
- Sales for May, June and July 2021 versus same time period in 2020 are -$38,699.88.
- Sales for the year through July are -$8,928.78 compared to the same time period in 2020.
- Daily sales have increased lately due to a neighboring Municipal Liquor store going through a remodeling project.
- Slower moving product (mostly wine) is being run down in preparation for moving to the new store.
- Gravity shelving is being prepared for dismantling inside the reach-in cooler by moving some product to the beer cave.

2. Permit Penalty Discussion *(Councilmember Gordon)*

- Councilmember Gordon requested staff provide information on penalties for not properly applying for permits.
- A few of the recent issues of working without permits have been caught after the work was complete or started and have required variances.

- Staff shared it is a challenge to make findings for practical difficulties for the majority of variances and even harder on something that is already built without any approvals.
- State statute 462.357. Sub 2 regulates variances "Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties" as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property and not created by the landowner; and the variance if not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems."
- The intent of the code is to charge an "investigative fee" that is proportionate to the level of resources that staff would use to determine and solve the violation(s) that occurred.
- According to the fee schedule the investigation fee is 100% of permit fee, which is essentially a double fee.
- There was further discussion however Committee had no recommendation as to proceed further with any changes to current process.
-

3. Councilmember Request *(Councilmember Bergley)*

- Councilmember Bergley shared a resolution from a nearby City in regards to recognizing a mask mandate if one were to be put into place.
- Recommendation from Committee is for City Attorney Joe Langel to attend September 21st Committee of the Whole meeting for further information.

4. Garden Park Resident Request

- Leroy Johnson, 510 Main ST W and Elaine Fischer, 507 Main ST W expressed interest in entering into a 20-year lease program with the City for $1 per year to rent a portion of Mattson park that was adjacent to their property for a flower garden area.
- The garden would include a storage shed for gardening equipment.
- There would be an easement from Mattson Park to access the garden.
- The public would be allowed to view and walk through the garden area.
- Staff shared some difficulties in leasing a portion of a park to a resident that would need to be explored further.
- Recommendation from Committee is for staff to look into how the land was obtained and possible options in regards to a garden at the location.

5. Main Street Curbing

- The original plan with the Main Street reconstruction project is to leave the curbing that was installed approximately 12 years ago between Rosewood and Whiskey Road.
- The edge of the walkway is in poor shape and ground up mostly from plows.

- Committee discussed if the curbing shall be replaced now since the rest of the street is already being redone.
- Consensus from Committee is to replace the curbing.

6. Main Street Project Update
- Bolten & Menk sent letters and door knocked each house to advise residents that they will not be able to drive up their driveways until next week.

7. Holiday Lights Update
- Holiday light options will be brought forward at the next Committee of the Whole meeting.

F. Adjournment

Meeting was adjourned at 6:39 p.m.

Respectfully Submitted.

Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, AUGUST 17, 2021
(Immediately following the 7:00 p.m. City Council Meeting)
CITY HALL

Mayor Johnson called the meeting to order at 8:20 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, seconded by Collison to adopt the agenda as presented. Motion passed 5-0. Motion carried.

F. Work Session Items

1. 2022 Budget Schedule

The July 20, 2021 Work Session included:

- Tax/Levy History and Projections
- Operating Budgets:
  - General Fund (101)
  - Economic Development Authority (108)
  - Water Fund (601)
  - Sewer Fund (602)
  - Stormwater Fund (603)
  - Liquor Fund (609)
  - Debt Service Funds (929-932)

The August 17, 2021 Work Session includes:

- Capital Budgets
  - General & EDA Funds (920)
  - Street Construction Fund (425)
  - Pavement Management Fund (440)
  - Water Fund (601)
  - Sewer Fund (602)
  - Stormwater Fund (603)
  - Liquor Fund (609)
  - Technology Fund (614)
- Operating Budget Updates (if any)

The September 7, 2021 Preliminary Budget and Levy Meeting includes:

- Set 2022 Budget and Levy Presentation
- Public Comment
- Adopt 2022 Final General Fund and EDA Budgets
- Adopt Debt Levy Variance (If needed)
- Adopt 2022 Final Levy
- Adopt 2022 Final Enterprise Fund Budgets
- Approve Cost of Living Adjustment for Non-Union Employees

The December 7, 2021 Final Budget and Levy Meeting includes:

- Final 2022 Budget and Levy Presentation
- Public Comment
- Adopt 2022 Final General Fund and EDA Budgets
- Adopt Debt Levy Variance (If Needed)
- Adopt 2022 Final Levy
- Adopt 2022 Final Enterprise Fund Budgets
- Approve Cost of Living Adjustment for Non-Union Employees

2. **General Fund Capital Budget (920)**
    - Additions to Capital Improvement Plan Include:
        - Voting Equipment (2022)
        - City Hall Vehicle (2022)
        - Building Official Vehicle (2027)
        - Additional Cubicles (2022)
        - Squad Vehicle Tahoe (2030)
        - Non-Lethal De-Escalation Tools (2036)
        - Skid Steer Tracks (2022)
        - Smart TV (2022)
        - Rum River Meadows Concrete Edging (2022)
        - Kubota Mower (2030)
        - Archery Range (2022)

    - Updates to Capital Improvement Plan Includes:
        - City Hall A/C Units- Price and Quantity
        - ICC Roof- Revised Year from 2043 to 2033
        - Riverside Park Playground Equipment- Rehab to Extend Life (2025)

3. **Street Construction Fund Capital Budget (425)**
    - Fund 425 (Street Rehab Brookview S. 1-4 Addition Project) will be paid without State assistance and no debt will be issued.

4. **Pavement Management Fund Capital Budget (440)**
    - Fund 440 (2022 Pavement Management Project) is paid for through Utility Franchise Fees.

5. **Water Fund Capital Budget (601)**

Department	Expense	2022
Water	Fixed Network Meter Infrastructure	$ 47,740
Water	Fixed Network Meter Radios	$ 242,730
	TOTAL	**$ 290,470**

-
- Above projects will be funded, at least in part, using American Rescue Plan Act (ARPA) funds.

6. **Sewer Fund Capital Budget (602)**

Sewer	Main Lift Station Pump No. 1	$	27,336
Sewer	Main Lift Station Pump No. 2	$	27,336
Sewer	Main Lift Station Genset	$	77,250
Sewer	Force Main/ 8th Ave Air Release Valves (Qty 4)	$	5,150
Sewer	Force Main/ 8th Ave Air Release Valves (Qty 6)	$	7,725
Sewer	Force Main/ Main Lift Air Release Valves (Qty 4)	$	5,150
Sewer	Force Main/ Subway Lift Air Release Valves (Qty 6)	$	7,725
Sewer	BMX Lift Station Air Release Valves (Qty 2)	$	2,575
Sewer	Rum River LS Pump 1	$	13,040
Sewer	Rum River LS Pump 2	$	13,040
Sewer	Arabian LS Pump 1	$	13,040
Sewer	Arabian LS Pump 2	$	13,040
Sewer	East Dual LS Pump 1	$	13,040
Sewer	East Dual LS Pump 2	$	13,040
Sewer	BMX LS Pump 1	$	7,787
Sewer	BMX LS Pump 2	$	7,787
Sewer	Carlson LS Pump 1	$	7,787
Sewer	Carlson LS Pump 2	$	7,787
Sewer	Unity LS Pump 1	$	7,983
Sewer	Unity LS Pump 2	$	7,983
Sewer	Deer Haven LS Pump 1	$	7,983
Sewer	Deer Haven LS Pump 2	$	7,983
Sewer	8th Ave LS Pump 1	$	11,433
Sewer	8th Ave LS Pump 2	$	11,433
Sewer	Subway LS Pump 1	$	7,869
Sewer	Subway LS Pump 2	$	7,869
Sewer	Transfer Pump (Used)	$	21,218
	TOTAL	**$**	**361,386**

-
- Above projects will be funded, at least in part, using American Rescue Plan Act (ARPA) funds.

7. **Stormwater Fund Capital Budget (603)**

Department	Expense	2022
Stormwater	1990 Vicon Brush Cutter	$ 10,927
Stormwater	2005 JD MX6 Brush Cutter	$ 10,927
Stormwater	Infrastructure Maintenance	$ 10,609
	TOTAL	$ 32,464

-

8. **Liquor Fund Capital Budget (609)**
    - An updated Capital Improvement Plan will be created and presented upon completion of the new Liquor Store.

9. **Technology Fund Capital Budget (614)**

Department	Expense	2022
ALL	Misc. Software Programs	$ 4,120
ALL	Computer Displays/Misc. Components	$ 1,093
ALL	Desktop Printers	$ 546
ADMIN	CITY HALL LAPTOP	$ 1,803
EDA	CITY HALL LAPTOP	$ 1,803
POLICE	CHIEF - HOME LAPTOP	$ 1,803
POLICE	LT. - HOME LAPTOP	$ 1,803
POLICE	POLICE STATION LAPTOP	$ 1,803
ADMIN	CITY HALL LAPTOP	$ 1,803
ADMIN	CITY HALL SFF	$ 1,803
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL SURFACE	$ 1,803
PLANNING	CITY HALL TOWER	$ 1,803
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER	$ 12,621
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL FIREWALL	$ 2,185
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES	$ 1,061
	TOTAL	**$ 37,853**

    - Computing and Network Devices are scheduled for replacement every 5 years.

Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 8:27 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, June 15, 2021

Immediately following the 7:00 P.M City Council Meeting;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 7:26 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Dan Collison, Arissya Simon.
     Members Absent: Alexander Collins
     Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis
   - D. Agenda Modifications: None
   - E. Adopt the Agenda
     Motion to adopt the agenda by Lundeen, second by Collison motion passes 6-0.

2. **Meeting Minutes**
   - A. Approval of Minutes from the May 18, 2021 Planning Commission Meeting motion by Lundeen, second by Simon motion passes 6-0.

3. **Public Hearing**

   A. An amendment to City Ordinance 445, Section 13, Article 2, Subd. 21, said request is to allow small wind energy conversion systems in residential zoning districts. Sellman explained the ordinance amendment request to allow for small wind energy conversion systems in the R-1A, R-1, R-2, R-3A, and R-3B zoning districts. Currently wind energy conversion systems are allowed only in the B-2, I-1, T1-B, and T1-I Districts as a Conditional Use. Staff requested that these small wind energy conversion systems be allowed as an accessory use in residential zoning districts without a conditional use permit. There was no one from the public present at the public hearing to speak on the topic. Motion for approval of the ordinance amendment by Lundeen, second by Bergley, motion passed 6-0.

   B. Request by Image Contracting, LLC for approval of Site Plans under City Ordinance 445 Section 18, said request is for a BP Metals manufacturing and office building located at 825 East Dual Blvd NE. Saltis presented the Site Plans for a proposed BP Metals Manufacturing Building in the Isanti Industrial Park. The applicants representing BP Metals and Image Contracting were present at the meeting and available for questions from the Planning Commission members. The Planning Commission asked if BP Metals was planning to keep their Blaine location in addition to this proposed Isanti location. Blake Pendzimas from BP Metals explained that they are looking to keep their Blaine location for the time being, with potential to

expand the Isanti location in the future. The Planning Commission also asked about the number of employees that would be working at the facility in which the applicant explained that there would be 3 shifts of 15 or more employees per shift and the facility will be open 24 hours per day. There was no one from the public present at the public hearing to speak on this item. Motion to approve the site plans with conditions listed in the staff report and City Engineer's Memo dated 6-2-2021 by Lundeen, 2nd by Simon, motion passes 6-0.

5. **Other Business:** None

6. **Discussion Items:**

   A. **Zoning Code Update** Community Development Director Sellman explained to the Planning Commission that staff will be working on updating the City's Zoning Ordinances in a full review. Changes made to the Zoning Ordinances will be brought to a future Planning Commission meeting for approval.

7. **Adjournment:** Motion by Lundeen, 2nd by Bergley to adjourn, motion passed 6-0 meeting adjourned at 7:42 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
July 27,2021

Call to Order: James Witte called the meeting to order at 6:02 p.m.

Roll Call: Members Present: James Witte, Zachary Gahm, Dan HinnenKamp and Council Member Jimmy Gordon
Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator, Maizy Burk, Parks, Recreation & Culture Intern

Agenda/Modifications: None

2. Oath of Office: New member Dan HinnenKamp pronounced the Oath of Office and was officially welcomed to the Board.

3. Meeting Minutes: Motion by HinnenKamp; second by Gordon to approve meeting Minutes from June 22, 2021. Motion passed 4-0.

4. Neighborhood Park Survey: Olson shared results from the neighborhood park surveys. 30% of nearby residents returned surveys with feedback. Residents near Isanti Hills have younger children that use the park weekly to monthly. Main playground features used are the slide, swingset and jungle gym, as well as park benches and shelter. The bouncing characters and dirt diggers are least often used. Respondents identified adding sports equipment, recreational elements and fitness equipment or Early Childhood Learning features as enhancements that would increase park use. Respondents identified rowdy teenagers, playground features that aren't appropriate for toddlers, outdated equipment and accessibility issues as deterrents to park use.
Residents near Rum River Meadows Park have children under 3 or over 11, missing core ages in elementary school. Most respondents use the park either daily or weekly. Swingset and slide are the most used features, along with park benches and open recreational space. Volleyball net does get some use, but minimal. Most respondents identified adding sports equipment, recreational elements and natural elements to the park would increase use. Rowdy teenagers, absence of shade and absence of activities for both young kids and teenagers/adults as deterrents to park use. This neighborhood also noted that they gather often and could benefit from a communal space at the park.
Gahm asked about costs and logistics of adding shade structures and of requesting more patrolling from Isanti PD of these parks at night. Olson will look into options and connect with Chief Muyres on safety recommendations.

5. Department Updates: Olson shared updates from July events, which have been well-attended.
Medallion was found after 1 day at Legacy Park. The boys that won took home $430 in prizes. Will work to create harder clues and a more difficult hiding space next year.
Fireworks had about 1000 people in attendance. Gap in time after the parade likely deterred audience from sticking around.
Splish Splash Summer Bash went well. Kids enjoyed the pop bottle rockets, face painting, Kids Dance and the inflatables. ICF presentation was unnecessary and will be eliminated in future years, just keeping DJ entertainment on stage. Food vendors were limited due to a last-minute vendor drop out. Olson will work to incorporate more vendors in the future. Attendance was similar to last year, with possible slight increase, but they stayed onsite longer with more activities. Gahm asked about adding more activities next year and Olson noted she has requested budget for this event in 2022. If approved, that will help to add more inflatables, face painters and activities to the event. Olson will also look for a face painter that focuses on smaller designs that take less time to complete and can get more kids through.
Street Dance had lighter attendance, but still around 2,000 attendees. Food vendors seemed light because there was more room, but had same 8 vendors as the first month. August and September will have 11-12 vendors onsite, which should help with lines and options for guests. Gahm asked how the vendors do and Olson noted most sold out of product in June and many sold out of individual items in July.
Passport to Parks is currently running with first 50 winners getting a prize. All correct answers will be added to the grand prize, which will be drawn at the August Street Dance. The prize is a Family Fun Pack that includes passes from area attractions.

Farmers' Market is still going well with 18-21 vendors each week. Due to this season's weather issues, only one vendor has been able to provide a variety of produce, but the other products onsite have provided shoppers with unique items to try. Traffic has picked up and is reasonably consistent week after week. Gahm asked if the vendors are now satisfied with the attendance. Olson noted that the complaints have stopped, so if there are issues, they are not being relayed to staff. Weather continues to play a role in attendance so hopefully attendance will pick up as we get towards the Fall.
Performance Center is moving forward and just waiting on shipping date. The field lights will be installed in the next couple weeks.
Olson shared that the Archery Range has been requested to move forward to Council. The Council decided on the Dog Park location and Olson will be gathering more concrete costs and logistics for installing the range in the Spring so that budget will be used in 2022.
In the July COW meeting, Council member Lundeen requested Olson research options to add a carnival to City events in 2022. The thought was to add the carnival to one of the Street Dances, presumably the Fall date as an endcap. Gahm asked where that would be and Olson noted that a location would depend on if the Street Dances remain on Main Street or if they move to Bluebird Park. Olson will be looking into those logistics and costs, with the help of HinnenKamp, who has ample experience in the area. Gordon and Witte mentioned not wanting the Street Dances to move to Bluebird. Gahm mentioned the Street Dances being geared towards adults and a carnival being for kids. Olson noted that the Street Dances have a rather large youth attendance and that moving these events could reduce the amount of damage caused during the events. It is also easier to contain bad activities in an open space where there aren't alleyways to hide in. HinnenKamp mentioned the carnival being its own event and that it wouldn't compete with any other area events. HinnenKamp also noted that a carnival would want to run for longer than one day to be beneficial. Olson requested insight about the importance of having the Street Dances in the street and if the community cares where it takes place. She also noted the businesses don't get engaged, which was the initial intention. Witte noted it may be posing a greater risk to these businesses if the dances are causing damage to their properties. Gordon noted the atmosphere of being in the street is appealing and didn't know if another street would be an option. Gahm mentioned we may need to give it a try and see how it goes in the park, to use the performance center. Olson noted maybe slowly migrating in order to test the appeal.
The Council also requested that Olson develop a plan for the holiday lights event. Olson has pulled together a proposal for that event that will be shared at the August COW meeting.

Adjournment: Motion by Gahm, second by HinnenKamp to adjourn the July 27, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:36 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: September 7, 2021
Subject: Resolution 2021-XXX approval of the Conditional Use Permit for a Microbrewery at 801 Hwy 65 NE

Overview/Background:
A Conditional Use Permit application was submitted for a Microbrewery at 801 Hwy 65 NE for Thunder Brothers Brewery. This item was discussed at the August 17, 2021 Planning Commission Meeting. Representatives for Thunder Brothers Brewery attended the meeting and were available for questions from the Planning Commission. The Planning Commission asked if Thunder Brothers was planning to move their entire brewing operations over to the new location or keep both locations. The applicants said that they are looking to bring all equipment and operations to the new location. The applicant said that they were looking to move into the leased building to gain square footage and provide visibility from Highway 65. It was explained that the microbrewery would have to apply for all building permits applicable to the change of use for the building, and was made a condition of approval for the CUP. The Planning Commission made a motion to approve the Conditional Use Permit for a Microbrewery with conditions listed in the August 17, 2021 staff report, the motion passed 7-0.

Request:
Approval of a Conditional Use Permit for a Microbrewery located at 801 Hwy 65 NE for Thunder Brothers Brewery.

Attachments:

- Resolution
- Findings of fact
- CUP
- Planning Commission Memo dated 8/17/2021

RESOLUTION 2021-XXX

APPROVING A CONDITIONAL USE PERMIT FOR A MICROBREWERY LOCATED AT 801 HWY 65 NE

WHEREAS, Thunder Brothers Brewery (applicant) has requested approval for a Conditional Use Permit for a Microbrewery at 801 Hwy 65 NE in the City of Isanti (PID 16.029.0500); and,

WHEREAS, Notice of the Conditional Use Permit application was published with the *County Star* on July 30, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address; and,

WHEREAS, the property is located in the "B-2" General Business District and is subject to the additional requirements of the "H65" Highway 65 Corridor Overlay District, in both of the Zoning Districts a *Microbrewery* is a conditional use; and,

WHEREAS, 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; and

WHEREAS, the proposed use for a Microbrewery meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Conditional Use Permit for a Microbrewery on August 17, 2021.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit for a Microbrewery at 801 Hwy 65 NE;

BE IT FURTHER RESOLVED that the requested Conditional Use Permit be hereby APPROVED subject to the following conditions:

1. Applicant shall apply for all building permits associated with the new use of the building.
2. The Conditional Use Permit shall be recorded by the applicant and proof of recording submitted to the City.

This Resolution is hereby approved by the Isanti City Council this 7th day of September 2021

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit for Microbrewery – 801 Highway 65 NE

Prepared by Community Development Specialist Ryan Saltis

Request

Request by Thunder Brothers Brewery for a Conditional Use Permit for a Microbrewery located at 801 Highway 65 PID 16.020.1100.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for the property located at 801 Highway 65.
2. The property is zoned "B-2" General Business District with Highway 65 Overlay.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on August 17, 2021 at 7:00 p.m. at City Hall within the City Council Chambers.
4. Notice of the Conditional Use Permit application was published with the *County Star* on July 30, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. 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 property is guided commercial and is in line with the Comp Plan.

   B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
   The overlay district allows for microbreweries and the requirements are met as proposed.

   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 microbrewery will not be detrimental or endanger the public.

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 microbrewery is a new use in an existing building in the B-2 General Business District, it is not anticipated to diminish or impair nearby property values.

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
The conditional use will not impede on the normal and orderly development and improvement of surrounding properties.

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
The proposed microbrewery will be located in an existing building that has already been planned for public services and will not require additional public facilities.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The use meets this requirement.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
The use meets this requirement.

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.
The site is served by Highway 65 which 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 site design and parking areas will not change and has been 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.
NA

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 only surrounded by commercial and industrial uses and not surrounded by a residential area.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
The site is already developed. 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.
The site is already developed, no additional lighting is proposed.

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.

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 requirement is met as proposed.

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 Conditional Use Permit approved by the City Council.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on August 17, 2021. Planning Commission Recommendation: Motion by Lundeen seconded by Gordon to recommend approval of the Conditional Use Permit for a Microbrewery at 801 Hwy 65 NE. Motion passed 7-0.

The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

In the matter of "Thunder Brothers Brewery", 801 Highway 65 NE, Isanti Minnesota

Request: A Conditional Use Permit for a Microbrewery in the B-2 and Highway 65 Overly Zoning District.

CONDITIONAL USE PERMIT

The above referenced application for a Conditional Use Permit was heard before the City of Isanti Planning Commission on August 17, 2021 and the Isanti City Council on September 7, 2021 pursuant the Isanti Zoning Ordinance, for the following described property:

LEGAL and ADDRESS: 801 Highway 65 NE

IT IS HEREBY approved that a Conditional Use Permit be granted at the above-described property subject to the following conditions:

1. Applicant shall apply for all building permits associated with the new use of the building.
2. The Conditional Use Permit shall be recorded by the applicant and proof of recording submitted to the City.

_____ Date:_____
Mayor Jeff Johnson

Attest:

_____
City Clerk

This instrument was drafted by
The City of Isanti
110 1st Ave NW
Isanti MN 55040

A Community For Generations.
Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: August 17, 2021

SUBJECT: Request by Thunder Brothers Brewery for a Conditional Use Permit under City Ordinance 445, Section 11, Article 5, Subd 4. said request is for a Microbrewery at 801 Highway 65 PID 16.020.1100

Request
Request by Thunder Brothers Brewery for a Conditional Use Permit for a Microbrewery at 801 Highway 65.

Overview/Background
Thunder Brothers Brewery would like to move their brewing operations from the current site on Enterprise Ave to a new location at 801 Highway 65 NE. The subject site is zoned B-2 General Business with the Highway 65 Overlay. In the Highway 65 Overlay district a microbrewery requires a Conditional Use Permit (CUP). The existing building is owned by the CBD Joint and the microbrewery would be a leased space of this building. A microbrewery would be considered a change of use for the building and would need to apply for any permits associated with this new use.

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.
   The property is guided commercial and is in line with the Comp Plan.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
   The overlay district allows for Microbreweries as a Conditional Use and the requirements are met as proposed.

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 Microbrewery will not be detrimental or endanger the public.

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 microbrewery is a new use in an existing building in the B-2 General Business District, it is not anticipated to diminish or impair nearby property values.

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 microbrewery will be located in an existing building and will not impede on the normal and orderly development and improvement of surrounding property.

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
   The proposed microbrewery will be located in an existing building that has already been planned for public services and will not require additional public facilities.

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
   The use meets this requirement.

8. The conditional use complies with the general and specific performance standards as specified by within this Article.
   The use meets this requirement.

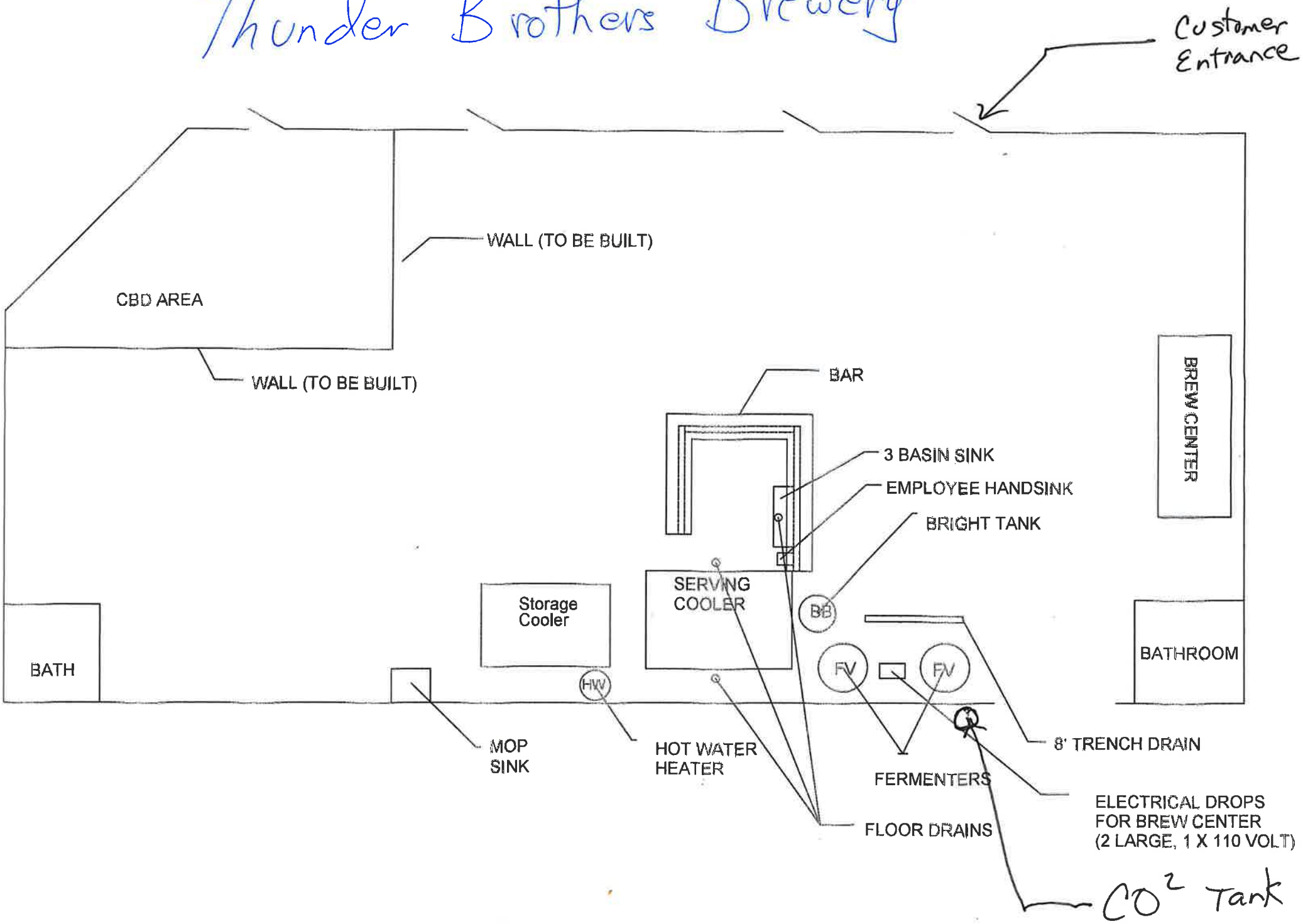
Staff Recommendation:
Staff recommends approval with the following conditions:

1. Applicant shall apply for all building permits associated with the new use of the building.
2. The Conditional Use Permit shall be recorded by the applicant and proof of recording submitted to the City.

Attachments

- Floor plan
- Findings of Fact

Thunder Brothers Brewery



A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: September 7, 2021
Subject: Resolution 2021-XXX approving the Site Plan Review for a Dental Clinic and Commercial Tenant Building at 401 Cherrywood St NE

Overview/Background:
Site Plans were submitted for a dental clinic and commercial tenant building for Isanti Dental. This item was discussed at the August 17, 2021 Planning Commission Meeting. Topics of discussion included moving the trash enclosure location, widening the drive aisle on the west side of the building from 18 to 20 feet, outdoor patio configuration, the drive-thru lane, one way circulation, and potential commercial tenants. It was explained that the drive-thru lane would need a separate Conditional Use Permit application submitted to approve the location, dimensions, and vehicle stacking requirements are met. Representatives for Isanti Dental attended the meeting and were available for questions from the Planning Commission. Mayor Johnson asked the representative if the conditions listed in the PC Staff Report and City Engineer's Memo could be met and if they are reasonable. The representative said that the conditions were reasonable and could be met. The Planning Commission made a motion to approve site plans with conditions listed in the August 17, 2021 staff report and City Engineer's Memo dated July 29, 2021, the motion passed 7-0.

Due to the conditions of approval requested for the site, the applicants have modified their plans to reflect these required changes. The updated plans show a new location for the curb cut, a reverse floor plan of the dental offices and commercial tenant space, a parking area on the east of the building, a new location of the trash enclosure and the drive-thru lane being removed. Vehicle circulation was simplified on the site without the use of the drive-thru lane and the drive aisles were widened to 24 feet to accommodate a fire truck. The new entrance location is proposed to be on the cul-de-sac bulb similar to the nearby businesses. This proposed location of the entrance will work for traffic circulation in the area, granted that there will be stop signs for all businesses on the cul-de-sac. Conditions of approval have been modified to reflect the updated plans:

1. Location of freestanding light poles and exterior building lighting shall be shown on site plans and approved by staff prior to applying for a building permit
2. The outdoor patio area shall be shown on site plans with configurations of tables and chairs if they will be used on site and follow all requirements listed in Section 13 Subdivision 14 of the City Zoning Ordinances
3. Trash enclosure architectural plans shall be submitted for staff approval prior to applying for a building permit

4. All signs shall require a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
5. Applicant shall apply for all permits associated with the building including but not limited to a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup
6. The applicant shall enter into a minor development agreement with the city
7. All conditions/comments listed in the City Engineer's memo shall be addressed

Request:

Approval of Site Plans with updated conditions for approval for a dental clinic and commercial tenant building located at 401 Cherrywood St NE for Isanti Dental.

Attachments:

- Resolution
- Findings of Fact
- Updated Plans

RESOLUTION 2021-XXX

APPROVING THE SITE PLANS FOR A DENTAL CLINIC AND COMMERCIAL TENANT BUILDING LOCATED AT 401 CHERRYWOOD ST NE

WHEREAS, BA Development, LLC (applicant) has requested approval for site plans of a dental clinic and commercial tenant Building at 401 Cherrywood St NE in the City of Isanti (PID 16.126.0020); and,

WHEREAS, the property is located in the "B-2" General Business District in which a *Dental Clinic* is a permitted use; 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 proposed use for the Dental Clinic meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of Site Plans for a Dental Clinic and Commercial Tenant Building on August 17, 2021;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Findings of Fact and Conclusion related to the requested Site Plans for a Dental Clinic and Commercial Tenant Building;

BE IT FURTHER RESOLVED that the requested Site Plans be hereby APPROVED subject to the following conditions:

1. Location of freestanding light poles and exterior building lighting shall be shown on site plans and approved by staff prior to applying for a building permit
2. The outdoor patio area shall be shown on site plans with configurations of tables and chairs if they will be used on site and follow all requirements listed in Section 13 Subdivision 14 of the City Zoning Ordinances
3. Trash enclosure architectural plans shall be submitted for staff approval prior to applying for a building permit
4. All signs shall require a sign permit when applicable to determine dimensions and locations and shall follow Section 16 of the City's Zoning Ordinances
5. Applicant shall apply for all permits associated with the building including but not limited to a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup
6. The applicant shall enter into a minor development agreement with the city
7. All conditions/comments listed in the City Engineer's memo shall be addressed

This Resolution is hereby approved by the Isanti City Council this 7th day of September 2021

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION
ISANTI DENTAL SITE PLAN

Request

Request by Isanti Dental for Site Plan Approval for a proposed dental clinic and commercial tenant building located at 401 Cherrywood St NE.

Findings of Fact

1. The applicant is requesting approval of Site Plans for a dental clinic and commercial tenant building located at 401 Cherrywood St NE.
2. The Property is zoned B-2, General Business District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on August 17, 2021 at 7:00 p.m. at City Hall within the City Council Chambers.
4. Notice of the Site Plan application was published with the *County Star* on July 30, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 18 of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Site Plan request.

Conclusions

1. In review of the standards established in Section 18, Subdivision 7; the following conclusions have been made (*conclusions to each requirement are shown in italics):*

   A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.
   The dental clinic and commercial tenant building will provide employment opportunities in Isanti. Health Care Clinic is a permitted use in the General Business District and is guided General Business in the Comprehensive Plan.

   B. Consistency with City Codes.
   The proposed development meets all current 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.

There are no existing trees on site that will need to be removed for the development of the dental office and commercial tenant building. The landscaping plan proposes 6 new trees in addition to four existing trees along the site's eastern property lines.

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

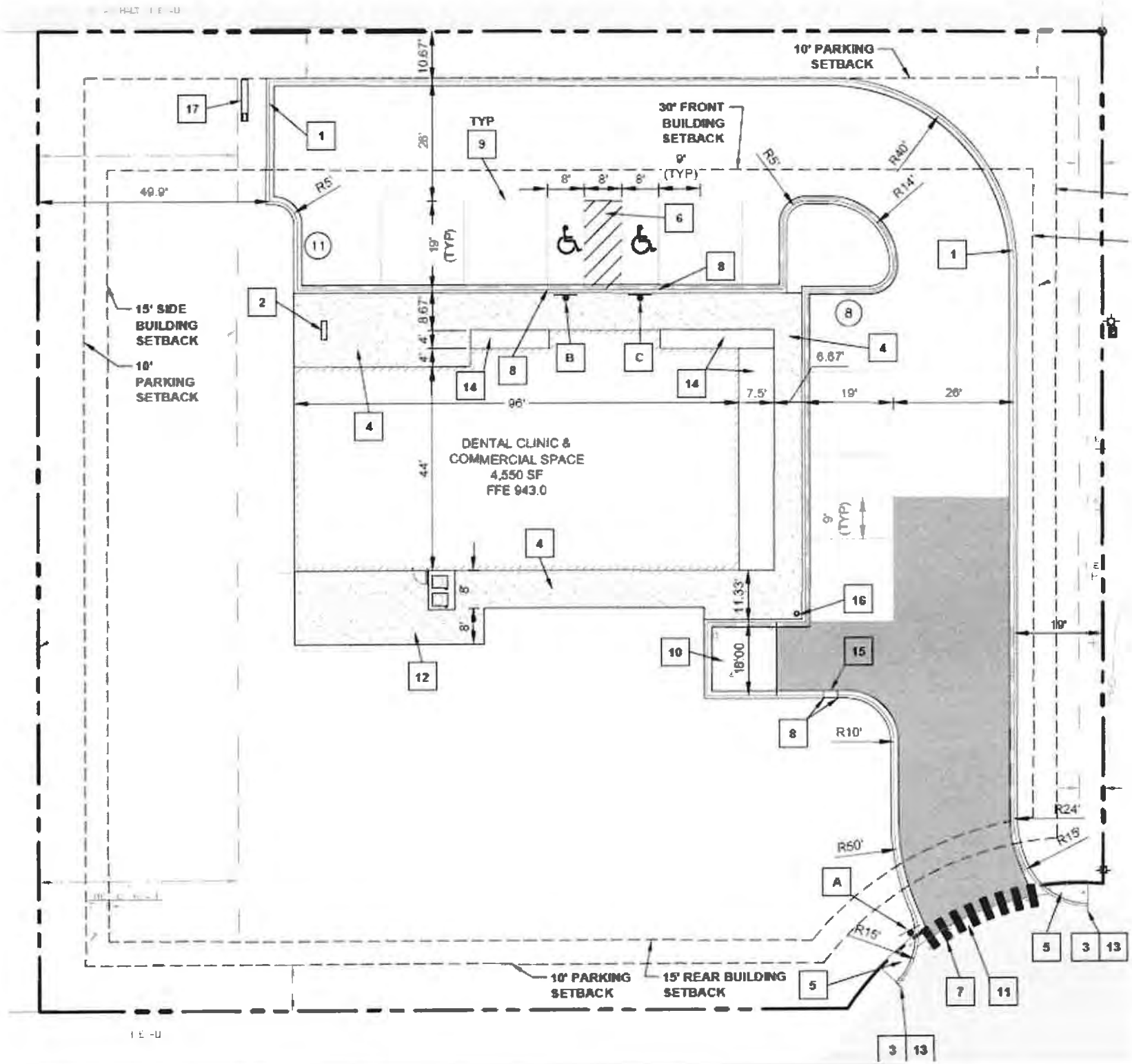
F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
The site will be properly shielded from neighboring properties by existing and future landscaping. The development of a dental office and commercial building is consistent with other buildings in the area near Heritage Blvd and will not have a negative impact on surrounding properties.

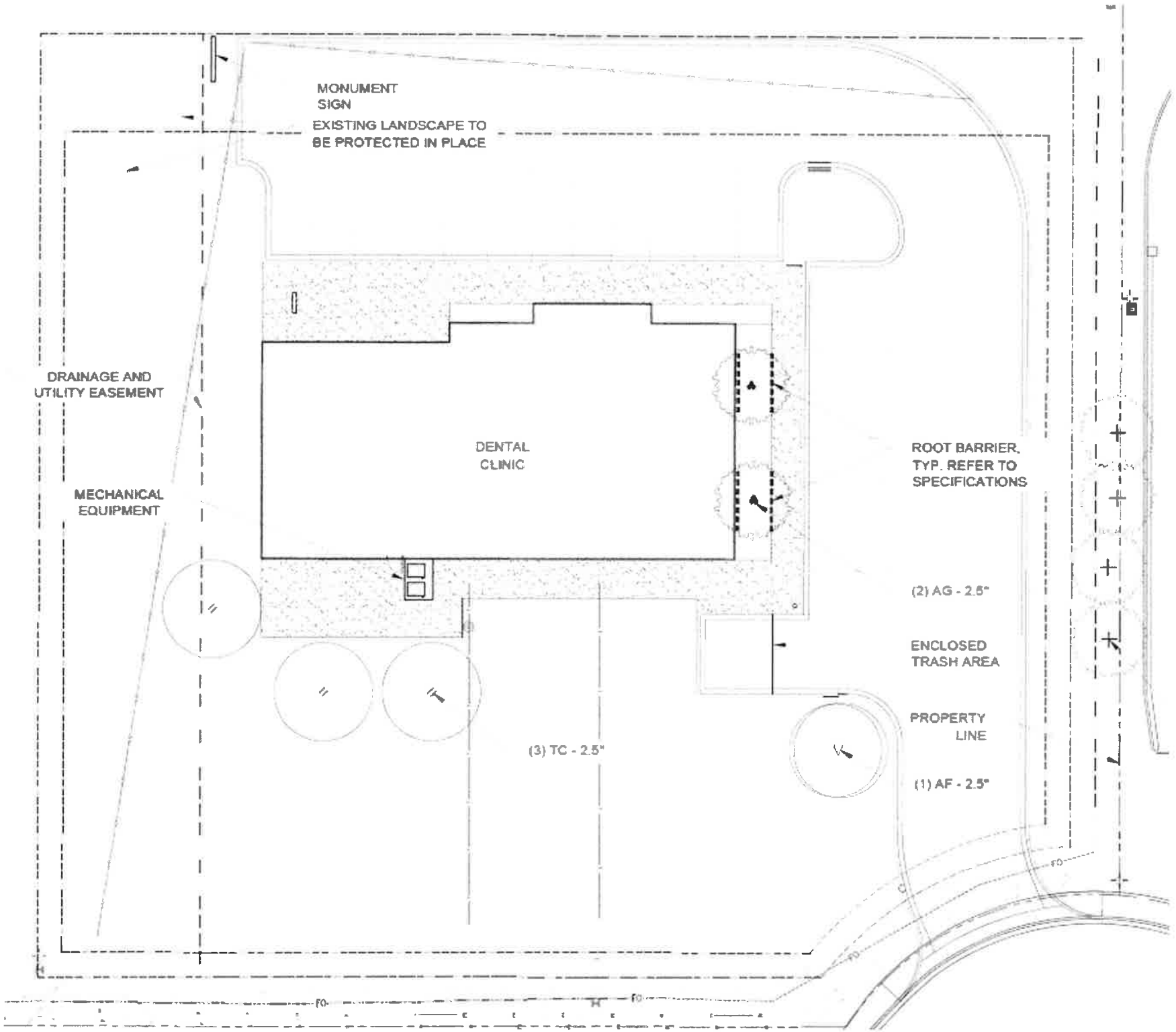
G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council
The proposed development has been reviewed by the City Engineer. Engineer comments have been or will be incorporated into the development.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on August 17, 2021. Planning Commission Recommendation: Motion by Lundeen, seconded by Collison to recommend approval of site plans for a dental clinic building located at 401 Cherrywood St NE. Motion passed 7-0.

The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.


10' PARKING SETBACK
30' FRONT BUILDING SETBACK
TYP
9' (TYP)
10.67'
26'
19' (TYP)
49.9'
R5'
R40'
R14'
8'
8'
8'
15' SIDE BUILDING SETBACK
10' PARKING SETBACK
8.67'
4'
4'
6.67'
7.5'
19'
26'
96'
44'
DENTAL CLINIC & COMMERCIAL SPACE
4,550 SF
FFE 943.0
9' (TYP)
8'
8'
11.33'
16'-00"
10'
R10'
R24'
R15'
R50'
R15'
10' PARKING SETBACK
15' REAR BUILDING SETBACK
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
A
B
C


MONUMENT
SIGN
EXISTING LANDSCAPE TO
BE PROTECTED IN PLACE
DRAINAGE AND
UTILITY EASEMENT
MECHANICAL
EQUIPMENT
DENTAL
CLINIC
ROOT BARRIER,
TYP. REFER TO
SPECIFICATIONS
(2) AG - 2.5"
ENCLOSED
TRASH AREA
PROPERTY
LINE
(3) TC - 2.5"
(1) AF - 2.5"

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: September 7, 2021
Subject: Resolution 2021-XXX Approving the Preliminary and Final Plat For Isanti Liquor Store

---

Background: The City Council directed staff to subdivide the "new liquor store site" into two parcels. The Planning Commission held a public hearing on the preliminary and final subdivision at their August 17, 2021 meeting. No one from the public commented on the item. The Planning Commission recommended approval.

The subject site is zoned B-2, General Business this district does not have a minimum lot size but does have setback requirements. As proposed the liquor store site would be located on Lot 1 which will be 3.96 acres and Lot 2 will be .67 acres. The liquor store building and parking meets all zoning requirements with this subdivision. Lot 2 will have many existing easements restricting the buildable area. Depending on what develops on Lot 2 a shared parking agreement may be necessary.

Request: Consider adopting the resolution

Attachments

- Resolution
- Preliminary and final plat

RESOLUTION 2021-XXX

APPROVING THE PRELIMINARY AND FINAL PLAT FOR ISANTI LIQUOR STORE

WHEREAS, the city has made application for Preliminary and Final Plat approval for Isanti Liquor Store, PID 16.029.2100 and 16.029.2400 and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Preliminary and Final Plat on August 17, 2021; and,

WHEREAS, the Planning Commission recommended approval; and,

WHEREAS, all required notices regarding the public hearing were posted and sent to property owners within 350' of the subject parcels;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that hereby approves the Preliminary and Final Plat of Isanti Liquor Store.

Adopted by the City of Isanti City Council this 7th day of September 2021.

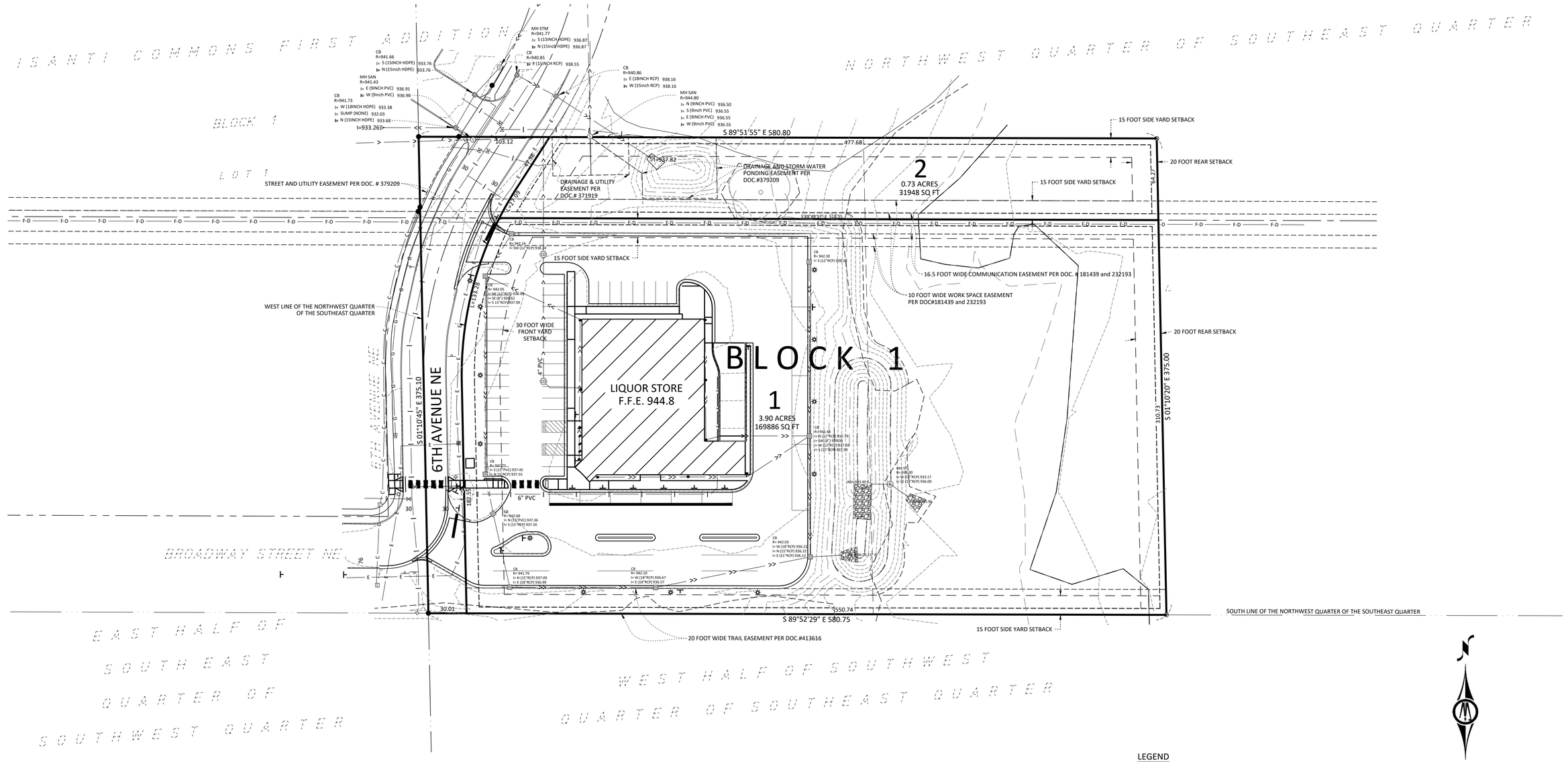
_____
Mayor Jeff Johnson

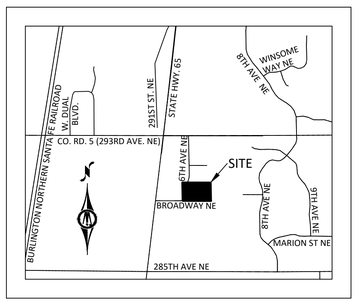
Attest:

_____
Jaden Strand
City Clerk

PRELIMINARY PLAT

ISANTI LIQUOR STORE





LOCATION MAP
NOT TO SCALE

LEGAL DESCRIPTION

All that part of the Northwest Quarter of the Southeast Quarter of Section 29, Township 35,Range 23, described as follows:

Beginning at the Southwest corner of the Northwest Quarter of the Southeast Quarter; thence North along the West line of said Northwest Quarter of Southeast Quarter a distance of 375 feet; thence South 89 degrees 57 minutes 50 seconds East 580.8 feet; thence South 1 degree 16 minutes 15 seconds East 375 feet and to the South line of said Northwest Quarter of Southeast Quarter; thence West along said South line 580.8 feet, more or less, and to the Southwest corner of said Northwest Quarter of said Southeast Quarter, being the point of beginning and there to terminate.

SURVEYOR' NOTES:

1. Contours are at 1 foot intervals.
2. Orientation of the bearing system is based upon the Isanti County Coordinate System (NAD83) 1996 Adjustment.
3. Underground utility lines and structures are shown in an approximate way only, according to information provided by others. A request that utilities be located for this survey was made through Gopher State One Call (Ticket No. 203500141). The underground utility lines and structures shown on this map represent the information provided to Bolton & Menk, Inc. as a result of that request. The surveyor does not guarantee that the information provided was either complete or accurate. The surveyor does not guarantee that there are no other underground utility lines and structures, active or abandoned, on or adjacent to the subject property.
4. All distances and elevations are in feet.
5. Vertical datum = NAVD 1988. Origin of levels is MnDOT Monument SANTI RM 1, Elevation 941.281 feet.

OWNER/SUBDIVIDER:

CITY OF ISANTI
PO BOX 428
ISANTI MN 55040-0428

SURVEYOR/ENGINEER:

BOLTON & MENK, INC.
7533 SUNWOOD DRIVE NW
SUITE 206
RAMSEY, MN 55303

FIELD TOPOGRAPHY PROVIDED BY:

BOLTON & MENK, INC.
7533 SUNWOOD DRIVE NW
SUITE 206
RAMSEY, MN 55303

CURRENT ZONING:

GENERAL BUSINESS DISTRICT (B-2)

PLAT DATA:

TOTAL ACREAGE: 5.00
PARCEL ID: 16.029.2100 & 16.029.2400
SECTION 29, TOWNSHIP 35 NORTH, RANGE 23 WEST

DATE OF PREPARATION:

AUGUST 2021

BUILDING SETBACKS: (PER CITY OF ISANTI CODE)

SETBACKS:	FRONT YARD:	30 FEET
	SIDE YARD:	15 FEET
	SIDE STREET YARD:	20 FEET
	REAR YARD:	15 FEET

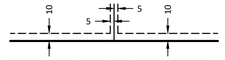
HEIGHT RESTRICTIONS: 3 STORIES OR 45 FEET WHICHEVER IS LESS

Impervious Surface Coverage: TWENTY-FIVE (25) PERCENT OF THE TOTAL LOT AREA SHALL CONSIST OF GREEN SPACE. 5 PERCENT OF THE TOTAL LOT , FIVE PERCENT OF THE TOTAL LOT AREA SHALL BE GREEN SPACE WITHIN THE PARKING PERIMETER.

AREA TABULATION:

LOT 1	172,472 SQ. FT.	3.96 ACRES
LOT 2	29,362 SQ. FT.	0.67 ACRES
STREET R/W	15,930 SQ. FT	0.37 ACRES
TOTAL AREA	217,764 SQ FT.	5.00 ACRES

PROPOSED DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING STREET RIGHT OF WAY LINES AND 5 FEET IN WIDTH AND ADJOINING SIDE AND REAR LOT LINES AS SHOWN ON THE PLAT UNLESS OTHERWISE DIMENSIONED

LEGEND

- MONUMENT FOUND, 3/4" IRON PIPE CAP NO.55343, UNLESS OTHERWISE NOTED
- 1/2" IRON PIPE MONUMENT SET MARKED WITH LICENSE NO. 57632
- SANITARY SEWER MANHOLE
- STORM SEWER MANHOLE
- APRON
- CATCH BASIN
- HYDRANT
- TRAFFIC SIGN
- TRANSFORMER
- ELECTRIC METER
- STREET LIGHT
- DECIDUOUS TREE
- WATER VALVE
- POWER POLE
- GAS LINE
- COMMUNICATION UNDERGROUND
- ELECTRIC UNDERGROUND
- COMMUNICATION FIBER UNDERGROUND
- WATER SYSTEM
- STORM SEWER
- SANITARY SEWER
- INTERMEDIATE CONTOURS
- INDEX CONTOURS
- TREE DRIP LINE
- POST
- WELL
- GAS LINE MARKER
- GUY ANCHOR
- PROPOSED DRAINAGE AND UTILITY EASEMENT UNLESS OTHERWISE NOTED

0 40 80
SCALE IN FEET

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.

Andrew Hill
License Number 57632

08/11/2021
Date

REVISION	DATE	COMMENT
0	8/10/2021	INITIAL RELEASE
1	8/11/2021	REMOVE OUTLOT A

BOLTON & MENK

ISANTI LIQUOR STORE

SECTION 29, TWP. 35, RGE. 23
CITY OF ISANTI
ISANTI COUNTY, MINNESOTA

T35N R23W SEC 20 29

N 01°10'45" W 3587.31

ISANTI COMMONS FIRST ADDITION

LOT 1

BLOCK 1

NORTHWEST QUARTER OF SOUTHEAST QUARTER

S 89°51'55" E 580.80
S 89°57'50" E(DEED)

103.12

477.68

DRAINAGE AND STORM WATER PONDING EASEMENT PER DOC. # 379209

DRAINAGE &UTILITY EASEMENT PER DOC. # 371919

2

L=71.08 R=234.52 N 12°31'09" E 70.80

S 89°49'17" E 518.55

164.27

STREET AND UTILITY EASEMENT PER DOC. # 379209

16.5 FOOT WIDE COMMUNICATION EASEMENT PER DOC. # 181439 and 232193

10 FOOT WIDE WORK SPACE FOR COMMUNICATION EASEMENT PER DOC. # 181439 and 232193

WEST LINE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER

L=160.16 R=270.00 A=34°01'05" L=133.37 B=218.85'

BLOCK 1

1

LOT 2

30

6TH AVENUE NE

N 01°10'45" W 375.10
NORTH 375.00(DEED)

N 01°10'45" W 382.55

310.73

S 01°15'16" E(DEED)
S 01°10'20" E 375.00

30

30

BROADWAY STREET NE

76

30.01

550.74
WEST 582.80(DEED)
N 89°52'29" W 580.75

20 FOOT WIDE TRAIL EASEMENT PER DOC. # 413616

SOUTH LINE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER

EAST HALF OF SOUTH EAST QUARTER OF SOUTHWEST QUARTER

WEST HALF OF SOUTHWEST QUARTER OF SOUTHEAST QUARTER

N 01°10'45" W 1323.15

T35N R23W SEC 29 32

LEGEND

- ○ DENOTES 1/2 INCH BY 14 INCH IRON MONUMENT SET WITH PLASTIC CAP MARKED R.L.S. NO. 57632
- ● DENOTES 1/2 INCH IRON MONUMENT WITH PLASTIC CAP MARKED R.L.S. NO. 55343, UNLESS OTHERWISE NOTED

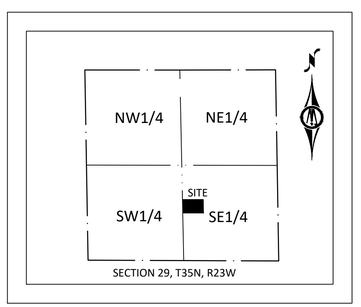
PROPOSED DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:

10 5 5 10

BEING 10 FEET IN WIDTH AND ADJOINING STREET RIGHT OF WAY LINES AND 5 FEET IN WIDTH AND ADJOINING SIDE AND REAR LOT LINES AS SHOWN ON THE PLAT UNLESS OTHERWISE OTHERWISE DIMENSIONED

1 INCH = 40 FEET
0 40 80
SCALE IN FEET

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON ISANTI COUNTY COORDINATE SYSTEM NAD 83 (1996 ADJUSTMENT)



SECTION 29, T35N, R23W

VICINITY MAP
NOT TO SCALE

BOLTON & MENK

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: September 7, 2021
Subject: Resolution 2021-XXX approval to list Lot 2, Block 1, Isanti Liquor Store for Sale

---

Background: The City has subdivided the new liquor store site into 2 lots. The new liquor store is located on Lot 1 and Lot 2 is vacant.

Request: Staff is seeking approval to list Lot 2 for sale, the appraisal has the land valued at $70,000 staff suggest listing the lot for that price. The Council should discuss any parameters they want to have on the listing.

Attachments

- Resolution

RESOLUTION 2021-XXX

APPROVAL TO LIST LOT 2, BLOCK 1, ISANTI LIQUOR STORE FOR SALE

WHEREAS, the City of Isanti purchased certain real property located in the City of Isanti, County of Isanti, State of Minnesota; and,

WHEREAS, this property was acquired by the City to construct a new municipal liquor store; and,

WHEREAS, the new liquor store does not need the whole property for the store and parking; and,

WHEREAS, the city subdivided the property to create two lots. Lot 1, Block 1, Isanti Liquor store will house the liquor store and Lot 2, Block 1, Isanti Liquor store is vacant; and,

WHEREAS, Lot 2 is not needed for development of the liquor store, therefore the City desires to sell the lot.

WHEREAS, the city received an appraisal for Lot 2 and it appraised for $70,000.00;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the sale of Lot 2, Block 1, Isanti Liquor Store is **HEREBY** approved as requested, **BE IT FUTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to advertise the sale for $70,000.00

This resolution was duly approved by the Isanti City Council this 7th day of September 2021.

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: September 7, 2021
Subject: Resolution 2021-XXX Authorizing Letter of Credit Adjustments for Legacy Pines 1st, 2nd and 3rd Additions

---

Background:

The developer of Legacy Pines has requested reductions in their Letter of Credit (LOC) on all the additions and phases of Legacy Pines. Based on the remaining work the City Engineer has calculated the required balances for that remaining work as stated in his memo dated July 23, 2021.
The recommendation is as follows:

Development	Completed Work 10% Held	Non-Accepted Work 20% Held	Remaining Work 125% Held	Total Held
Heritage Estates	$41,500	$0	$0	Need AsBuilt & Lien Waivers 1st $41,500
Legacy Pines - 1st Addition	Warranty Bond	$0	$0	Warranty Bond
- 2nd Addition	$35,064.74	$0	$1,479.55	$36,544.29
- 3rd Add - Phase 1	$39,435.57	$0	$3,437.50	$42,873.07
- 3rd Add - Phase 2 - Utility	$17,714.06	$0	$0	Need AsBuilt 1st $17,714.06
- 3rd Add - Phase 2 - Street	$22,082.36	$0	$4,550.00	$26,632.36
- 3rd Add - Phase 3	$40,839.22	$5,417.75	$58,237.81	$104,494.78

Attachments:

- Resolution 2021-XXX
- City Engineer's Memo

RESOLUTION 2021-XXX

AUTHORIZING REDUCTIONS IN THE LETTER OF CREDIT FOR LEGACY PINES 1st, 2nd and 3rd ADDITION

WHEREAS, Everpine Land Holding LLC (developer) has requested a reduction in the letter of credits as described in the development agreements between the developer and the City of Isanti; and,

WHEREAS, the developer has requested a reduction in the letter of credit for the remainder of the work in the 1st, 2nd and 3rd Additions; and,

WHEREAS, the developer has successfully completed the majority of the work and has some outstanding items left in the 3rd Addition; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommend reducing the letter of credits as follows:

Development	Completed Work 10% Held	Non-Accepted Work 20% Held	Remaining Work 125% Held	Total Held
Heritage Estates	$41,500	$0	$0	Need As-built & Lien Waivers 1st $41,500
Legacy Pines - 1st Addition	Warranty Bond	$0	$0	Warranty Bond
- 2nd Addition	$35,064.74	$0	$1,479.55	$36,544.29
- 3rd Add - Phase 1	$39,435.57	$0	$3,437.50	$42,873.07
- 3rd Add - Phase 2 - Utility	$17,714.06	$0	$0	Need As-built 1st $17,714.06
- 3rd Add - Phase 2 - Street	$22,082.36	$0	$4,550.00	$26,632.36
- 3rd Add - Phase 3	$40,839.22	$5,417.75	$58,237.81	$104,494.78

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested reduction in the letter of credit be hereby **APPROVED** as requested, **BE IT**

FURTHER RESOLVED that the City Council of the City of Isanti authorizes City Staff to execute said reduction.

This Resolution is adopted this 7th day of September 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
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 23, 2021

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Legacy Pines and Heritage Estates Letter of Credit Adjustments
City of Isanti, MN
Project No.: R13.117438

The developer of Legacy Pines and Heritage Estates has requested reductions in the letter of credit held on all additions and phases of the Legacy Pines development and the Heritage Estates development.

Remaining work on Legacy Pines 3rd Addition Phase 3 include wear course, signage, striping and turf establishment. Final turf establishment is still needed on Legacy Pines 2nd and 3rd Additions.

Heritage Estates and Legacy Pines 3rd Addition Phase 2 Utility should not be reduced to 10% until As-Builts and all lien waivers are received.

We have calculated the required balances for each Letter of Credit based on the current development agreements and recommend holding the following balances:

Development	Completed Work 10% Held	Non-Accepted Work 20% Held	Remaining Work 125% Held	Total Held
Heritage Estates	$41,500	$0	$0	Need AsBuilt & Lien Waivers 1st $41,500
Legacy Pines				
- 1st Addition	Warranty Bond	$0	$0	Warranty Bond
- 2nd Addition	$35,064.74	$0	$1,479.55	$36,544.29
- 3rd Add - Phase 1	$39,435.57	$0	$3,437.50	$42,873.07
- 3rd Add - Phase 2 - Utility	$17,714.06	$0	$0	Need AsBuilt 1st $17,714.06
- 3rd Add - Phase 2 - Street	$22,082.36	$0	$4,550.00	$26,632.36
- 3rd Add - Phase 3	$40,839.22	$5,417.75	$58,237.81	$104,494.78

The remaining balances of the Letters of Credit are anticipated to be sufficient to complete the project as proposed while covering any incurred overhead costs including testing, inspection, and contract administration. These should not be reduced until all engineering invoices are paid or subtracted off the current letter of credit balance.

Please contact me if you have any questions.

h:\isan\0r1122798\1_corres\c_to others\2021-07-23 legacy pines loc adjustments.docx

Bolton & Menk is an equal opportunity employer.

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: September 7, 2021

Subject: Resolution 2021-XXX Amending Resolution 2021-144 Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

Background:

Currently, there is one vacant seat on the Parks, Recreation and Culture Board. The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant seats. One application and Interest Disclosure form was received from Tressa Hunting. The applicant lives outside City limits.

City code permits for citizens to serve on the Parks, Recreation and Culture Board as long as no less than 2/3 of the advisory board are made up of persons residing within the City limits of Isanti.

Request:

- Staff is requesting City Council action on this item.

Attachment:

- Resolution 2021-XXX Amending Resolution 2021-144 Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

RESOLUTION 2021-XXX
Amending Resolution 2021-144

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2021

WHEREAS, the City is required to make certain official appointments at the beginning of each year and throughout the year as needed; 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 2021:

Committee of the Whole	Mayor and Council
Economic Development Authority	Mayor and Council
Parks, Recreation & Culture Board	Gordon
Planning Commission	Mayor and Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Bergley
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor- Guest Representative
Weed Inspector	Mayor

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

3. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2021:

Zachary Gahm	*(Appointed 6-15-2021; term expiration 12-31-2023)*
Aaron Zdon	*(term expiration 12-31-2022)*
Open Seat	*(Appointed 7-5-2016; term expiration 12-31-2021)*
Dan HinnenKamp	*(Appointed 7-6-2021; term expiration 12-31-2022)*
James Gordon	**Council Representative** (*term expiration 12-31-2021)*
Open Seat	**Student Representative** *(term expiration 12-31-2021)*

4. That the City Council designates the following individuals to the Planning Commission for year 2021:

Mayor and City Council:	
Jeffrey Johnson	(*Appointed 1-5-2021; term expiration 12-31-2021)*
Dan Collison	(*Appointed 1-5-2021; term expiration 12-31-2021*)
James Gordon	(*Appointed 1-5-2021; term expiration 12-31-2021*)
Paul Bergley	(*Appointed 1-5-2021; term expiration 12-31-2021*)
Steve Lundeen	*(Appointed 1-5-2021; term expiration 12-31-2021*)
Appointed Members:	
Alexander Collins	*(Appointed 5-7-2019; term expiration 12-31-2021)*
Arissya Simon	*(Appointed 1-7-2020; term expiration 12-31-2022)*

5. That the City Council Economic Development Authority Board membership terms are as follows for year 2021:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Dan Collison	*(Appointed 1-5-2021; term expiration 12-31-2021)*
James Gordon	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Paul Bergley	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Steve Lundeen	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Appointed Members:	
Justin Nielsen	*(Appointed 2-18-2020; term expiration 12-31-2024)*
Luke Merrill	*(Appointed 1-5-2021; term expiration 12-31-2026)*

This Resolution is hereby approved by the Isanti City Council this 7th day of September 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.

Isanti

City of Isanti Board Member Application

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

Name: Tressa Hunting E-mail: [redacted]

Address: [redacted]

Phone Number: [redacted]

Board Seat for which you are applying for:

(Parks, Recreation, and Culture Board) Economic Development Authority Planning Commission

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

City of Isanti Resident Non-Resident of Isanti

Isanti County - Cambridge Resident

State:

Education and/or Knowledge that will be useful to the Board: - 4 years exp Comm Ty Planning, Assessment, MN Licensed Social Worker pertaining to Culture + Community dynamics & research.

Why you are interested on being on the Board? Went to HS & Grew up in Isanti County. Avid Parks & Rec utilizer Policy/Guidlines & MN statute familiarity

Love Strategic Planning + Community!

What is your vision of Isanti? * Mission + Vision alignment All inclusive place for All to aquire sense of Comm ty!

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

Focus on diverse + inclusive idea integration.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: September 7, 2021

Subject: Resolution 2021-XXX Approving the Brewer Off-Sale and Tap Room On-Sale Sunday Liquor License Application for Thunder Brothers Microbrewery at 801 Hwy 65 NE

Background:

At the January 5th, 2021 City Council approved waiving liquor renewal fees for the year 2021 for businesses that held a license in 2020 which included Thunder Brothers Brewery. At the March 2nd, 2021 City Council Meeting, Thunder Brothers Brewery was approved for renewal of their liquor license.

Thunder Brothers Brewery has informed the City that they will be moving to a new location located at 801 Hwy 65 NE. Thunder Brothers Brewery has submitted all required documentation for the location change of their liquor license. The Planning Commission has recommended approval at their August 17th, 2021 meeting.

Request:

- Staff is requesting City Council action on this item.

Attachment:

- Resolution 2021-XXX Approving the Brewer Off-Sale and Tap Room On-Sale Sunday License Application for Thunder Brothers Microbrewery

RESOLUTION 2021-XXX

APPROVING THE BREWER OFF-SALE AND TAP ROOM ON-SALE SUNDAY LICENSE APPLICATION FOR THUNDER BROTHERS MICROBREWERY AT 801 HWY 65 NE

WHEREAS, Thunder Brothers Brewery has submitted all documentation required for relocation of their establishment and liquor license at 801 Hwy 65 NE Isanti, MN 55040; and,

WHEREAS, the applicant has completed the application from the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, City Council approved waiving liquor renewal fees for the year 2021 for businesses that held a license in 2020 which included Thunder Brothers Brewery on January 5, 2021; and,

WHEREAS, City Council approved a renewal liquor license for Thunder Brothers Brewery on March 2, 2021; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, a Conditional Use Permit has been approved and issued for the proposed use; and,

WHEREAS, the Police Department has reviewed the application and that the applicant has not been cited 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. Thunder Brothers Brewer Off-Sale and Tap Room On-Sale Sunday is approved.
2. The effective date of the Brewer Off-Sale and Tap Room On-Sale Sunday License shall be September 7, 2021 through March 31, 2022.
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 7th day of September 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

Memo for City Council

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: September 7, 2021
Subject: Resolution 2021-XXX Approving Terminating VFW Park Lease Agreement

---

Background:
In the May 18, 2021 Committee of the Whole meeting, Council discussed the City's standing lease agreement with the VFW for maintaining the playground on their property. The Council elected to terminate the lease agreement and offer the park and playground equipment to the VFW as a donation.

Upon discussion with the VFW, they have opted to decline the donation offer and would like the City to remove the equipment from their property. In early October, Public Works staff will remove all equipment and fencing from the VFW Park. All intact items will be placed in auction for public sale.

Request:
Staff is requesting approval to terminate the lease agreement for the VFW Park, effective at the end of the 2021 park season, and to remove all equipment from the park for public auction.

Attachments:
- Resolution 2021-XXX

RESOLUTION 2021-XXX

APPROVING TERMINATION OF VFW PARK LEASE AGREEMENT

WHEREAS, the City of Isanti has elected to discontinue maintenance of the VFW Park at the end of the 2021 season; and,

WHEREAS, the City of Isanti will terminate the lease agreement under Resolution #98-82 for the VFW Park property with the VFW Post 2735; and,

WHEREAS, the City of Isanti will remove all park and playground equipment, including fencing, benches, tables, grills and playground equipment; and,

WHEREAS, the City of Isanti will terminate insurance coverage on the property; and,

WHEREAS, the City of Isanti will terminate waste and portable restroom services; and,

WHEREAS, the City of Isanti will place all usable items for sale to the public upon removal;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the termination of the VFW Park lease agreement and removal of all park equipment, effective September 7th, 2021.

This resolution was duly adopted by the Isanti City Council this 7th day of September 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

K.9., K.10., K.11.

A Community For Generations.

MEMO

To: **Mayor Johnson & City Council Members**
From: Finance Director Betker
Date: September 7th 2021
Subject: 2022 Preliminary Budget and Levy Adoption

Background:

The proposed preliminary property tax levy is $3,281,851 and reflects an increase in the preliminary taxable market value for 2022 of 10.83%. The city will receive updated property tax values from the County in December.

The proposed preliminary property tax rate is 58.48%. A decrease of 3.17% from 2021. The 15-year average tax rate from 2007 thru 2021 is 67.08%

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.

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 2022 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 2021 and any necessary inflationary factor was applied. Health Insurance is projected to increase 22.5%. Final renewal numbers on Health Insurance scheduled to be available early October.

Current Action:
Consider Resolution Setting the 2022 Final Budget and Levy Meeting
Consider Resolution Approving the 2022 Preliminary General Fund Budget for the City of Isanti
Consider Resolution Adopting the Proposed 2021 Tax Levy Collectible in 2022 for the City of Isanti

Attachments:
2022 Preliminary Budget
Resolution Setting the 2022 Final Budget and Levy Meeting
Resolution Approving the 2022 Preliminary General Fund Budget for the City of Isanti
Resolution Adopting the Proposed 2021 Tax Levy Collectible in 2022 for the City of Isanti

2022 Preliminary Budget & Levy Adoption

September 7th 2021

Components of Municipal Budget

Category	Revenue	Expense	Competency
Operating Rev/Exp	GF Levy / Rates	3-5 yr Avg., 6m Actual	All - Easy But Not Assured
Intergovernmental Rev/Exp	LGA / Grants	Regulations / Legislation	All - Legal Requirement
Capital Projects	Levy / Rates	10-20 year Horizon	Most - $ to Engineer
Capital Maint./Replacement	Levy / Rates	20 year Horizon	Few - Difficult **

** Largest Available Marginal Competitive Advantage

Fiscal Management

- Manage Components of Municipal Budget
- Consider Associated Timelines

- **Small & Steady Increases/Decreases in Tax Rate Over Time**

Proposed Levy

LEVY	2022	2021
GENERAL FUND LEVY (101)	**$ 2,150,000**	**$ 1,880,700**
CAPITAL MAINT. LEVY (920)	**$ 451,900**	**$ 438,700**
STREET CONST. LEVY (425)	**$ 295,000**	**$ 286,500**
EDA LEVY (108)	**$ 98,038**	**$ 86,201**
ABATEMENT LEVY (101)	**$ 13,763**	**$ 13,432**
DEBT SERVICE LEVY	**$ 273,150**	**$ 281,630**
930 - 2011A GO BOND	$ -0-	$ 9,367
931 - 2014A TAX ABATEMENT	$ 223,821	$ 222,036
932 - 2014B GO BOND	$ 49,329	$ 50,227
TOTAL LEVY	**$ 3,281,851**	**$ 2,987,163**

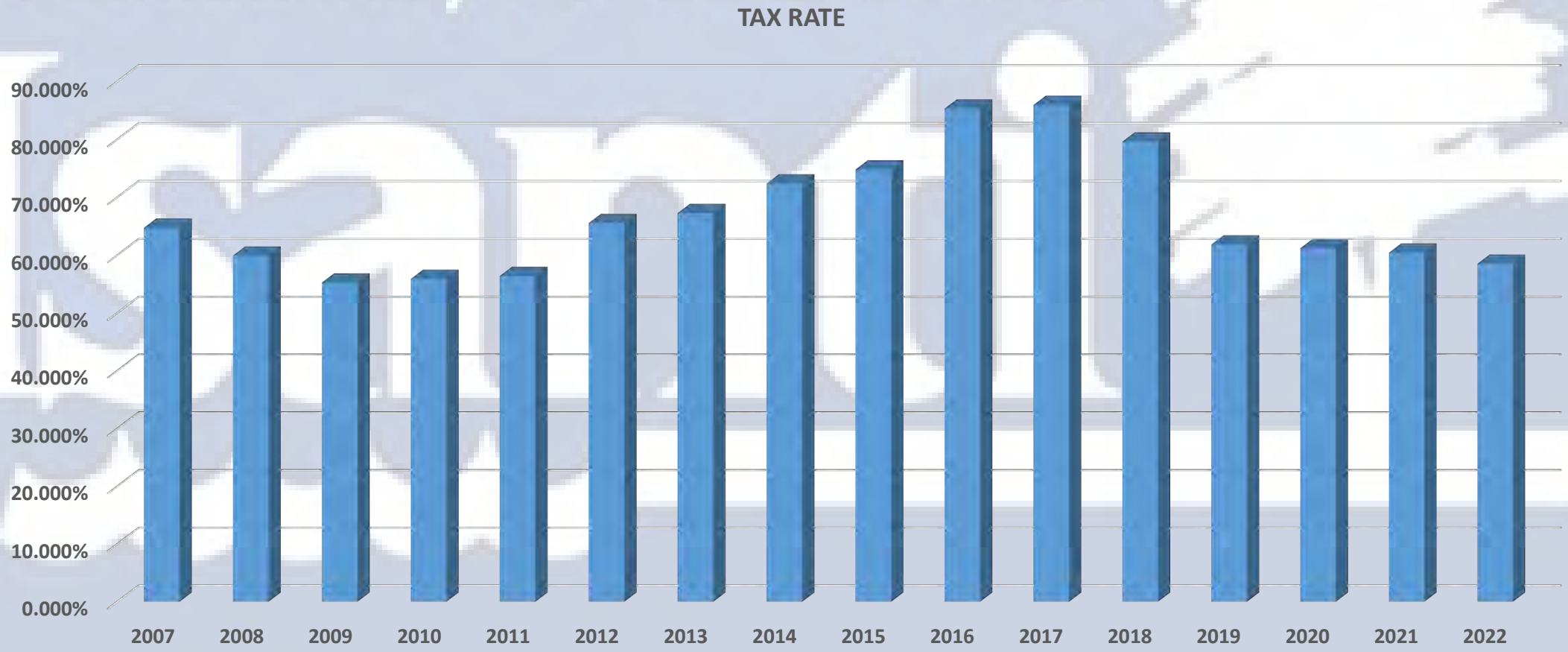
Proposed Tax Rate

	2022	2021	CHANGE FROM PRIOR
TAX RATE	**58.484%**	**60.399%**	**-3.17%**
AVG. TAX RATE - 2007-2021	67.082%		
% ABOVE (+) / BELOW (-) AVG.	-12.82%		

Levy History



Tax Rate History



Property Tax Calculation

- Why Tax Rate Is More Important Than Levy Amount
- Levy Will Always go up over time
- Tax Rate Provides Better Comparison Between Cities and Years
- Property Value X Tax Rate = Property Taxes



Any Questions or Comments?

City of Isanti

2022 Preliminary Budget

September 7, 2021

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	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
ESTIMATED MARKET VALUE				357,821,100	316,456,600	277,719,500	271,579,700	258,315,600	269,093,600	305,306,900	310,685,500	349,910,300	393,506,500	445,145,700	492,204,600	540,748,300
TAXABLE MARKET VALUE	309,395,700	349,451,100	370,917,100	351,998,400	313,861,359	236,666,410	231,052,043	217,016,523	227,884,716	264,745,244	268,289,500	307,029,200	348,917,200	400,889,400	449,102,700	497,748,300
% CHANGE FROM PRIOR	25.63%	12.95%	6.14%	-5.10%	-10.83%	-24.60%	-2.37%	-6.07%	5.01%	16.18%	1.34%	14.44%	13.64%	14.90%	12.03%	10.83%
OVERALL CLASS RATE	1.11%	1.12%	1.13%	1.14%	1.14%	1.18%	1.18%	1.17%	1.15%	1.13%	1.13%	1.13%	1.12%	1.11%	1.10%	1.13%
TAX CAPACITY	3,431,034	3,903,681	4,177,727	4,001,059	3,581,937	2,785,454	2,735,234	2,549,798	2,627,703	2,991,743	3,027,012	3,478,309	3,919,126	4,459,836	4,958,400	5,624,556
TAX INCREMENT CAPTURED	75,065	99,744	112,551	123,218	122,766	125,772	69,406	72,106	10,316	13,397	15,889	11,246	13,139	12,273	12,706	13,000
ADJUSTED TAX CAPACITY	3,355,969	3,803,937	4,065,176	3,877,841	3,459,171	2,659,682	2,665,828	2,477,692	2,617,387	2,978,346	3,011,123	3,467,063	3,905,987	4,447,563	4,945,694	5,611,556
GENERAL FUND LEVY (101)	**1,693,594**	**1,820,001**	**1,798,817**	**1,657,973**	**1,549,996**	**1,373,884**	**1,373,884**	**1,466,097**	**1,298,306**	**1,934,000**	**2,009,086**	**2,172,468**	**1,817,814**	**1,828,826**	**1,880,700**	**2,150,000**
CAPITAL MAINT. LEVY (920)														**256,000**	**438,700**	**451,900**
STREET CONST. LEVY (425)														**163,000**	**286,500**	**295,000**
EDA LEVY (108)												**56,327**	**62,565**	**79,802**	**86,201**	**98,038**
ABATEMENT LEVY (101)														**24,066**	**13,432**	**13,763**
1978 GO BOND		20,000														
1992 GO BOND																
1993 GO REFUNDING																
1999 GO BOND	8,900	26,951														
2000 GO REFUNDING	66,000															
2003 GO BOND	167,000	168,000	160,000	160,000												
2004 GO BOND	105,000	110,000	110,000	115,000												
2006 GO BOND	131,436	133,072	134,751	130,762	150,000	160,000	160,000	175,000	204,916	148,602	0	0				
2008 GO BOND			41,678	83,037	100,000	100,000	105,000	110,000	110,000	110,000	48,327	0				
2009A GO BOND				19,890	25,000	30,000	30,000	35,000	57,095	63,453	0	0				
929 - 2010B GO BOND					125,000	74,000	69,000	0	0	0	250,000	250,000	250,000	85,000		
930 - 2011A GO BOND					0	4,819	55,000	6,787	10,000	8,678	7,870	7,061	8,909	7,805	9,367	
931 - 2014A TAX ABATEMENT					0	0	0	0	227,308	228,126	224,871	221,616	223,611	225,501	222,036	223,821
932 - 2014B GO BOND					0	0	0	0	49,882	47,702	47,407	52,259	51,692	51,006	50,227	49,329
DEBT SERVICE LEVY	**478,336**	**458,023**	**446,429**	**508,689**	**400,000**	**368,819**	**419,000**	**326,787**	**659,201**	**606,561**	**578,475**	**530,936**	**534,212**	**369,312**	**281,630**	**273,150**
TOTAL LEVY	**2,171,930**	**2,278,024**	**2,245,246**	**2,166,662**	**1,949,996**	**1,742,703**	**1,792,884**	**1,792,884**	**1,957,507**	**2,540,561**	**2,587,561**	**2,759,731**	**2,414,591**	**2,721,006**	**2,987,163**	**3,281,851**
% CHANGE FROM PRIOR	17.92%	4.88%	-1.44%	-3.50%	-10.00%	-10.63%	2.88%	0.00%	9.18%	29.79%	1.85%	6.65%	-12.51%	12.69%	9.78%	9.87%
$ CHANGE FROM PRIOR	$ 330,019	$ 106,094	$ (32,778)	$ (78,584)	$ (216,666)	$ (207,293)	$ 50,181	$ -	$ 164,623	$ 583,054	$ 47,000	$ 172,170	$ (345,140)	$ 306,415	$ 266,157	
CERTIFIED TAX RATE	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.180%	60.399%	
TAX RATE	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.180%	60.399%	58.484%
% CHANGE FROM PRIOR	-5.63%	-7.47%	-7.77%	1.16%	0.89%	16.23%	2.64%	7.59%	3.35%	14.06%	0.74%	-7.37%	-22.34%	-1.03%	-1.28%	-3.17%

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
ESTIMATED MARKET VALUE	540,748,300	567,785,715	596,175,001	625,983,751	657,282,938	690,147,085	724,654,440	760,887,161	798,931,520	838,878,096	880,822,000
TAXABLE MARKET VALUE	497,748,300	522,635,715	548,767,501	576,205,876	605,016,170	635,266,978	667,030,327	700,381,843	735,400,935	772,170,982	810,779,531
% CHANGE FROM PRIOR	10.83%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
OVERALL CLASS RATE	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%	1.13%
TAX CAPACITY	5,624,556	5,905,784	6,201,073	6,511,126	6,836,683	7,178,517	7,537,443	7,914,315	8,310,031	8,725,532	9,161,809
TAX INCREMENT CAPTURED	13,000										
ADJUSTED TAX CAPACITY	5,611,556	5,905,784	6,201,073	6,511,126	6,836,683	7,178,517	7,537,443	7,914,315	8,310,031	8,725,532	9,161,809
GENERAL FUND LEVY (101)	**2,150,000**	**2,291,000**	**2,382,640**	**2,477,946**	**2,577,063**	**2,680,146**	**2,962,352**	**3,080,846**	**3,204,080**	**3,332,243**	**3,465,533**
CAPITAL MAINT. LEVY (920)	**451,900**	**465,500**	**479,500**	**493,900**	**508,700**	**524,000**	**539,700**	**555,900**	**572,600**	**589,800**	**607,500**
STREET CONST. LEVY (425)	**295,000**	**304,000**	**313,000**	**322,000**	**332,000**	**342,000**	**352,000**	**363,000**	**374,000**	**385,000**	**397,000**
EDA LEVY (108)	**98,038**	**102,940**	**108,087**	**113,491**	**119,165**	**125,124**	**131,380**	**137,949**	**144,846**	**152,089**	**159,693**
ABATEMENT LEVY (101)	**13,763**	**14,112**	**13,925**	**11,868**	**9,126**	**6,238**	**3,198**				
1978 GO BOND											
1992 GO BOND											
1993 GO REFUNDING											
1999 GO BOND											
2000 GO REFUNDING											
2003 GO BOND											
2004 GO BOND											
2006 GO BOND											
2008 GO BOND											
2009A GO BOND											
929 - 2010B GO BOND											
930 - 2011A GO BOND											
931 - 2014A TAX ABATEMENT	223,821	224,608	214,764	215,106	220,553	230,475	224,175	217,350			
932 - 2014B GO BOND	49,329	48,337									
DEBT SERVICE LEVY	**273,150**	**272,945**	**214,764**	**215,106**	**220,553**	**230,475**	**224,175**	**217,350**	**0**	**0**	**0**
TOTAL LEVY	**3,281,851**	**3,450,497**	**3,511,916**	**3,634,311**	**3,766,608**	**3,907,983**	**4,212,805**	**4,355,045**	**4,295,526**	**4,459,131**	**4,629,726**
% CHANGE FROM PRIOR	9.87%	5.14%	1.78%	3.49%	3.64%	3.75%	7.80%	3.38%	-1.37%	3.81%	3.83%
$ CHANGE FROM PRIOR											
CERTIFIED TAX RATE											
TAX RATE	58.484%	58.426%	56.634%	55.817%	55.094%	54.440%	55.892%	55.027%	51.691%	51.104%	50.533%
% CHANGE FROM PRIOR	-3.17%	-0.10%	-3.07%	-1.44%	-1.30%	-1.19%	2.67%	-1.55%	-6.06%	-1.13%	-1.12%

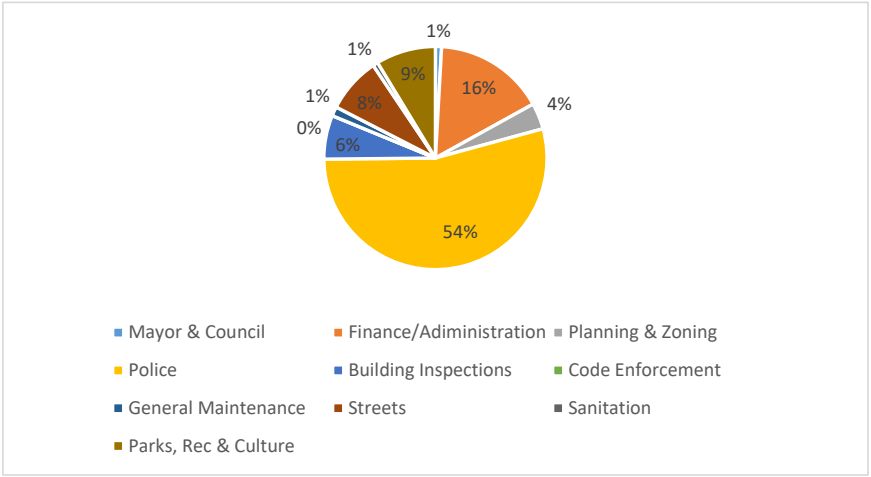
Bond Issue	Fund	Original Amount	12/31/2020 Cash	(LESS) 2021 Debt Payment	ADD 2021 Levy	ADD 2021 Assessments	PROJECTED 12/31/2021 Cash	12/31/2021 P & I Remaining
2010B GO Improvement Refunding	929	1,825,000	436,374	(387,000)	-		49,374	-
2011A GO Improvement	930	790,000	152,725	(88,578)	9,367	-	73,514	91,215
2014A GO Tax Abatement Bonds	931	2,560,000	258,757	(213,113)	222,036	-	267,680	1,874,756
2014B General Obligation Bonds	932	390,000	55,626	(48,206)	50,227	-	57,647	139,433

Bond Issue	Fund	12/31/2021 P & I Remaining	PROJECTED 12/31/2021 Cash	(LESS) 2022 Debt Payment	ADD 2022 Levy	ADD 2022 Assessments	PROJECTED 12/31/2022 Cash	12/31/2022 P & I Remaining
2010B GO Improvement Refunding	929	-	49,374	-	-	-	49,374	-
2011A GO Improvement	930	91,215	73,514	(91,215)	-	-	(17,701)	-
2014A GO Tax Abatement Bonds	931	1,874,756	267,680	(209,813)	223,821	-	281,688	1,664,943
2014B General Obligation Bonds	932	139,433	57,647	(47,408)	49,329	-	59,568	92,025

Bond Issue	Fund	12/31/2022 P & I Remaining	PROJECTED 12/31/2022 Cash	(LESS) Future Debt Payment	ADD Future Levies	ADD Future Assessments	PROJECTED Final Maturity Cash	Final Maturity
2010B GO Improvement Refunding	929	-	49,374	-	-	282,392	331,766	Dec-21
2011A GO Improvement	930	-	(17,701)	-	9,367	33,489	25,155	Feb-22
2014A GO Tax Abatement Bonds	931	1,664,943	281,688	(1,664,943)	1,547,031	-	163,776	Feb-30
2014B General Obligation Bonds	932	92,025	59,568	(92,025)	48,337	-	15,880	Feb-24

Total General Fund Wages and Benefits Allocated by Department:

Mayor & Council	$	26,834	1%
Finance/Adiministration	$	485,121	16%
Planning & Zoning	$	114,688	4%
Police	$	1,631,879	54%
Building Inspections	$	191,854	6%
Code Enforcement	$	-	0%
General Maintenance	$	40,659	1%
Streets	$	242,249	8%
Sanitation	$	22,481	1%
Parks, Rec & Culture	$	261,713	9%
Total	**$**	**3,017,479**	



Total Wages and Benefits Allocated by Fund:

101	$	3,017,479	70%
108	$	62,780	1%
601	$	317,417	7%
602	$	388,794	9%
603	$	50,553	1%
609	$	468,561	11%
Total	**$**	**4,305,585**	

		By Department		Annual Hours	Hourly Rate	2021 Salary	Sick/Vac Pay	Holiday	Certificates	HINS	2021 Total Pay
Mayor and City Council											
Mayor		100%	Mayor			$ 5,225.00					$ 5,225.00
4 City Council		100%	Council			$ 16,552.00					$ 16,552.00
26 Meetings						$ 21,777.00					$ 21,777.00
EDA Board											
5 City Council Members						$ 3,000.00					$ 3,000.00
2 Members						$ 600.00					$ 600.00
12 Meetings		100%	EDA			$ 3,600.00					$ 3,600.00
Parks Rec & Culture Board											
1 City Council Member						$ 550.00					$ 550.00
4 Members						$ 1,100.00					$ 1,100.00
11 Meetings		100%	PRC			$ 1,650.00					$ 1,650.00
Planning Commission											
5 City Council Members						$ 3,000.00					$ 3,000.00
2 Members						$ 600.00					$ 600.00
12 Meetings		100%	Plan/Zone			$ 3,600.00					$ 3,600.00
Committee of the Whole											
5 City Council Members						$ 3,000.00					$ 3,000.00
12 Meetings											$ -
		100%	Admin			$ 3,000.00					$ 3,000.00
Other Commissions, Boards and Advisory Committees											
1 City Council Member						$ 3,150.00					$ 3,150.00
											$ -
		100%	Council			$ 3,150.00					$ 3,150.00
Administration Department											
City Administrator		70.0%	Admin								$ 148,161.84
1/1/2022	Step 8	10.0%	Water Adm.	80	$ 67.6748	$ 5,413.98					
1/16/2022	Step 9	10.0%	Sewer Adm.	2,000	$ 69.7011	$ 139,402.20	$ 3,345.65				
		10.0%	Liquor Adm.								
Finance Director		70.0%	Admin								$ 118,082.42
1/1/2022	Step 7	10.0%	Water Adm.	880	$ 55.8033	$ 49,106.90					
6/5/2022	Step 8	10.0%	Sewer Adm.	1,200	$ 57.4796	$ 68,975.52					
		10.0%	Liquor Adm.								
HR Director		70.0%	Admin								$ 86,356.88
1/1/2022	Step 2	10.0%	Water Adm.	1,032	$ 40.8977	$ 42,206.43					
6/30/2022	Step 3	10.0%	Sewer Adm.	1,048	$ 42.1283	$ 44,150.46					
		10.0%	Liquor Adm.								
City Clerk		70.0%	Admin								$ 56,579.12
1/1/2022	Step 2	10.0%	Water Adm.	2,080	$ 27.2015	$ 56,579.12					
		10.0%	Sewer Adm.								
		10.0%	Liquor Adm.								
Asst Finance Director		70.0%	Admin							WAIVE	$ 67,353.19
1/1/2022	Step 2	10.0%	Water Adm.	1,320	$ 32.0286	$ 42,277.75					
8/20/2022	Step 3	10.0%	Sewer Adm.	760	$ 32.9940	$ 25,075.44					
		10.0%	Liquor Adm.								
Receptionist / Utility Billing Clerk		25%	Admin								$ 54,167.34
1/1/2022	Step 8	3.5%	Plan/Zone	384	$ 25.4192	$ 9,760.97					
3/9/2022	Step 9	10%	Bldg Insp	1,696	$ 26.1830	$ 44,406.37					
		3.5%	PRC								
		3.0%	EDA								
		25%	Water Adm.								
		25%	Sewer Adm.								

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
		5%	Liquor Adm.								
Utility Billing / Accounting Clerk		45.0%	Water							WAIVE	$ 53,800.29
1/1/2022	Step 5	45.0%	Sewer	320	$ 25.2282	$ 8,073.02					
2/27/2022	Step 6	10.0%	Storm	1,760	$ 25.9814	$ 45,727.26					
TOTAL ADMINISTRATION DEPARTMENT											**$ 584,501.09**
Community Development Department											
Community Development Director		50%	Plan/Zone								$ 99,941.81
1/1/2022	Step 4	10%	Bldg Insp	640	$ 47.0721	$ 30,126.14					
4/23/2022	Step 5	40%	EDA	1,440	$ 48.4831	$ 69,815.66					
Building Official		100%	Bldg Insp								$ 92,163.80
1/1/2022	Step 6			864	$ 43.4226	$ 37,517.13					
6/1/2022	Step 7			1,216	$ 44.9397	$ 54,646.68					
Community Development Specialist		50%	Plan/Zone							WAIVE	$ 59,391.27
1/1/2022	Step 3	50%	Bldg Insp	752	$ 28.0184	$ 21,069.84					
5/12/2022	Step 4			1,328	$ 28.8565	$ 38,321.43					
Permit Technician		100%	Bldg Insp PT								$ 37,995.48
1/1/2022	Step 2			1,254	$ 25.0691	$ 31,436.61					
11/1/2022	Step 3			254	$ 25.8223	$ 6,558.87					
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT											**$ 289,492.35**
Police Department											
Chief		100%	Police								$ 119,413.12
1/1/2022	Step 6			880	$ 54.1802	$ 47,678.58					
6/5/2022	Step 7			1,200	$ 57.4796	$ 68,975.52	$ 2,759.02				
Lieutenant	CBA	100%	Police								$ 94,848.97
1/1/2022	Step 2			1,480	$ 43.3812	$ 64,204.18					
9/17/2022	Step 2			600	$ 43.3812	$ 26,028.72		$ 3,991.07	$ 625.00		
Investigator	CBA	100%	Police							WAIVE	$ 89,128.00
1/1/2022	Step 7			2,080	$ 39.8662	$ 82,921.73	$ 1,913.58	$ 3,667.69	$ 625.00		
Officer	CBA	100%	Police							WAIVE	$ 82,081.18
1/1/2022	Step 5			552	$ 36.6064	$ 20,206.73					
4/7/2022	Step 6			1,528	$ 37.8083	$ 57,771.08		$ 3,478.36	$ 625.00		
Officer	CBA	100%	Police							WAIVE	$ 82,744.63
1/1/2022	Step 6			2,080	$ 37.8083	$ 78,641.26		$ 3,478.36	$ 625.00		
Officer	CBA	100%	Police								$ 82,744.63
1/1/2022	Step 6			2,080	$ 37.8083	$ 78,641.26		$ 3,478.36	$ 625.00		
Officer	CBA	100%	Police								$ 74,342.82
1/1/2022	Step 2			600	$ 33.1097	$ 19,865.82					
4/17/2022	Step 3			1,480	$ 34.2570	$ 50,700.36		$ 3,151.64	$ 625.00		
Officer	CBA	100%	Police								$ 72,828.39
1/1/2022	Step 2			1,920	$ 33.1097	$ 63,570.62					
12/2/2022	Step 3			160	$ 34.2570	$ 5,481.12		$ 3,151.64	$ 625.00		
Officer	CBA	100%	Police								$ 81,523.50
1/1/2022	Step 5			1,016	$ 36.6064	$ 37,192.10					
6/28/2022	Step 6			1,064	$ 37.8083	$ 40,228.03		$ 3,478.36	$ 625.00		
Officer	CBA	100%	Police								$ 82,744.63
1/1/2022	Step 6			2,080	$ 37.8083	$ 78,641.26		$ 3,478.36	$ 625.00		
Police Secretary - FT		100%	Police								$ 60,413.28
1/1/2022	Step 9			2,080	$ 28.3897	$ 59,050.58	$ 1,362.71				
Police Secretary - PT		100%	Police								$ 23,324.50
1/1/2022	Step 1			1,040	$ 22.4274	$ 23,324.50					
Police Data Clerk - PT		100%	Police								$ 25,697.72
1/1/2022	Step 7			994	$ 24.6765	$ 24,528.44					
12/15/2022	Step 8			46	$ 25.4192	$ 1,169.28					
Code Enf.		100%	Police PT								$ 32,778.52

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
1/1/2022	Step 1			684	$ 20.6663	$ 14,135.75					
5/7/2022	Step 2			876	$ 21.2817	$ 18,642.77					
		100%	Police								
FTO Training	CBA	100%	Police	1,200	$ 2.0000	$ 2,400.00					$ 2,400.00
PT Officers	CBA	100%	Police PT								$ 60,000.00
OT Officers	CBA	100%	Police OT								$ 30,000.00
TOTAL POLICE DEPARTMENT											**$ 1,097,013.87**
Public Services Department											
Public Services Director		4.1%	Gen Maint								$ 101,840.61
1/1/2022	Step 4	21.2%	Streets	600	$ 47.0721	$ 28,243.26					
4/17/2022	Step 5	1.0%	Sanitation	1,480	$ 48.4831	$ 71,754.99					
		25.0%	PRC			$ 99,998.25	$ 1,842.36				
		18.6%	Water								
		25.8%	Sewer								
		4.3%	Storm								
Foreman	CBA	4.8%	Gen Maint								$ 74,687.63
1/1/2022	Year 2	24.6%	Streets	720	$ 32.5569	$ 23,440.97					
5/8/2022	Year 3	1.1%	Sanitation	1,360	$ 33.7049	$ 45,838.66					
Licenses	C/D, Pest	13.1%	PRC	2,080	$ 2.6000	$ 5,408.00					
		21.5%	Water			$ 74,687.63					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 67,361.63
1/1/2022	Year 5	24.6%	Streets	2,080	$ 29.2354	$ 60,809.63					
Licenses	C/D, Utility Lead	1.1%	Sanitation	2,080	$ 3.1500	$ 6,552.00					
		13.1%	PRC			$ 67,361.63					
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 55,891.88
1/1/2022	Year 1	24.6%	Streets	400	$ 25.5239	$ 10,209.56					
3/11/2022	Year 2	1.1%	Sanitation	1,680	$ 26.4490	$ 44,434.32					
Licenses	S-D	13.1%	PRC	2,080	$ 0.6000	$ 1,248.00					
		21.5%	Water			$ 55,891.88					
		29.9%	Sewer								
		5.0%	Storm								
Equipment Mechanic	CBA	4.8%	Gen Maint								$ 68,166.22
1/1/2022	Year 5	24.6%	Streets	2,080	$ 32.0330	$ 66,628.64					
Licenses		1.1%	Sanitation	2,080		$ -					
		13.1%	PRC			$ 66,628.64	$ 1,537.58				
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 59,081.63
1/1/2022	Year 2	24.6%	Streets	800	$ 26.4490	$ 21,159.20					
5/22/2022	Year 3	1.1%	Sanitation	1,280	$ 27.3519	$ 35,010.43					
Licenses	W/S-D, Pest	13.1%	PRC	2,080	$ 1.4000	$ 2,912.00					
		21.5%	Water			$ 59,081.63					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 58,412.82
1/1/2022	Year 2	24.6%	Streets	1,080	$ 26.4490	$ 28,564.92					
7/8/2022	Year 3	1.1%	Sanitation	1,000	$ 27.3519	$ 27,351.90					
Licenses	W/S-D	13.1%	PRC	2080	$ 1.2000	$ 2,496.00					

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
		21.5%	Water			$ 58,412.82					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 56,948.12
1/1/2022	Year 2	24.6%	Streets	1,320	$ 26.4490	$ 34,912.68					
8/21/2022	Year 3	1.1%	Sanitation	760	$ 27.3519	$ 20,787.44					
Licenses	W-D	13.1%	PRC	2,080	$ 0.6000	$ 1,248.00					
		21.5%	Water			$ 56,948.12					
		29.9%	Sewer								
		5.0%	Storm								
Public Services OT	CBA	100.0%	Streets OT								$ 20,000.00
		100.0%	Sanitation OT								$ 500.00
		100.0%	PRC OT								$ 1,250.00
		100.0%	Water OT								$ 13,000.00
		100.0%	Sewer OT								$ 13,000.00
		100.0%	Storm OT								$ 1,000.00
PRC Coordinator		100.0%	PRC								$ 68,727.95
1/1/2022	Step 5			376	$ 32.2514	$ 12,126.53					
3/8/2022	Step 6			1,704	$ 33.2168	$ 56,601.43					
Custodian		100.0%	PRC PT								$ 4,789.57
1/1/2022	Step 1			312	$ 15.3512	$ 4,789.57					
Seasonal		17.4%	Streets PT	2,010	$ 16.1681	$ 32,497.88					$ 32,497.88
		30.6%	Sanitation PT								
		52.0%	PRC PT								
TOTAL PUBLIC SERVICES DEPARTMENT											**$ 697,155.96**
Liquor Store											
Manager		100%	Liquor								$ 84,994.09
1/1/2022	Step 7			1,064	$ 40.2718	$ 42,849.20					
7/6/2022	Step 8			1,016	$ 41.4812	$ 42,144.90					
Asst. Manager		100%	Liquor								$ 57,350.27
1/1/2022	Step 2			1,136	$ 27.2015	$ 30,900.90					
7/19/2022	Step 3			944	$ 28.0184	$ 26,449.37					
Clerk I		100%	Liquor								$ 41,258.45
1/1/2022	Step 7			200	$ 19.3084	$ 3,861.68					
2/6/2022	Step 8			1,880	$ 19.8919	$ 37,396.77					
Clerk II		100%	Liquor								
1/1/2022	Step 3			1,248	$ 15.8074	$ 19,727.64					$ 19,727.64
Clerk II		100%	Liquor								
1/1/2022	Step 4			1,248	$ 16.2848	$ 20,323.43					$ 20,323.43
Clerk II	Step 1	100%	Liquor PT	544	$ 14.9056	$ 8,108.65					$ 52,851.88
Clerk II	Step 1			544	$ 14.9056	$ 8,108.65					
Clerk II	Step 1			544	$ 14.9056	$ 8,108.65					
Clerk II	Step 1			544	$ 14.9056	$ 8,108.65					
Clerk II	Step 1			544	$ 14.9056	$ 8,108.65					
Clerk II	Step 1			544	$ 14.9056	$ 8,108.65					
Clerk II	Shift Differential			2,800	$ 1.5000	$ 4,200.00					
Total Part Time Clerks						$ 52,851.88					
TOTAL LIQUOR STORE											**$ 276,505.76**

Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
TAXES		2,187,663	1,918,132	1,881,692	1,859,747	1,844,384	2,170,165
LICENSES/PERMITS		388,500	350,800	375,400	448,614	348,118	391,103
INTERGOVERNMENTAL		1,003,593	1,008,198	897,293	1,288,115	789,776	789,501
CHARGES FOR SERVICES		199,800	203,475	244,215	129,488	230,468	223,487
FINES AND FORFEITURES		38,850	53,050	49,800	32,756	52,502	56,622
MISCELLANEOUS		51,400	35,850	33,200	68,470	74,537	36,620
TRANSFERS IN		360,481	486,400	451,176	451,176	369,150	369,150
GENERAL FUND REVENUES		**4,279,661**	**4,018,487**	**3,932,776**	**4,278,366**	**3,708,935**	**4,036,647**
COUNCIL		40,064	38,719	41,868	40,038	36,025	33,827
ELECTIONS		10,700	200	8,860	10,030	154	9,627
FINANCIAL ADMINISTRATION		596,858	561,411	543,442	515,328	490,416	445,598
SPECIAL PROJECTS		-	-	82,026	56,125	130,053	-
PLANNING AND ZONING		163,990	150,093	141,306	133,373	86,632	104,931
MUNICIPAL BUILDING		38,140	39,654	41,357	38,153	54,234	39,323
POLICE ADMINISTRATION		1,866,431	1,743,607	1,367,042	1,411,553	1,397,350	1,195,400
FIRE PROTECTION		266,400	257,990	249,505	244,229	234,663	224,513
BUILDING INSPECTION ADMIN		280,310	192,707	320,302	398,040	351,585	362,032
CODE ENFORCEMENT		-	12,383	15,378	11,393	45,863	43,795
CIVIL DEFENSE		2,140	2,140	2,300	2,140	4,280	-
ANIMAL CONTROL		3,095	3,091	4,874	3,071	1,568	3,722
GENERAL CITY MAINTENANCE		61,514	58,436	59,918	45,824	43,426	47,642
HWYS, STREETS, & ROADS		420,020	382,949	392,154	344,865	395,418	395,378
STREET LIGHTING		53,500	51,130	49,725	53,811	48,239	64,636
SANITATION ADMINISTRATION		26,571	24,875	23,578	23,023	17,060	17,725
PARK,REC,CULTURE		409,277	371,307	371,237	333,074	319,906	364,756
DEBT SERVICE (GENERAL)		-	-	-	-	-	107,237
TRANSFERS		25,765	113,944	167,563	-	152,284	270,357
IMPROVEMENT FUNDS		-	-	-	-	75,000	-
MISCELLANEOUS		14,885	13,852	100,066	363,183	124,229	977,249
GENERAL FUND EXPENDITURES		**4,279,661**	**4,018,488**	**3,982,501**	**4,027,252**	**4,008,386**	**4,707,748**
NET INCOME / (LOSS)		**0**	**(1)**	**(49,725)**	**251,114**	**(299,451)**	**(671,101)**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101			**GENERAL FUND REVENUES**							
101-25300	EQ		Unreserved Fund Balance		$ 49,374	(37,418)				
101-31000	R		General Property Taxes		$ 2,163,763	1,894,132	1,852,892	1,837,298	1,796,472	2,146,873
101-31001	R		General Prop Taxes-Delinq		$ 20,500	20,300	24,000	21,118	42,685	19,721
101-31801	R		Tax Forfeited Sales		$ 1,600	2,000	2,600	-	1,891	2,547
101-31900	R		Penalties and Interest DelTax		$ 1,800	1,700	2,200	1,331	3,337	1,024
		TOTAL	**TAXES**		**2,187,663**	**1,918,132**	**1,881,692**	**1,859,747**	**1,844,384**	**2,170,165**
101-32100	R		Business Licenses/Permits		$ 13,000	12,500	12,200	13,985	13,435	12,525
101-32200	R		Non-Business Licenses/Permits		$ 8,500	8,500	12,900	11,490	7,750	15,420
101-32210	R		Building Permit Fee		$ 200,000	175,000	198,100	235,980	174,440	190,248
101-32211	R		Plan Check Fee-Bldg.Permit		$ 110,000	98,000	95,000	131,611	97,651	110,482
101-32212	R		Plumbing Fee-Bldg.Permit		$ 13,750	12,500	14,700	11,869	12,241	16,734
101-32213	R		Mechanical Fee-Bldg.Permit		$ 13,250	13,250	12,400	13,359	13,181	12,961
101-32214	R		Fireplace Fee-Bldg.Permit		$ -	-	-	-	-	-
101-32215	R		Septic Fee		$ -	-	-	-	-	-
101-32216	R		S/W Connection Fee		$ 3,000	3,000	1,300	3,563	3,075	2,225
101-32217	R		Sprinkler Fee		$ 200	250	300	-	-	612
101-32218	R		License Verification Fee		$ 1,500	1,000	1,500	2,280	920	1,425
101-32219	R		Electrical Permit		$ 22,000	23,000	22,700	21,059	21,506	24,140
101-32240	R		Animal Licenses		$ 2,500	3,000	3,600	2,520	2,970	3,530
101-32250	R		Special Vehicle Permit		$ 800	800	700	900	950	800
		TOTAL	**LICENSES/PERMITS**		**388,500**	**350,800**	**375,400**	**448,614**	**348,118**	**391,103**
101-33100	R		Federal Grants and Aids		$ 40,800	79,667	8,600	417,121	8,102	6,477
101-33400	R		State Grants and Aids		$ -	-	200	-	-	-
101-33401	R		Local Government Aid		$ 799,088	780,176	737,393	740,876	635,435	631,811
101-33403	R		LGA-Market Value Credit		$ -	150	-	70	164	391
101-33404	R		PERA Rate Increase Aid		$ 1,205	1,205	1,200	-	1,205	1,205
101-33416	R		Police Training Reimbursement		$ -	-	-	-	-	-
101-33418	R		Muni State Aid St Maintenance		$ 75,000	69,000	68,500	73,844	67,155	65,864
101-33422	R		Other State Aid Grants		$ -	-	-	-	-	-
101-33423	R		POST Training Aid		$ 6,500	6,000	6,400	6,586	5,965	10,527
101-33424	R		Police State Aid		$ 81,000	72,000	75,000	49,618	71,750	73,226
101-33600	R		County Grants		$ -	-	-	-	-	-
101-33601	R		Regional Grants		$ -	-	-	-	-	-
101-33610	R		County Grants/Aid for Hwy		$ -	-	-	-	-	-
		TOTAL	**INTERGOVERNMENTAL**		**1,003,593**	**1,008,198**	**897,293**	**1,288,115**	**789,776**	**789,501**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-34000	R		Charges for Services		$ -	-	-	58	516	-
101-34100	R		General Gov t Charges for Svcs		$ 2,000	3,000	3,700	997	2,058	3,512
101-34101	R		Rent Revenue		$ -	-	-	-	-	-
101-34103	R		Zoning and Subdivision Fees		$ 13,000	13,000	12,800	13,085	12,940	15,000
101-34104	R		Plan Check Fee		$ -	-	-	-	-	-
101-34105	R		Sale of Maps and Publications		$ -	-	-	-	-	-
101-34106	R		Advertising Revenue		$ 1,400	1,500	1,500	1,400	3,813	3,524
101-34110	R		Land Rent		$ 1,000	1,000	3,500	1,140	1,260	1,028
101-34112	R		Dog Rm/Bd Charges		$ -	-	700	-	-	395
101-34113	R		Community Ctr Rent Revenue		$ 15,000	12,000	15,500	5,664	17,196	15,113
101-34114	R		Copy Machine Copy Sales		$ 50	75	200	36	85	135
101-34115	R		Lease Revenue		$ 77,100	76,280	106,944	74,373	98,528	109,466
101-34200	R		Police Charges for Services		$ 750	1,000	400	738	1,513	2,125
101-34202	R		Security Services		$ -	-	-	-	-	-
101-34203	R		Accident Reports		$ -	-	-	-	-	-
101-34205	R		Pawn Shop Transactions		$ 1,500	1,500	1,600	(1,124)	1,495	1,660
101-34206	R		School Dist Resource Officer		$ 81,900	85,520	88,471	26,050	80,756	60,162
101-34211	R		PD Charges for Scvs		$ -	-	-	6	-	-
101-34212	R		Nuisance Abatement		$ -	3,000	2,800	749	3,973	2,547
101-34300	R		PW Other Charges for Scvs		$ 1,000	750	1,100	2,055	652	1,266
101-34304	R		Street Cut Charges		$ 4,250	4,000	3,500	4,130	4,635	6,275
101-34305	R		Snow Removal		$ -	-	100	-	-	10
101-34306	R		Weed/Grass Removal		$ -	-	-	-	109	(96)
101-34700	R		Park Rental Fees		$ 500	500	800	105	585	1,010
101-34750	R		Rec Program Fees		$ 300	300	350	(4)	313	291
101-34780	R		Park Fees		$ 50	50	-	30	40	65
101-34951	R		Surplus Property Rev		$ -	-	250	-	-	-
		TOTAL	**CHARGES FOR SERVICES**		**199,800**	**203,475**	**244,215**	**129,488**	**230,468**	**223,487**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-35000	R		Fines and Forfeits		$ 100	50	-	220	56	32
101-35102	R		Parking Fines		$ 1,250	1,500	1,600	620	1,600	2,440
101-35104	R		Other Fines		$ -	-	-	-	-	-
101-35105	R		Highway Fines		$ 30,000	35,500	33,100	24,676	35,566	35,523
101-35106	R		Dog Impound Fee		$ -	-	1,300	-	-	1,279
101-35107	R		NSF Fines		$ -	-	-	-	-	-
101-35108	R		Bldg.Inspection Penalty		$ -	-	-	-	-	-
101-35110	R		Storage Fees		$ -	-	-	-	-	-
101-35120	R		AdministrativeTraffic Citation		$ 7,500	14,000	11,600	7,200	14,120	14,640
101-35130	R		Administrative Citation		$ -	2,000	2,200	40	1,160	2,708
		TOTAL	**FINES AND FORFEITURES**		**38,850**	**53,050**	**49,800**	**32,756**	**52,502**	**56,622**
101-36100	R		Special Assessments		$ -	-	-	-	-	-
101-36200	R		Miscellaneous Revenues		$ 1,000	1,000	2,400	1,026	955	469
101-36201	R		Refunds & Reimbursements		$ 12,500	7,000	13,600	17,880	9,099	7,748
101-36202	R		Loan Payments		$ -	-	-	-	-	-
101-36205	R		Pop Machine Sales - City Hall		$ -	-	-	-	-	-
101-36206	R		Election Expense Reimbursement		$ -	-	-	3,889	-	-
101-36210	R		Interest Earnings		$ 30,000	20,000	17,000	40,126	63,792	22,480
101-36230	R		Contributions and Donations		$ 7,750	7,750	-	100	-	5,000
101-36231	R		Community Center Contributions		$ -	-	-	-	-	-
101-37460	R		General Penalty		$ 150	100	200	744	22	186
101-37840	R		Cash Over - (Short)		$ -	-	-	(0)	-	-
101-37843	R		Bank Charges		$ -	-	-	245	-	-
101-37844	R		Error Adjustment		$ -	-	-	(221)	21	(0)
101-39102	R		Sale of Property		$ -	-	-	-	649	737
101-39103	R		Insurance Proceeds		$ -	-	-	4,681	-	-
		TOTAL	**MISCELLANEOUS**		**51,400**	**35,850**	**33,200**	**68,470**	**74,537**	**36,620**
101-39200	R		Interfund Operating Transfers		$ -	-	-	-	-	-
101-39203	R		Transfer from Other Fund		$ 360,481	486,400	451,176	451,176	369,150	369,150
		TOTAL	**TRANSFERS IN**		**360,481**	**486,400**	**451,176**	**451,176**	**369,150**	**369,150**
101-39999	R		Prior Period Adjustment			-	-	-	-	-
101		**TOTAL**	**GENERAL FUND REVENUES**		**4,279,661**	**4,018,487**	**3,932,776**	**4,278,366**	**3,708,935**	**4,036,647**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
41110			**COUNCIL**							
101-41110-100	E		Wages & Salaries General		$ 24,927	24,927	21,777	23,477	25,327	22,577
			Council & Board Wages							
101-41110-120	E		Employer Contrib Ret General		$ 1,907	1,907	1,666	1,796	1,938	1,727
101-41110-130	E		Employer Paid Ins General		$ -	-	-	-	-	-
101-41110-151	E		Worker s Comp Insurance		$ -	-	-	-	-	-
101-41110-200	E		Office Supplies (GENERAL)		$ 750	250	700	786	143	208
101-41110-208	E		Training and Instruction		$ 2,500	2,500	4,750	724	693	499
101-41110-220	E		General Supplies		$ -	-	-	15	13	-
101-41110-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41110-305	E		Technology		$ 1,000	1,000	2,000	903	861	1,225
101-41110-351	E		Legal Notices Publishing		$ 2,000	1,500	1,750	3,277	825	1,519
101-41110-361	E		General Liability Ins		$ 50	5	25	6	29	132
101-41110-433	E		Dues and Subscriptions		$ 6,930	6,630	9,200	9,053	6,169	5,939
			League of Minnesota Cities	$ 6,900						
			LMC MN Mayors Association	$ 30						
101-41110-437	E		Other Miscellaneous		$ -	-	-	-	26	-
41110		**TOTAL**	**COUNCIL**		**40,064**	**38,719**	**41,868**	**40,038**	**36,025**	**33,827**
41200			**ELECTIONS**							
101-41200-100	E		Wages & Salaries General		$ 7,250	-	5,560	7,222	-	3,592
101-41200-200	E		Office Supplies (GENERAL)		$ 100	-	100	76	-	-
101-41200-208	E		Training and Instruction		$ 250	-	1,300	35	-	661
101-41200-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41200-351	E		Legal Notices Publishing		$ 100	-	200	-	-	77
101-41200-361	E		General Liability Ins		$ -	-	-	-	-	-
101-41200-439	E		Election Expenses		$ 3,000	200	1,700	2,698	154	5,296
41200		**TOTAL**	**ELECTIONS**		**10,700**	**200**	**8,860**	**10,030**	**154**	**9,627**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
41500			**FINANCIAL ADMINISTRATION**							
101-41500-100	E		Wages & Salaries General		$ 350,115	327,953	300,019	295,551	266,374	263,551
101-41500-101	E		PT Salaries & Wages		$ 5,050	4,900	5,500	2,852	-	-
101-41500-102	E		Full-Time Employees OT		$ -	-	-	-	26	-
101-41500-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-41500-112	E		Contracted Services		$ 3,995	10,248	40,235	33,099	11,871	10,004
			Codification Maint. Fee	$ 995						
			City Code Update (30%)	$ 3,000						
101-41500-120	E		Employer Contrib Ret General		53,403	50,034	45,646	43,932	39,286	39,143
101-41500-130	E		Employer Paid Ins General		77,370	61,733	49,926	51,440	44,618	49,696
101-41500-142	E		Unemployment Comp Benefit Pymt		-	-	-	79	25	-
101-41500-151	E		Worker s Comp Insurance		4,618	2,842	2,731	2,785	1,536	1,627
101-41500-200	E		Office Supplies (GENERAL)		$ 4,000	3,500	3,900	4,061	3,491	2,504
			Miscellaneous	$ 10,000						
			15% to EDA, PRC, P/Z, BLD INSP	$ (6,000)						
101-41500-202	E		Duplicating and copying supply		$ 3,080	1,870	1,980	2,980	1,473	1,552
			Copier Lease	$ 6,500						
			Paper / Supplies	$ 1,200						
			15% to P/Z, PRC, EDA	$ (4,620)						
101-41500-207	E		Computer Supplies		$ -	-	-	-	-	-
101-41500-208	E		Training and Instruction		$ 11,235	11,235	8,775	1,043	8,176	7,062
			City Clerk Training	$ 1,345						
			General HR Training	$ 1,240						
			ICMA Conference - C Mgr/Wood	$ 2,500						
			MCMA Conference - C Mgr/Wood	$ 800						
			League Conference - C Mgr/Wood	$ 800						
			LMC Conf. Betker/Brooks	$ 1,600						
			MNGFOA Conference - Fin Dir	$ 575						
			MNGFOA Conference - Asst Fin Dir	$ 575						
			General Admin Training	$ 800						
			Finance Dept Training	$ 1,000						
101-41500-220	E		General Supplies		$ 75	250	-	77	73	-
101-41500-300	E		Professional Srvs (GENERAL)		$ 50,225	50,224	46,530	41,159	75,783	32,833
			City Attorney	$ 40,000						
			Safety Training (6.25%)	$ 225						
			Mediation / Arbitration	$ 10,000						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-41500-301	E		Audit & Accounting Services		$ 15,000	17,540	17,538	16,688	15,875	18,090
			Annual Financial Audit	$ 35,000						
			AUP (Agreed Upon Procedures)	$ 5,000						
			12.5% B.I., Water, Sewer, Storm, Liquor	$ (25,000)						
101-41500-303	E		Engineering Fees		$ -	-	100	233	-	604
101-41500-305	E		Technology		$ 9,239	6,627	6,241	6,559	6,551	5,168
			Anti Spam Software	$ 288						
			WB IT Solutions (15%)	$ 6,750						
			Laserfiche Support (25%)	$ 1,294						
			Civic Plus Support (10%)	$ 243						
			Civic Systems Support (5.80%)	$ 664						
101-41500-320	E		Communications (GENERAL)		$ 1,092	1,548	1,536	1,643	1,803	754
			Verizon	$ 1,092						
101-41500-322	E		Postage		$ 1,260	5,090	5,385	5,699	4,423	4,759
			Mailing - Isantian	$ 50						
			PO Box Fee	$ 120						
			Postage 1,400 @ $0.55	$ 770						
			Certified Letters	$ 320						
101-41500-335	E		Auto Expense		$ 1,000	110	110	-	1	2,980
			City Hall Vehicle(s)	$ 1,000						
101-41500-351	E		Legal Notices Publishing		$ 500	300	600	972	66	254
101-41500-361	E		General Liability Ins		$ 2,200	2,100	2,420	2,170	2,321	3,311
101-41500-366	E		Bonds/Life Insurance		$ -	-	-	-	-	-
101-41500-404	E		Repairs/Maint Machinery/Equip		$ -	-	-	-	2	-
101-41500-433	E		Dues and Subscriptions		$ 2,600	2,507	2,270	1,419	3,290	1,707
			MN City/Cty Management Assoc	$ 160						
			MN Clerks & Finance Officers Assoc	$ 50						
			SHRM Membership	$ 230						
			ICMA	$ 1,185						
			Int'l Institute of Muncipal Clerks	$ 170						
			MN GFOA	$ 140						
			MN Society of CPAs	$ 280						
			AICPA	$ 285						
			MN Board of Accountancy	$ 100						
101-41500-437	E		Other Miscellaneous		$ 800	800	2,000	889	32	-
			Employee Wellness	$ 800						
101-41500-500	E		Capital Expenditures		$ -	-	-	-	3,320	-
101-41500-511	E		Land Acquisition		$ -	-	-	-	-	-
101-41500-721	E		Contingency Fund		$ -	-	-	-	-	-
41500		**TOTAL**	**FINANCIAL ADMINISTRATION**		**596,858**	**561,411**	**543,442**	**515,328**	**490,416**	**445,598**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
41501			**SPECIAL PROJECTS**							
101-41501-100	E		Wages & Salaries General		$ -	-	55,753	41,942	89,708	-
101-41501-102	E		Full-Time Employees OT		$ -	-	-	-	-	-
101-41501-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-41501-112	E		Contracted Services		$ -	-	5,000	1,382	3,984	-
101-41501-120	E		Employer Contrib Ret General		$ -	-	8,447	5,301	12,869	-
101-41501-130	E		Employer Paid Ins General		$ -	-	6,904	6,103	17,526	-
101-41501-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-41501-151	E		Worker s Comp Insurance		$ -	-	534	545	823	-
101-41501-200	E		Office Supplies (GENERAL)		$ -	-	-	-	-	-
101-41501-202	E		Duplicating and copying supply		$ -	-	600	-	52	-
101-41501-207	E		Computer Supplies		$ -	-	-	-	-	-
101-41501-208	E		Training and Instruction		$ -	-	1,400	-	3,773	-
101-41501-220	E		General Supplies		$ -	-	-	-	-	-
101-41501-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-41501-301	E		Audit & Accounting Services		$ -	-	-	-	-	-
101-41501-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41501-305	E		Technology		$ -	-	-	-	-	-
101-41501-320	E		Communications		$ -	-	540	-	-	-
101-41501-322	E		Postage		$ -	-	-	-	-	-
101-41501-335	E		Auto Expense		$ -	-	1,558	-	260	-
101-41501-351	E		Legal Notices Publishing		$ -	-	-	-	8	-
101-41501-361	E		General Liability Ins		$ -	-	-	-	-	-
101-41501-366	E		Bonds/Life Insurance		$ -	-	-	-	-	-
101-41501-404	E		Repairs/Maint Machinery/Equip		$ -	-	-	-	-	-
101-41501-433	E		Dues and Subscriptions		$ -	-	1,290	853	1,050	-
101-41501-437	E		Other Miscellaneous		$ -	-	-	-	-	-
101-41501-500	E		Capital Expenditures		$ -	-	-	-	-	-
101-41501-511	E		Land Acquisition		$ -	-	-	-	-	-
101-41501-721	E		Contingency Fund		$ -	-	-	-	-	-
41501		**TOTAL**	**SPECIAL PROJECTS**		**-**	**-**	**82,026**	**56,125**	**130,053**	**-**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
41910			**PLANNING AND ZONING**							
101-41910-100	E		Wages & Salaries General		$ 85,162	80,478	77,882	71,271	30,081	68,906
101-41910-101	E		Part Time Salaries and Wages		$ 2,525	2,450	2,800	-	-	-
101-41910-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-41910-112	E		Contracted Services		$ 4,550	4,550	-	-	10,648	-
			Zoning Code Update	$ 4,550						
101-41910-120	E		Employer Contrib Ret General		$ 12,734	12,110	12,121	10,415	4,308	9,970
101-41910-130	E		Employer Paid Ins General		$ 15,678	13,815	6,615	12,886	3,354	8,316
101-41910-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	11	-	-
101-41910-151	E		Worker s Comp Insurance		$ 1,114	689	711	725	578	369
101-41910-200	E		Office Supplies (GENERAL)		$ 1,250	1,250	1,525	828	814	573
			15% from Admin	$ 1,500						
			Miscellaneous	$ 250						
101-41910-202	E		Duplicating and copying supply		$ 1,155	510	540	834	728	503
			15% from Admin	$ 1,155						
101-41910-208	E		Training and Instruction		$ 2,000	2,000	2,130	5	687	1,081
			MN APA Conference	$ 1,500						
			Continuing Education - CDD	$ 500						
101-41910-300	E		Professional Srvs (GENERAL)		$ 9,500	6,000	4,000	5,180	3,748	1,945
101-41910-301	E		Auditing and Acct g Services		$ -	-	-	-	-	-
101-41910-303	E		Engineering Fees		$ 4,500	3,000	3,000	5,480	4,773	2,999
101-41910-305	E		Technology		$ 5,164	3,712	3,189	3,563	3,040	2,835
			WB IT Solutions (10%)	$ 4,500						
			Civic Systems Support (5.80%)	$ 664						
101-41910-310	E		Annexation Payments		$ 16,400	17,600	23,862	20,827	21,250	1,824
			Annex. Pmt to Township - A-2457(OA)-32	$ 12,100						
			Annex. Pmts. to Residents - A-2457(OA)-32	$ 4,300						
101-41910-320	E		Communications (GENERAL)		$ 258	264	1,513	1,124	528	685
			Verizon - 50% CDD Phone	$ 258						
101-41910-322	E		Postage		$ 50	50	50	-	2	13
101-41910-335	E		Auto Expense		$ 500	55	55	-	1	82
			10% from Admin	$ 500						
101-41910-351	E		Legal Notices Publishing		$ 300	300	300	210	116	664
101-41910-361	E		General Liability Ins		$ 50	10	63	15	76	387
101-41910-433	E		Dues and Subscriptions		$ 350	350	-	-	-	-
			MN APA Membership	$ 100						
			North TH 65 Corridor Coalition	$ 250						
101-41910-437	E		Other Miscellaneous		$ 750	900	950	-	787	908
			Isanti County Recorder / Misc.	$ 750						
101-41910-500	E		Capital Expenditures			-	-	-	1,113	2,871
41910		**TOTAL**	**PLANNING AND ZONING**		**163,990**	**150,093**	**141,306**	**133,373**	**86,632**	**104,931**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
41941			**MUNICIPAL BUILDING**							
101-41941-100	E		Wages & Salaries General		$ -	-	200	-	32	50
101-41941-112	E		Contracted Services		$ 1,310	960	1,337	1,015	1,161	856
			Alarm Monitoring	$ 610						
			Shred-N-Go	$ 700						
101-41941-120	E		Employer Contrib Ret General		$ -	-	15	-	5	4
101-41941-130	E		Employer Paid Ins General		$ -	-	-	-	-	-
101-41941-210	E		Operating Supplies (GENERAL)		$ 1,750	5,250	2,100	1,309	2,214	1,060
			Misc. Supplies	$ 1,000						
			Flags	$ 750						
101-41941-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-41941-303	E		Engineering Fees		$ -	-	-	-	-	-
101-41941-305	E		Technology		$ 6,750	8,065	7,535	7,656	7,428	6,431
			WB IT Solutions (15%)	$ 6,750						
101-41941-320	E		Communications (GENERAL)		$ 3,870	3,164	5,893	4,743	2,852	4,317
			Landline Service	$ 900						
			City Hall Phone System Maint. (90%)	$ 2,970						
101-41941-361	E		General Liability Ins		$ 2,500	2,410	2,263	2,447	2,153	2,110
101-41941-380	E		Utilities		$ 14,300	12,120	13,563	13,489	11,436	9,545
101-41941-401	E		Maint & Repairs - Bldgs.		$ 7,660	7,685	8,451	7,493	9,499	10,000
			Janitorial Services	$ 3,915						
			Rug Service	$ 1,770						
			Garbarge/Recycling Services	$ 250						
			Fire Suppresion Inspection	$ 225						
			Miscellaneous	$ 1,000						
			Library Box - Powder Coat	$ 500						
101-41941-405	E		Depreciation (GENERAL)		$ -	-	-	-	-	-
101-41941-410	E		Rentals		$ -	-	-	-	-	-
101-41941-500	E		Capital Expenditures		$ -	-	-	-	17,454	4,950
101-41941-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
41941		**TOTAL**	**MUNICIPAL BUILDING**		**38,140**	**39,654**	**41,357**	**38,153**	**54,234**	**39,323**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
42110			**POLICE ADMINISTRATION**							
101-42110-100	E		Wages & Salaries General		$ 974,235	930,655	690,289	700,265	630,007	608,564
101-42110-101	E		Part Time Salaries and Wages		$ 92,779	90,517	78,356	80,707	137,166	85,258
101-42110-102	E		Full-Time Employees OT		$ 30,000	40,000	40,000	68,383	55,024	40,288
			Incidental OT	$ 20,000						
			Training OT	$ 10,000						
101-42110-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-42110-112	E		Contracted Services		$ -	-	-	220	3,375	-
101-42110-113	E		Uniform Pay		$ 12,857	11,757	15,100	24,033	19,228	13,835
101-42110-114	E		Crime Prevention		$ 750	2,000	2,000	774	434	136
101-42110-118	E		Salary Contingency		$ -	-	-	-	-	-
101-42110-120	E		Employer Contrib Ret General		$ 197,609	191,216	146,211	156,308	147,846	124,678
101-42110-130	E		Employer Paid Ins General		$ 205,588	185,071	154,893	140,844	132,382	130,040
101-42110-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	2,135	-
101-42110-151	E		Worker s Comp Insurance		$ 120,312	85,262	48,918	49,889	38,694	22,904
101-42110-200	E		Office Supplies (GENERAL)		$ 3,825	3,800	3,600	3,336	3,990	4,151
101-42110-207	E		Computer Supplies		$ -	-	100	16	60	-
101-42110-208	E		Training and Instruction		$ 17,940	17,000	17,000	17,501	15,347	15,731
			Ammunition	$ 4,000						
			MN Chiefs Annual Conference	$ 800						
			Jubiliee Days Meeting	$ 350						
			Misc Training/Courses	$ 11,300						
			Misc. Reserve Training	$ 500						
			Patrol On-line	$ 990						
101-42110-240	E		Small Tools and Minor Equip		$ 3,410	2,710	3,056	3,244	2,877	2,196
			Copy Machine Lease	$ 1,510						
			Radar Calibration	$ 300						
			Misc Small Tools/Equipment	$ 800						
			Misc Investigator Equipment	$ 800						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-42110-300	E		Professional Srvs (GENERAL)		$ 68,200	66,492	58,751	51,833	52,744	53,282
			Prosecution ($4,084/month)	$ 49,750						
			Safety Training (12.5%)	$ 450						
			Attorney/Abatement/Hearings	$ 1,000						
			Hearing Testing	$ 750						
			Bi-Annual Body Camera Audit	$ 2,000						
			Officer Wellness	$ 7,200						
			Admin Citation Payment	$ 4,800						
			Pre-Employment & Drug Testing	$ 2,250						
101-42110-305	E		Technology		$ 15,947	13,708	11,727	9,471	13,838	20,358
			LETG Software Maintenance and Support	$ 8,410						
			WB IT Solutions (10%)	$ 4,500						
			County RMS Maint.	$ 737						
			Watchguard Server/Support	$ -						
			I-Crime Fighter	$ 1,296						
			Civic Systems Support (5.45%)	$ 664						
			Anti Spam Software	$ 340						
101-42110-320	E		Communications (GENERAL)		$ 11,615	10,854	6,261	6,332	5,653	5,393
			Verizon	$ 9,180						
			Landline Service	$ 1,810						
			Long Distance	$ 25						
			BCA Connection	$ 600						
101-42110-321	E		Cell Phone Reimbursement		$ -	-	-	-	-	-
101-42110-335	E		Auto Expense		$ 42,050	34,260	35,914	39,171	33,837	25,559
			Fuel/Washes	$ 26,000						
			PW Labor	$ 850						
			GEO Tab	$ 2,700						
			Repairs	$ 12,500						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-42110-336	E		PD Reserves		$ 1,200	1,200	1,200	1,113	782	1,432
101-42110-351	E		Legal Notices Publishing		$ 300	300	300	807	801	331
101-42110-361	E		General Liability Ins		$ 39,500	33,010	31,991	34,629	30,073	30,000
101-42110-380	E		Utilities		$ 7,700	7,340	8,592	7,272	6,927	6,691
101-42110-401	E		Maint & Repairs - Bldgs.		$ 6,540	6,790	4,257	5,662	12,800	4,631
			Janitorial Services	$ 1,820						
			Rug Service	$ 360						
			Garbarge/Recycling Services	$ 190						
			Fire Suppresion Inspection	$ 170						
			Misc. Services	$ 2,000						
			Misc. Equipment	$ 2,000						
101-42110-404	E		Repairs/Maint Equipment		$ 1,000	1,000	500	1,479	1,729	-
101-42110-433	E		Dues and Subscriptions		$ 13,075	8,665	8,026	8,266	695	283
			Lexipol Annual Subscription	$ 5,810						
			Post License $90/Officer every 3 years	$ 180						
			Tri County Law Enforcement	$ 75						
			MN Chiefs of Police Assoc.	$ 310						
			Special Response Team	$ 5,500						
			Range Dues	$ 1,200						
101-42110-440	E		Prisoner Expense		$ -	-	-	-	-	-
101-42110-442	E		Forfeitures		$ -	-	-	-	-	-
101-42110-500	E		Capital Expenditures		$ -	-	-	-	48,905	(341)
101-42110-501	E		Replacement Fund		$ -	-	-	-	-	-
101-42110-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
101-42110-721	E		Contingency Fund		$ -	-	-	-	-	-
42110		**TOTAL**	**POLICE ADMINISTRATION**		**1,866,431**	**1,743,607**	**1,367,042**	**1,411,553**	**1,397,350**	**1,195,400**
42280			**FIRE PROTECTION**							
101-42280-300	E		Professional Srvs (GENERAL)		$ -	-	-	2,800	-	-
101-42280-380	E		Utilities		$ 3,600	3,620	2,540	3,351	3,416	-
101-42280-390	E		Public Safety Expense		$ 262,800	254,370	246,965	238,078	231,246	224,513
101-42280-401	E		Maint & Repairs - Bldgs.		$ -	-	-	-	-	-
42280		**TOTAL**	**FIRE PROTECTION**		**266,400**	**257,990**	**249,505**	**244,229**	**234,663**	**224,513**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
42401			**BUILDING INSPECTION ADMIN**							
101-42401-100	E		Wages & Salaries General		$ 137,270	122,956	35,013	37,111	48,018	42,432
101-42401-101	E		Part Time Salaries and Wages		$ 37,995	-	-	-	-	250
101-42401-102	E		Full-Time Employees OT		$ -	-	-	-	-	-
101-42401-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-42401-105	E		Labor Credit - Work for Others		$ -	-	-	-	-	-
101-42401-112	E		Contracted Services		$ 24,400	18,400	267,985	344,135	272,916	288,748
			Rum River Construction Consultants	$ 6,000						
			Electrical Inspector	$ 18,400						
101-42401-120	E		Employer Contrib Ret General		$ 26,655	18,628	5,396	5,157	7,458	6,426
101-42401-130	E		Employer Paid Ins General		$ 31,812	27,099	4,929	6,626	7,829	6,946
101-42401-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	31	-	-
101-42401-151	E		Worker s Comp Insurance		$ 2,393	1,102	335	342	616	503
101-42401-200	E		Office Supplies (GENERAL)		$ 1,500	-	-	531	625	824
			15% from Admin	$ 1,500						
101-42401-202	E		Duplicating and copying supply		$ 1,155	-	-	-	489	502
			15% from Admin	$ 1,155						
101-42401-207	E		Computer Supplies		$ -	-	-	-	-	-
101-42401-208	E		Training and Instruction		$ 1,700	-	500	0	115	-
			Annual Institute (CE)	$ 1,200						
			Miscellaneous	$ 500						
101-42401-210	E		Operating Supplies (GENERAL)		$ 250	100	50	105	199	99
101-42401-300	E		Professional Srvs (GENERAL)		$ 1,000	-	935	660	2,709	3,642
101-42401-301	E		Auditing and Acct g Services		$ 5,000	-	-	-	3,175	3,618
			Annual Financial Audit (12.5%)	$ 4,375						
			AUP (Agreed Upon Procedures)	$ 625						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-42401-303	E		Engineering Fees		$ 250	-	2,000	-	-	-
101-42401-305	E		Technology		$ 7,187	4,021	1,356	2,326	2,530	2,857
			PSN Monthly eBill (20%)	$ 140						
			WB IT Solutions (10%)	$ 4,500						
			Civic Systems Support (22.24%)	$ 2,547						
101-42401-320	E		Communications (GENERAL)		$ 628	26	297	151	446	880
			Verizon - 10% CDD Phone	$ 52						
			Verizon - 100% Building Official Phone	$ 576						
101-42401-335	E		Auto Expense		$ 500	55	1,155	28	592	958
			10% from Admin	$ 500						
101-42401-351	E		Legal Notices Publishing		$ 50	50	-	552	66	53
101-42401-361	E		General Liability Ins		$ 300	270	351	279	352	738
101-42401-380	E		Utilities		$ -	-	-	-	1,271	991
101-42401-401	E		Maint & Repairs - Bldgs.		$ -	-	-	5	1,051	1,566
101-42401-405	E		Depreciation (GENERAL)		$ -	-	-	-	-	-
101-42401-433	E		Dues and Subscriptions		$ 265	-	-	-	-	-
			International Code Council	$ 145						
			10,000 Lakes B.O. Assn & AMNBO	$ 120						
101-42401-437	E		Other Miscellaneous		$ -	-	-	-	3	-
101-42401-500	E		Capital Expenditures		$ -	-	-	-	1,125	-
101-42401-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
42401		**TOTAL**	**BUILDING INSPECTION ADMIN**		**280,310**	**192,707**	**320,302**	**398,040**	**351,585**	**362,032**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
42402			**CODE ENFORCEMENT**							
101-42402-100	E		Wages & Salaries General		$ -	7,509	7,260	6,675	32,077	25,870
101-42402-101	E		Part Time Salaries and Wages		$ -	-	-	-	-	6,692
101-42402-106	E		Wages & Salaries Admin		$ -	-	-	-	-	-
101-42402-120	E		Employer Contrib Ret General		$ -	1,138	1,110	996	5,169	5,002
101-42402-130	E		Employer Paid Ins General		$ -	1,307	593	1,230	3,486	2,708
101-42402-151	E		Worker s Comp Insurance		$ -	67	70	71	311	152
101-42402-200	E		Office Supplies (GENERAL)		$ -	50	200	121	30	90
101-42402-207	E		Computer Supplies		$ -	-	-	-	-	15
101-42402-208	E		Training and Instruction		$ -	-	250	0	61	-
101-42402-300	E		Professional Srvs (GENERAL)		$ -	1,000	2,600	2	1,332	858
101-42402-305	E		Technology		$ -	786	385	762	1,016	1,162
101-42402-320	E		Communications		$ -	26	1,023	562	538	354
101-42402-322	E		Postage		$ -	125	200	149	38	116
101-42402-335	E		Auto Expense		$ -	-	1,200	288	332	325
101-42402-351	E		Legal Notices Publishing		$ -	75	150	6	44	59
101-42402-361	E		General Liability Ins		$ -	300	337	312	317	392
101-42402-494	E		Property Management		$ -	-	-	221	-	-
101-42402-500	E		Capital Expenditures		$ -	-	-	-	1,113	-
42402		**TOTAL**	**CODE ENFORCEMENT**		**-**	**12,383**	**15,378**	**11,393**	**45,863**	**43,795**
42500			**CIVIL DEFENSE**							
101-42500-112	E		Contracted Services		$ 2,140	2,140	2,300	2,140	4,280	-
			Siren Maintenance	$ 2,140						
101-42500-220	E		General Supplies		$ -	-	-	-	-	-
42500		**TOTAL**	**CIVIL DEFENSE**		**2,140**	**2,140**	**2,300**	**2,140**	**4,280**	**-**
42700			**ANIMAL CONTROL**							
101-42700-112	E		Contracted Services		$ 3,000	3,000	4,600	3,000	1,440	3,705
101-42700-210	E		Operating Supplies (GENERAL)		$ -	-	180	70	124	-
101-42700-219	E		Disposal-Animal		$ 90	90	90	-	-	-
101-42700-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-42700-322	E		Postage		$ -	-	-	-	-	-
101-42700-361	E		General Liability Ins		$ 5	1	4	1	3	17
101-42700-417	E		Uniform Rentals		$ -	-	-	-	-	-
42700		**TOTAL**	**ANIMAL CONTROL**		**3,095**	**3,091**	**4,874**	**3,071**	**1,568**	**3,722**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
43010			**GENERAL CITY MAINTENANCE**							
101-43010-100	E		Wages & Salaries General		$ 25,322	24,092	23,330	19,148	17,493	19,542
101-43010-102	E		Full-Time Employees OT		$ -	-	-	-	12	(2)
101-43010-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-43010-113	E		Clothing Replacement		$ 40	50	45	34	43	27
101-43010-120	E		Employer Contrib Ret General		$ 3,836	3,650	3,534	2,793	2,609	2,882
101-43010-130	E		Employer Paid Ins General		$ 8,381	6,892	6,340	4,941	4,601	5,030
101-43010-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-43010-151	E		Worker s Comp Insurance		$ 3,120	1,952	1,995	2,035	2,080	509
101-43010-208	E		Training and Instruction		$ 50	50	200	-	47	19
101-43010-212	E		Motor Fuels		$ -	-	-	-	-	-
101-43010-220	E		General Supplies		$ 450	450	500	458	493	426
101-43010-222	E		Gen l Operating Expense		$ 3,930	3,140	5,325	1,075	688	3,218
			Torch Gas	$ 200						
			Towel/Rug Service	$ 1,230						
			Parts/Oil/Supplies	$ 2,500						
101-43010-240	E		Small Tools and Minor Equip		$ 450	500	1,500	670	-	432
101-43010-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-43010-303	E		Engineering Fees		$ -	-	-	-	-	-
101-43010-305	E		Technology		$ -	-	-	-	57	56
101-43010-320	E		Communications (GENERAL)		$ -	-	12	7	9	207
101-43010-351	E		Legal Notices Publishing		$ -	-	-	-	6	-
101-43010-361	E		General Liability Ins		$ 1,400	1,280	1,283	1,305	1,219	1,146
101-43010-380	E		Utilities		$ 10,700	11,970	11,949	10,091	11,290	11,259
101-43010-400	E		Ground Maintenance		$ -	350	-	-	360	-
101-43010-401	E		Maint & Repairs - Bldgs.		$ 3,000	3,380	2,400	2,482	1,833	2,222
			Garbarge/Recycling Services	$ 2,500						
			Miscellaneous	$ 500						
101-43010-404	E		Repairs/Maint Machinery/Equip		$ 460	370	500	420	343	335
			Annual Lift Inspection	$ 460						
101-43010-405	E		Depreciation (GENERAL)		$ -	-	-	-	-	-
101-43010-410	E		Rentals		$ -	-	675	-	-	35
101-43010-417	E		Uniform Rentals		$ 375	310	330	366	244	300
101-43010-500	E		Capital Expenditures		$ -	-	-	-	-	-
101-43010-501	E		Replacement Fund		$ -	-	-	-	-	-
101-43010-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
101-43010-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
101-43010-701	E		Equipment/Bldg Payments		$ -	-	-	-	-	-
101-43010-720	E		Operating Transfers		$ -	-	-	-	-	-
43010		**TOTAL**	**GENERAL CITY MAINTENANCE**		**61,514**	**58,436**	**59,918**	**45,824**	**43,426**	**47,642**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
43100			**HWYS, STREETS, & ROADS**							
101-43100-100	E		Wages & Salaries General		$ 129,965	123,650	119,731	130,298	117,247	120,594
101-43100-101	E		Part Time Salaries and Wages		$ 5,655	5,490	4,809	2,639	2,729	2,097
101-43100-102	E		Full-Time Employees OT		$ 20,000	20,000	17,000	11,701	24,030	15,713
101-43100-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-43100-105	E		Labor Credit - Work for Others		$ (1,000)	(1,750)	(1,750)	(525)	(638)	(1,725)
101-43100-112	E		Contracted Services		$ -	-	-	-	-	-
101-43100-113	E		Clothing Replacement		$ 200	250	175	173	219	188
101-43100-120	E		Employer Contrib Ret General		$ 23,576	22,595	21,443	20,830	20,931	20,284
101-43100-130	E		Employer Paid Ins General		$ 43,000	35,359	32,529	37,640	36,817	32,305
101-43100-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-43100-151	E		Worker s Comp Insurance		$ 20,052	12,381	10,581	10,791	13,121	13,194
101-43100-208	E		Training and Instruction		$ 500	500	800	35	342	576
101-43100-212	E		Motor Fuels		$ 22,500	20,000	20,000	13,042	20,414	18,258
101-43100-220	E		General Supplies		$ 17,500	15,500	12,650	10,982	6,582	11,095
			Mosquito Spray - Promethium	$ 7,500						
			Miscellaneous	$ 10,000						
101-43100-226	E		Signs		$ 1,000	500	500	1,757	510	3,826
101-43100-229	E		Gravel		$ 3,500	3,500	7,800	4,306	6,912	7,733
101-43100-230	E		Salt/Sand		$ 50,000	50,000	58,000	37,047	57,435	45,695
101-43100-231	E		Street Maintenance		$ 9,625	9,700	11,000	8,026	9,172	10,008
			Special Assessments	$ 625						
			Street/Sidewalk Repair	$ 9,000						
101-43100-240	E		Small Tools and Minor Equip		$ 3,500	1,000	1,500	1,373	1,237	2,896
			Aux. Fuel Tank	$ 2,500						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-43100-300	E		Professional Srvs (GENERAL)		$ 720	662	1,939	681	1,618	1,885
			Safety Training (12.5%)	$ 450						
			CDL Drug Testing (30%)	$ 270						
101-43100-303	E		Engineering Fees		$ 27,500	25,000	30,000	25,168	16,609	19,452
101-43100-305	E		Technology		$ 704	642	295	619	378	500
			Civic Systems Support (5.80%)	$ 664						
			Anti Spam Software	$ 40						
101-43100-320	E		Communications (GENERAL)		$ 2,162	2,240	2,622	2,505	2,598	2,902
			Verizon	$ 1,952						
			Landline Service	$ 200						
			Long Distance	$ 10						
101-43100-351	E		Legal Notices Publishing		$ 150	-	-	23	139	149
101-43100-361	E		General Liability Ins		$ 4,300	3,820	4,223	3,932	4,163	6,472
101-43100-380	E		Utilities		$ -	-	-	-	-	(1,092)
101-43100-400	E		Grounds Maintenance		$ 750	750	1,000	1,219	342	600
101-43100-401	E		Maint & Repairs - Bldgs.		$ 1,250	1,000	1,300	1,713	1,004	1,878
101-43100-404	E		Repairs/Maint Machinery/Equip		$ 30,000	28,000	32,000	16,546	25,350	41,813
101-43100-410	E		Rentals		$ 300	300	300	-	72	886
101-43100-417	E		Uniform Rentals		$ 2,500	1,750	1,507	2,281	1,553	1,413
101-43100-433	E		Dues and Subscriptions		$ 110	110	200	64	106	103
			APWA (25%)	$ 110						
101-43100-494	E		Property Management		$ -	-	-	-	-	-
101-43100-500	E		Capital Expenditures		$ -	-	-	-	24,426	15,680
101-43100-511	E		Land Acquisition		$ -	-	-	-	-	-
101-43100-531	E		Improvement-Land		$ -	-	-	-	-	-
43100		**TOTAL**	**HWYS, STREETS, & ROADS**		**420,020**	**382,949**	**392,154**	**344,865**	**395,418**	**395,378**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
43160			**STREET LIGHTING**							
101-43160-303	E		Engineering Fees		$ -	-	-	-	-	-
101-43160-361	E		General Liability Ins		$ 700	-	-	4,032	-	-
101-43160-380	E		Utilities		$ 52,800	51,130	49,725	49,779	48,239	47,830
101-43160-500	E		Capital Expenditures		$ -	-	-	-	-	16,806
43160		**TOTAL**	**STREET LIGHTING**		**53,500**	**51,130**	**49,725**	**53,811**	**48,239**	**64,636**
43210			**SANITATION ADMINISTRATION**							
101-43210-100	E		Wages & Salaries General		$ 5,864	5,579	5,400	4,442	4,056	4,539
101-43210-101	E		Part Time Salaries and Wages		$ 9,944	9,655	7,900	7,997	7,592	6,293
101-43210-102	E		Full-Time Employees OT		$ 500	500	450	-	434	303
101-43210-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-43210-112	E		Contracted Services		$ -	-	-	-	-	-
101-43210-113	E		Clothing Replacement		$ 10	15	-	8	10	8
101-43210-120	E		Employer Contrib Ret General		$ 2,471	2,384	2,083	1,260	1,250	1,195
101-43210-130	E		Employer Paid Ins General		$ 1,935	1,592	1,465	1,144	1,358	1,348
101-43210-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	-	-	-
101-43210-151	E		Worker s Comp Insurance		$ 1,766	1,168	1,040	1,061	392	108
101-43210-208	E		Training and Instruction		$ -	-	-	-	11	0
101-43210-212	E		Motor Fuels		$ 1,300	1,200	1,200	803	1,256	1,057
101-43210-220	E		General Supplies		$ -	-	-	2	13	-
101-43210-300	E		Professional Srvs (GENERAL)		$ 750	750	500	242	380	799
			Clean-Up Day	$ 750						
101-43210-303	E		Engineering Fees		$ -	-	-	-	-	-
101-43210-305	E		Technology		$ -	-	-	-	-	-
101-43210-320	E		Communications (GENERAL)		$ -	-	-	-	-	-
101-43210-351	E		Legal Notices Publishing		$ -	-	-	-	1	-
101-43210-361	E		General Liability Ins		$ 5	2	10	2	12	59
101-43210-400	E		Ground Maintenance		$ 2,000	2,000	3,500	6,044	270	1,993
			Compost Screening	$ 2,000						
101-43210-417	E		Uniform Rentals		$ 25	30	30	19	24	25
101-43210-500	E		Capital Expenditures		$ -	-	-	-	-	-
43210		**TOTAL**	**SANITATION ADMINISTRATION**		**26,571**	**24,875**	**23,578**	**23,023**	**17,060**	**17,725**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
45300			**PARK,REC,CULTURE**							
101-45300-100	E		Wages & Salaries General		$ 155,446	145,092	136,907	143,637	128,082	135,459
101-45300-101	E		Part Time Salaries and Wages		$ 21,688	25,822	22,635	9,224	13,949	13,177
101-45300-102	E		Full-Time Employees OT		$ 1,250	1,250	-	2,217	1,726	1,192
101-45300-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
101-45300-112	E		Contracted Services		$ 8,320	7,670	7,329	6,270	5,425	6,850
			Janitorial Services	$ 1,760						
			Portable Restrooms	$ 6,560						
101-45300-113	E		Clothing Replacement		$ 100	130	125	92	117	99
101-45300-120	E		Employer Contrib Ret General		$ 26,901	25,999	24,243	22,297	20,425	21,202
101-45300-130	E		Employer Paid Ins General		$ 38,092	28,420	26,632	27,170	25,702	28,647
101-45300-138	E		Employer Paid Ins Admin		$ -	-	-	-	-	-
101-45300-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	11	-	-
101-45300-151	E		Worker s Comp Insurance		$ 18,335	11,373	11,145	11,366	11,319	3,151
101-45300-200	E		Office Supplies (GENERAL)		$ 1,600	1,100	1,500	743	1,086	1,351
			15% from Admin	$ 1,500						
			Miscellaneous	$ 100						
101-45300-202	E		Duplicating and copying supply		$ 1,155	510	540	825	569	505
			15% from Admin	$ 1,155						
101-45300-208	E		Training and Instruction		$ 1,750	1,750	1,850	325	1,107	1,916
			PW Tech Pesticide Licensing	$ 250						
			Professional Development	$ 1,500						
101-45300-210	E		Operating Supplies (GENERAL)		$ 2,000	2,000	2,600	1,739	1,816	2,148
101-45300-212	E		Motor Fuels		$ 2,400	2,300	2,300	1,405	2,198	1,848
101-45300-220	E		General Supplies		$ 2,500	3,000	4,000	3,420	1,458	2,465
101-45300-226	E		Signs		$ 750	500	800	1,453	210	402
101-45300-240	E		Small Tools and Minor Equip		$ 1,300	1,000	2,000	1,063	712	3,248
101-45300-300	E		Professional Srvs (GENERAL)		$ 750	692	1,721	900	1,138	1,137
			Safety Training (12.5%)	$ 450						
			Attorney	$ 300						
101-45300-303	E		Engineering Fees		$ 2,000	1,500	2,250	1,500	1,378	948
101-45300-305	E		Technology		$ 2,914	2,157	1,742	2,228	2,147	1,622
			WB IT Solutions (5%)	$ 2,250						
			Civic Systems Support (5.80%)	$ 664						
101-45300-320	E		Communications (GENERAL)		$ 2,041	1,808	2,513	2,620	2,063	2,446
			Verizon	$ 516						
			Landline Service	$ 1,500						
			Long Distance	$ 25						
101-45300-322	E		Postage			-	25	-	-	-

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
101-45300-340	E		Advertising		$ 2,000	1,250	4,200	2,876	1,736	3,055
101-45300-351	E		Legal Notices Publishing		$ 250	250	225	248	317	249
101-45300-361	E		General Liability Ins		$ 19,500	19,440	16,557	17,305	16,077	15,188
101-45300-380	E		Utilities		$ 18,200	17,590	18,552	17,129	16,595	14,621
101-45300-400	E		Ground Maintenance		$ 17,000	15,000	21,000	7,631	15,824	12,360
			Tree Planting	$ 5,000						
101-45300-401	E		Maint & Repairs - Bldgs.		$ 9,170	9,190	9,738	8,196	7,344	9,976
			Garbarge/Recycling Services	$ 3,460						
			Rug Service	$ 1,310						
			Fire Suppresion / Inspection Services	$ 1,400						
			Miscellaneous	$ 3,000						
101-45300-404	E		Repairs/Maint Machinery/Equip		$ 8,000	8,000	11,000	8,373	4,823	6,013
101-45300-410	E		Rentals		$ 500	100	150	1,536	-	-
101-45300-417	E		Uniform Rentals		$ 1,200	850	739	1,072	754	714
101-45300-433	E		Dues and Subscriptions		$ 2,199	2,199	1,679	849	1,440	1,428
			MFMA	$ 70						
			MRPA	$ 280						
			NRPA	$ 200						
			Storyblocks subscription (stock images)	$ 150						
			Amazon Prime	$ 199						
			Music License (ASCAP)	$ 190						
			MPCC	$ 400						
			Adobe Suite Annual Dues	$ 600						
			APWA (25%)	$ 110						
101-45300-437	E		Other Miscellaneous		$ 3,340	3,340	3,340	3,475	3,340	3,340
			C-I Bike/Walk Trail Agreement	$ 3,340						
101-45300-491	E		Recreation Program		$ 11,875	4,875	4,550	5,133	1,571	1,853
			City Rec programs	$ 9,000						
			Movies at ICC	$ 1,125						
			Misc Program Supplies	$ 1,750						
101-45300-494	E		Property Management		$ -	-	-	-	-	-
101-45300-497	E		SUMMER EVENTS		$ 6,400	6,000	7,500	6,108	3,851	4,710
			Fireworks	$ 6,400						
101-45300-498	E		Farmers Market		$ 2,200	3,000	3,000	2,084	2,088	2,178
101-45300-499	E		Street Dance		$ 16,150	16,150	16,150	10,556	14,686	14,438
101-45300-500	E		Capital Expenditures		$ -	-	-	-	6,833	44,823
101-45300-520	E		Buildings and Structures		$ -	-	-	-	-	-
45300		**TOTAL**	**PARK,REC,CULTURE**		**409,277**	**371,307**	**371,237**	**333,074**	**319,906**	**364,756**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
47000			**DEBT SERVICE (GENERAL)**							
101-47000-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
101-47000-700	E		Loss on MV of Land Held for Resale		$ -	-	-	-	-	107,237
47000		**TOTAL**	**DEBT SERVICE (GENERAL)**		**-**	**-**	**-**	**-**	**-**	**107,237**
49000			**TRANSFERS**							
101-49000-700	E		Transfers (GENERAL)		$ -	-	-	-	-	257,652
101-49000-720	E		Operating Transfers		$ 25,765	113,944	167,563	-	152,284	12,705
			Water - Hotel Project - End 2028							
			Sewer - Hotel Project - End 2028							
			Liquor - 2018 Imp. - End 2029	$ 25,765						
49000		**TOTAL**	**TRANSFERS**		**25,765**	**113,944**	**167,563**	**-**	**152,284**	**270,357**
49008			**IMPROVEMENT FUNDS**							
101-49008-437	E		Other Miscellaneous		$ -	-	-	-	75,000	-
49008		**TOTAL**	**IMPROVEMENT FUNDS**		**-**	**-**	**-**	**-**	**75,000**	**-**
49110			**MISCELLANEOUS FUNDS**							
101-49110-303	E		Engineering Fees		$ -	-	-	-	-	-
101-49110-320	E		Communications (GENERAL)		$ -	-	-	-	-	-
101-49110-380	E		Utilities		$ 410	420	-	272	264	256
			General Liability Ins	$ 310						
			Janitorial Services	$ 100						
101-49110-437	E		Other Miscellaneous			-	-	350,531	-	-
101-49110-490	E		Donations-Organizations			-	-	-	-	-
101-49110-604	E		TIF-Pay as You Go		$ 14,475	13,432	24,066	12,380	-	6,191
			Hotel Project - Tax Abatement	$ 14,475						
101-49110-612	E		Interest Expense		$ -	-	1,000	-	341	962
101-49110-615	E		Business Subsidy		$ -	-	-	-	-	850,000
101-49110-700	E		Transfers (GENERAL)		$ -	-	-	-	123,624	119,840
101-49110-730	E		Designated Reserve		$ -	-	75,000	-	-	-
49110		**TOTAL**	**MISCELLANEOUS**		**14,885**	**13,852**	**100,066**	**363,183**	**124,229**	**977,249**
101		**TOTAL**	**GENERAL FUND EXPENDITURES**		**4,279,661**	**4,018,488**	**3,982,501**	**4,027,252**	**4,008,386**	**4,707,748**
101		**NET INC**	**NET INCOME / (LOSS)**		**0**	**(1)**	**(49,725)**	**251,114**	**(299,451)**	**(671,101)**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-31000	R		Property Taxes		$ 98,038	86,201	79,802	79,802	62,565	56,327
108-31410	R		Lodging Tax		$ -	-	-	-	-	-
108-33601	R		Regional Grants		$ -	-	-	-	-	-
108-33621	R		Cable Franchise Fee		$ 6,660	7,090	6,883	6,535	20,031	20,654
108-34110	R		Land Rent		$ 6,000	6,000	6,500	5,965	6,000	6,452
108-34901	R		Assignment&Assumption Agreemen		$ -	-	-	-	-	-
108-36200	R		Miscellaneous Revenues		$ -	-	-	-	-	-
108-36201	R		Refunds & Reimbursements		$ 500	-	-	377	4	20,023
108-36210	R		Interest Earnings		$ 250	726	500	2,407	2,973	470
108-36220	R		Farmers Market		$ -	-	2,300	2,210	2,563	2,229
108-36225	R		Street Dance		$ -	-	5,000	4,025	5,225	5,128
108-36230	R		Contributions and Donations		$ -	-	-	-	-	-
108-39102	R		Sale of Property		$ -	-	-	1	-	-
108-39203	R		Transfer from Other Fund		$ -	-	-	-	87,124	92,340
108		**TOTAL**	**EDA REVENUES**		**111,448**	**100,017**	**100,985**	**101,322**	**186,485**	**203,623**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-46500-100	E		Wages & Salaries General		$ 45,202	42,811	40,186	39,530	27,625	75,330
108-46500-101	E		Part Time Salaries and Wages		$ 2,450	2,450	2,800	-	2,213	3,403
108-46500-103	E		Health Stipend (HRA)			-	-	-	-	-
108-46500-112	E		Contracted Services			-	-	-	-	-
108-46500-120	E		Employer Contrib Ret General		$ 6,578	6,403	6,308	5,611	4,109	10,378
108-46500-130	E		Employer Paid Ins General		$ 10,432	8,724	2,960	8,511	1,309	16,630
108-46500-142	E		Unemployment Comp Benefit Pymt			-	-	9	-	-
108-46500-151	E		Worker s Comp Insurance		$ 568	352	350	357	793	529
108-46500-200	E		Office Supplies (GENERAL)		$ 1,500	1,000	1,200	737	822	447
			15% from Admin	$ 1,500						
108-46500-202	E		Duplicating and copying supply		$ 1,155	510	540	817	541	492
			15% from Admin	$ 1,155						
108-46500-208	E		Training and Instruction		$ 2,450	2,450	2,450	2,404	853	676
			EDAM Conference	$ 850						
			Professional Development	$ 1,600						
108-46500-300	E		Professional Srvs (GENERAL)		$ 10,000	10,000	6,500	8,465	768	7,784
			Attorney	$ 5,000						
			TIF/Tax Abatement Consultant	$ 5,000						
108-46500-303	E		Engineering Fees		$ 5,000	500	600	9,091	213	2,298
108-46500-305	E		Technology		$ 4,694	3,562	3,103	2,635	1,663	1,706
			WB IT Solutions (5%)	$ 2,250						
			Laserfiche Support (20%)	$ 1,294						
			Civic Plus Support (20%)	$ 486						
			Civic Systems Support (5.80%)	$ 664						
108-46500-320	E		Communications (GENERAL)		$ 636	563	989	1,222	524	1,079
			Verizon - 40% CDD Phone	$ 206						
			Landline Service	$ 100						
			City Hall Phone System Maint. (10%)	$ 330						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
108-46500-335	E		Auto Expense		$ -	-	-	-	-	-
108-46500-351	E		Legal Notices Publishing		$ 500	250	100	534	105	494
108-46500-361	E		General Liability Ins		$ 10	20	89	21	111	573
108-46500-380	E		Utilities		$ 2,300	1,460	1,401	2,133	1,380	1,352
108-46500-401	E		Maint & Repairs - Bldgs.		$ 435	690	-	-	-	-
			Janitorial Services	$ 435						
108-46500-433	E		Dues and Subscriptions		$ 898	1,648	1,145	1,145	1,145	1,145
			EDAM Membership	$ 295						
			North 65 Chamber of Commerce	$ 503						
			Intl Council of Shopping Centers	$ 100						
108-46500-437	E		Other Miscellaneous		$ -	-	-	-	-	-
108-46500-494	E		Property Management		$ -	-	-	-	-	-
108-46500-495	E		Marketing		$ 6,025	5,225	7,750	5,856	7,900	5,458
			FT Staff Shirts (35 * $30)	$ 1,050						
			Initiative Foundation	$ 825						
			Mayor's Employer Luncheon	$ 1,500						
			Marketing Materials	$ 2,000						
			Networking Events	$ 650						
108-46500-498	E		Farmers Market		$ -	-	-	-	-	-
108-46500-499	E		Street Dance		$ -	-	-	-	-	-
108-46500-500	E		Capital Expenditures		$ -	-	-	-	-	-
108-46500-511	E		Land Acquisition		$ -	-	-	-	-	196
108-46500-531	E		Improvement-Land		$ -	-	-	-	-	-
108-46500-602	E		Loan Payment		$ -	-	-	-	-	-
108-46500-700	E		Transfers (GENERAL)		$ 10,481	136,400	19,150	19,150	19,150	19,150
108		**TOTAL**	**EDA EXPENDITURES**		**111,314**	**225,018**	**97,621**	**108,227**	**71,225**	**149,117**
108		**NET INCOME / (LOSS)**			**134**	**(125,001)**	**3,364**	**(6,905)**	**115,261**	**54,506**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
425			**STREET CONSTRUCTION**							
425-31000	R		General Property Taxes		$ 295,000	286,500	-	163,000	-	-
425-33418	R		Muni State Aid St Maintenance		$ -	999,000	-	-	-	-
425-34951	R		Surplus Property Rev		$ -	-	-	-	-	-
425-36100	R		Special Assessments		$ 65,700	69,900	-	-	-	-
425-36210	R		Interest Earnings		$ 8,600	3,400	-	92	-	-
425-36230	R		Contributions and Donations		$ -	-	-	-	-	-
425-39102	R		Sale of Property		$ -	-	-	-	-	-
425-39201	R		Transfer from General Fund		$ -	-	-	-	-	-
425-39203	R		Transfer from Other Fund		$ -	-	-	-	-	-
425		**TOTAL**	**STREET CONSTRUCTION REVENUES**		**369,300**	**1,358,800**	**-**	**163,092**	**-**	**-**
425			**STREET CONSTRUCTION**							
425-49008-300	E		Professional Srvs (GENERAL)		$ -	-	-	7,570	-	-
425-49008-303	E		Engineering Fees		$ -	-	-	116,542	15,328	-
425-49008-351	E		Legal Notices Publishing		$ -	-	-	296	-	-
425-49008-500	E		Capital Expenditures		$ -	-	-	-	-	-
425-49008-520	E		Buildings and Structures		$ -	-	-	-	-	-
425-49008-530	E		ImprovementsOtherThanBldgs		$ 657,000	1,215,500	-	550,845	-	-
425-49008-620	E		Fiscal Agent s Fees		$ -	-	-	-	-	-
425-49008-621	E		Bond Discount		$ -	-	-	-	-	-
425-49008-720	E		Transfer Out		$ -	-	-	-	-	-
425		**TOTAL**	**STREET CONSTRUCTION EXPENDITURES**		**657,000**	**1,215,500**	**-**	**675,253**	**15,328**	**-**
425		**NET INCOME / (LOSS)**			**(287,700)**	**143,300**	**-**	**(512,162)**	**(15,328)**	**-**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-33622	R		Gas Franchise Fee		$ 150,644	143,414	-	141,996	100,459	-
440-33623	R		Electric Franchise Fee		$ 180,625	174,364	-	170,256	199,775	-
440-36210	R		Interest Earnings		$ 5,000	5,000	-	7,483	18,206	845
440-39203	R		Transfer from Other Fund		$ -	-	-	-	-	-
440		**TOTAL**	**PAVEMENT MANAGEMENT REVENUES**		**336,269**	**322,778**	**-**	**319,735**	**318,440**	**845**
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-49008-303	E		Engineering Fees		$ -	-	-	57,252	48,267	8,331
440-49008-351	E		Legal Notices Publishing		$ -	-	-	190	243	-
440-49008-530	E		ImprovementsOtherThanBldgs		$ 326,000	316,000	-	235,035	203,024	-
440		**TOTAL**	**PAVEMENT MANAGEMENT EXPENDITURES**		**326,000**	**316,000**	**-**	**292,477**	**251,533**	**8,331**
440		**NET INCOME / (LOSS)**			**10,269**	**6,778**	**-**	**27,258**	**66,906**	**(7,486)**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
601			**WATER FUND**							
601-33400	R		State Grants and Aids		$ 290,000	-	-	-	-	-
601-33439	R		PERA Pension Other Revenue			-	-	277	206	779
601-34115	R		Lease Revenue			-	-	-	-	-
601-34400	R		Collector Street Fee			-	-	-	-	-
601-35107	R		NSF Fines		$ 500	500	-	60	420	870
601-36100	R		Special Assessments			-	800	29	15	796
601-36200	R		Miscellaneous Revenues		$ 7,500	7,000	-	195	7,022	7,755
601-36201	R		Refunds & Reimbursements		$ 500	500	-	1,147	491	679
601-36203	R		Loan Proceeds			-	-	-	-	-
601-36210	R		Interest Earnings			15,000	17,000	39,525	66,496	20,177
601-36261	R		Contributions - Developer			-	-	637,500	-	-
601-36262	R		Contributions - Other Funds			-	-	-	-	261,542
601-37100	R		Water Sales		$ 1,209,832	1,244,220	1,046,670	1,212,666	1,042,835	972,565
601-37151	R		Water Access Charge (WAC)		$ 200,000	225,000	99,298	288,773	214,190	230,867
601-37152	R		Water Reconnection Chg		$ 8,000	8,000	10,000	1,400	8,030	7,850
601-37153	R		Misc. Charges			-	-	-	-	-
601-37154	R		Water Meter Upgrade Fee			-	-	-	-	-
601-37160	R		Water Penalty		$ 28,632	25,000	-	4,076	26,661	25,150
601-37228	R		Utility Trunk Fee		$ 20,500	20,000	-	41,850	26,089	22,050
601-38888	R		Water/Sewer Collections			-	-	-	-	-
601-39102	R		Sale of Property			-	-	-	-	-
601-39200	R		Interfund Operating Transfers			-	-	-	-	-
601-39203	R		Transfer from Other Fund		$ -	29,919	29,920	-	-	1,590
			General Fund - Hotel Project - End 2028	$ -						
601-39999	R		Prior Period Adjustment			-	-	-	-	(18,141)
601		**TOTAL**	**WATER FUND REVENUES**		**1,765,464**	**1,575,139**	**1,203,688**	**2,227,497**	**1,392,456**	**1,534,530**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
601			**WATER FUND**							
601-49400-100	E		Wages & Salaries General		$ 137,871	130,958	125,909	108,012	105,749	110,248
601-49400-101	E		PT Salaries & Wages			-	2,600	-	-	-
601-49400-102	E		Full-Time Employees OT		$ 13,000	13,000	11,000	12,786	13,092	11,814
601-49400-103	E		Health Stipend (HRA)			-	-	-	-	-
601-49400-105	E		Labor Credit - Work for Others			-	-	-	-	-
601-49400-108	E		Wages & Salaries Admin		$ 61,195	57,362	59,984	59,931	38,525	35,793
601-49400-112	E		Contracted Services		$ 24,530	22,783	20,400	4,742	14,807	11,176
			Leaks/Breaks/Repairs	$ 15,000						
			Generator Service Agreement	$ 2,530						
			Backflow Testing	$ 4,000						
			City Code Update (30%)	$ 3,000						
601-49400-113	E		Clothing Replacement		$ 200	225	175	152	191	121
601-49400-114	E		Crime Prevention		$ -	-	-	-	-	-
601-49400-120	E		Employer Contrib Ret General		$ 22,939	21,892	20,824	18,433	16,209	18,224
601-49400-128	E		Employer Contrib Ret Admin		$ 9,300	8,719	9,116	7,783	7,022	5,223
601-49400-129	E		Pension Expense		$ -	-	-	7,678	(7,351)	(14,018)
601-49400-130	E		Employer Paid Ins General		$ 40,786	34,071	31,597	28,971	28,012	28,968
601-49400-138	E		Employer Paid Ins Admin		$ 16,252	13,382	12,330	10,757	10,435	9,673
601-49400-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	79	-	-
601-49400-150	E		OPEB Expense		$ -	-	-	(2,420)	3,926	7,069
601-49400-151	E		Worker s Comp Insurance		$ 16,074	10,750	9,707	9,900	9,812	3,705
601-49400-208	E		Training and Instruction		$ 2,900	2,900	2,897	2,041	1,665	2,113
			Training and Instruction	$ 2,500						
			Civic Systems Symposium - Util. Clerk	$ 400						
601-49400-211	E		S/W Billing Supplies		$ 2,295	1,575	1,743	904	2,269	1,026
601-49400-212	E		Motor Fuels		$ 3,500	3,500	3,110	2,235	3,736	2,678
601-49400-220	E		General Supplies		$ 9,500	10,000	10,000	9,653	6,060	11,268
601-49400-221	E		Chemicals		$ 30,000	29,000	18,000	38,452	22,193	23,477
601-49400-232	E		Water Meters		$ 50,000	30,000	44,000	49,108	21,417	28,045
601-49400-240	E		Small Tools and Minor Equip		$ 1,500	1,000	1,750	1,171	571	1,768
601-49400-300	E		Professional Srvs (GENERAL)		$ 2,070	2,012	3,546	608	2,011	1,469
			Safety Training (12.5%)	$ 450						
			City Attorney	$ 1,000						
			CDL Drug Testing (30%)	$ 270						
			Continuing Disclosure Report	$ 350						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
601-49400-301	E		Auditing and Acct g Services		$ 5,000	4,385	4,384	4,172	3,175	3,618
			Annual Financial Audit (12.5%)	$ 4,375						
			AUP (Agreed Upon Procedures)	$ 625						
601-49400-303	E		Engineering Fees		$ 15,000	10,000	15,000	1,377	4,764	3,444
601-49400-305	E		Technology		$ 8,235	6,281	5,456	5,359	4,477	4,397
			PSN Monthly eBill (35%)	$ 240						
			Civic Systems Support (14.63%)	$ 1,675						
			Laserfiche Support (20%)	$ 1,294						
			Civic Plus Support (20%)	$ 486						
			WB IT Solutions (10%)	$ 4,500						
			Anti Spam Software	$ 40						
601-49400-320	E		Communications (GENERAL)		$ 3,500	3,554	3,801	3,556	3,595	3,869
			Landline Service	$ 1,280						
			Long Distance	$ 10						
			Verizon	$ 2,210						
601-49400-322	E		Postage		$ 5,000	5,500	4,532	3,636	5,019	4,229
601-49400-351	E		Legal Notices Publishing		$ 350	300	300	378	253	437
601-49400-361	E		General Liability Ins		$ 11,400	10,340	11,025	10,608	10,876	17,043
601-49400-380	E		Utilities		$ 64,600	56,410	60,520	60,968	53,217	51,535
601-49400-400	E		Ground Maintenance		$ 500	500	1,000	18	-	177
601-49400-401	E		Maint & Repairs - Bldgs.		$ 5,500	5,000	5,530	2,557	4,383	3,003
			Well 3 & Water Tower Doors	$ 2,500						
601-49400-404	E		Repairs/Maint Machinery/Equip		$ 11,000	16,500	15,000	12,700	8,587	11,647
			Auto Expense (20% From Admin)	$ 1,000						
			Miscellaneous	$ 10,000						
601-49400-405	E		Depreciation (GENERAL)		$ 405,000	400,000	400,000	402,078	399,782	388,042
601-49400-410	E		Rentals		$ -	-	-	-	38	-
601-49400-415	E		Other Equipment Rentals		$ -	-	-	-	-	-
601-49400-417	E		Uniform Rentals		$ 1,500	1,200	1,174	1,402	950	1,062
601-49400-433	E		Dues and Subscriptions		$ 4,370	4,370	3,470	3,887	3,831	3,711
			Gopher State One-Call Locates	$ 1,600						
			American Water Works Assocation	$ 210						
			WTF Hazardous Chemical	$ 25						
			Annual Water Use Report	$ 2,300						
			MN Rurual Water Assn (50%)	$ 125						
			APWA (25%)	$ 110						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
601-49400-437	E		Other Miscellaneous		$ 625	500	450	518	479	428
			Railroad Pipeline Permit	$ 625						
601-49400-438	E		Bank Charges		$ -	-	-	-	-	-
601-49400-492	E		Testing-Waste/Water		$ 2,000	2,000	2,000	1,025	1,134	1,471
601-49400-494	E		Property Management		$ -	-	-	-	-	-
601-49400-500	E		Capital Expenditures		$ 601,680	480,190	24,320	5,555	10,848	10,722
601-49400-501	E		Replacement Fund		$ -	-	-	-	-	-
601-49400-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
601-49400-532	E		Improvement-Capital		$ -	-	-	-	-	-
601-49400-534	E		Water Treatment Facility		$ -	-	-	-	-	-
601-49400-535	E		2011 Water Impr Projects		$ -	-	-	-	-	-
601-49400-536	E		2011 Water Meters		$ -	-	-	-	-	-
601-49400-601	E		Debt Srv Bond Principal		$ 434,000	423,000	408,000	-	398,000	383,000
			2007 GO Revenue Note, PFA	$ 58,000						
			2008 GO Revenue Note, PFA	$ 281,000						
			2010A GO Utility Revenue Bonds - Water	$ 25,000						
			2011 GO Water Revenue Bonds, PFA	$ 35,000						
			2013A GO Refunding - Water	$ 35,000						
601-49400-610	E		Interest			-	-	-	-	-
601-49400-611	E		Bond Interest		$ 87,819	99,553	110,787	107,305	118,748	128,629
			2007 GO Revenue Note, PFA	$ 7,995						
			2008 GO Revenue Note, PFA	$ 65,557						
			2010A GO Utility Revenue Bonds - Water	$ 2,725						
			2011 GO Water Revenue Bonds, PFA	$ 5,672						
			2013A GO Refunding - Water	$ 5,870						
601-49400-620	E		Fiscal Agent s Fees		$ 685	685	684	687	685	683
601-49400-621	E		Bond Discount		$ -	-	-	-	-	-
601-49400-630	E		Amortization of Bond Discount		$ -	-	-	-	-	-
601-49400-700	E		Transfers (GENERAL)		$ 4,564	4,429	4,534	4,534	4,333	4,333
			2011A GO Improvement Bonds (930)	$ 4,564						
601-49400-701	E		Equipment/Bldg Payments			-	-	-	-	-
601-49400-710	E		Transfer Debt from Government			-	-	-	-	-
601-49400-720	E		Operating Transfers		$ 58,278	40,000	-	-	-	338,714
			Contribution to General Fund (920) Capital Purchases	$ 58,278						
601		**TOTAL**	**WATER FUND EXPENDITURES**		**2,174,517**	**1,967,826**	**1,470,655**	**1,003,294**	**1,337,527**	**1,664,037**
601		**NET INCOME / (LOSS)**			**(409,053)**	**(392,687)**	**(266,967)**	**1,224,203**	**54,929**	**(129,507)**
601		**NET CASH FLOW / (LOSS)**			**(4,053)**	**7,313**	**133,033**	**1,631,539**	**451,286**	**251,586**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
602			**SEWER FUND**							
602-33400	R		State Grants and Aids		$ 361,000	-	-	-	-	-
602-33439	R		PERA Pension Other Revenue		$ -	-	-	348	258	989
602-34000	R		Charges for Services		$ -	-	-	-	-	-
602-34115	R		Lease Revenue		$ -	-	-	-	-	-
602-34400	R		Collector Street Fee		$ -	-	-	-	-	-
602-34951	R		Surplus Property Rev		$ -	-	-	-	-	-
602-36100	R		Special Assessments		$ -	-	-	6	2	(3,660)
602-36200	R		Miscellaneous Revenues		$ -	-	-	-	-	-
602-36201	R		Refunds & Reimbursements		$ 1,600	1,600	1,600	1,549	1,660	757
602-36210	R		Interest Earnings		$ 15,000	25,000	40,000	60,218	103,189	23,367
602-36261	R		Contributions - Developer		$ -	-	-	510,000	-	-
602-36262	R		Contributions - Other Funds		$ -	-	-	-	-	-
602-37153	R		Misc. Charges		$ -	-	-	-	-	-
602-37200	R		Sewer Sales		$ 1,354,659	1,575,000	1,275,878	1,484,500	1,376,571	1,222,029
602-37228	R		Utility Trunk Fee		$ 25,100	20,000	-	51,150	40,887	26,950
602-37251	R		Sewer Access Charge (SAC)		$ 276,800	300,000	168,950	359,090	272,131	286,650
602-37252	R		Sewer Reconnection Chg		$ -	-	-	-	-	-
602-37260	R		Swr Penalty		$ 6,000	5,750	-	1,059	5,724	5,778
602-37843	R		Bank Charges		$ -	-	-	-	-	-
602-39102	R		Sale of Property		$ -	-	-	-	-	-
602-39200	R		Interfund Operating Transfers		$ -	-	-	-	-	-
602-39201	R		Transfer from General Fund		$ -	58,259	58,260	-	-	11,115
			Sewer - Hotel Project - End 2028	$ -						
602-39203	R		Transfer from Other Fund		$ -	-	-	-	-	-
602-39320	R		Reoffering Premium		$ -	-	-	-	-	-
602-39400	R		Loan Forgiveness		$ -	-	-	-	107,047	-
602-39999	R		Prior Period Adjustment		$ -	-	-	-	(0)	(24,149)
602		**TOTAL**	**SEWER FUND REVENUES**		**2,040,159**	**1,985,609**	**1,544,688**	**2,467,919**	**1,907,470**	**1,549,827**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
602			**SEWER FUND**							
602-49450-100	E		Wages & Salaries General		$ 182,209	173,142	166,758	141,775	138,569	145,077
602-49450-101	E		PT Salaries & Wages		$ -	-	2,600	-	-	-
602-49450-102	E		Full-Time Employees OT		$ 13,000	13,000	11,000	11,883	12,456	11,709
602-49450-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
602-49450-105	E		Labor Credit - Work for Others		$ -	-	-	-	-	-
602-49450-108	E		Wages & Salaries Admin		$ 61,195	57,362	59,984	58,781	46,773	43,622
602-49450-112	E		Contracted Services		$ 7,800	6,053	5,950	4,544	4,177	4,771
			Leaks/Breaks/Repairs	$ 1,500						
			Generator Service Agreement	$ 2,300						
			WWTP Meter Calibration	$ 1,000						
			City Code Update (30%)	$ 3,000						
602-49450-113	E		Clothing Replacement		$ 275	300	175	211	266	168
602-49450-120	E		Employer Contrib Ret General		$ 29,657	28,283	27,013	23,179	20,398	23,135
602-49450-128	E		Employer Contrib Ret Admin		$ 9,300	8,719	9,116	7,783	8,850	6,376
602-49450-129	E		Pension Expense		$ -	-	-	9,567	(10,678)	(21,860)
602-49450-130	E		Employer Paid Ins General		$ 55,459	46,137	42,696	37,965	36,216	37,656
602-49450-138	E		Employer Paid Ins Admin		$ 16,252	13,382	12,330	10,758	11,702	11,017
602-49450-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	79	-	-
602-49450-150	E		OPEB Expense		$ -	-	-	(3,549)	4,559	7,606
602-49450-151	E		Worker s Comp Insurance		$ 21,723	14,167	13,198	13,460	11,518	5,019
602-49450-208	E		Training and Instruction		$ 3,650	3,650	3,805	1,158	1,315	3,241
			Training and Instruction	$ 3,250						
			Civic Systems Symposium - Util. Clerk	$ 400						
602-49450-211	E		S/W Billing Supplies		$ 2,295	1,575	1,743	904	2,269	1,026
602-49450-212	E		Motor Fuels		$ 3,500	3,500	3,110	2,035	2,806	2,414
602-49450-220	E		General Supplies		$ 4,500	6,000	6,500	4,310	4,163	3,891
602-49450-221	E		Chemicals		$ 60,000	70,000	100,000	47,425	43,694	44,879
602-49450-240	E		Small Tools and Minor Equip		$ 1,750	1,000	1,750	1,667	776	1,328
602-49450-260	E		Hauling		$ -	-	-	-	-	-

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
602-49450-300	E		Professional Srvs (GENERAL)		$ 2,070	1,668	2,187	1,076	2,383	1,779
			Safety Training (12.5%)	$ 450						
			City Attorney	$ 500						
			CDL Drug Testing (30%)	$ 270						
			Continuing Disclosure Report	$ 850						
602-49450-301	E		Auditing and Acct g Services		$ 5,000	4,385	4,384	4,172	3,175	3,618
			Annual Financial Audit (12.5%)	$ 4,375						
			AUP (Agreed Upon Procedures)	$ 625						
602-49450-303	E		Engineering Fees		$ 8,500	6,500	3,500	7,971	6,997	4,499
602-49450-305	E		Technology		$ 8,235	6,281	5,456	5,359	4,534	4,453
			PSN Monthly eBill (35%)	$ 240						
			Civic Systems Support (14.63%)	$ 1,675						
			Laserfiche Support (20%)	$ 1,294						
			Civic Plus Support (20%)	$ 486						
			WB IT Solutions (10%)	$ 4,500						
			Anti Spam Software	$ 40						
602-49450-320	E		Communications (GENERAL)		$ 3,270	3,104	3,396	3,120	3,180	3,460
			Landline Service	$ 1,050						
			Long Distance	$ 10						
			Verizon	$ 2,210						
602-49450-322	E		Postage		$ 5,000	5,500	4,532	3,573	5,019	4,226
602-49450-351	E		Legal Notices Publishing		$ 250	150	150	390	150	179
602-49450-361	E		General Liability Ins		$ 23,900	21,560	20,448	21,933	19,382	16,746
602-49450-380	E		Utilities		$ 260,400	254,000	223,590	245,701	239,625	99,106
602-49450-400	E		Ground Maintenance		$ 500	1,000	1,000	-	-	-
602-49450-401	E		Maint & Repairs - Bldgs.		$ 5,100	5,000	5,000	3,044	3,572	2,581
			Garbarge/Recycling Services	$ 1,590						
			Miscellaneous	$ 3,510						
602-49450-404	E		Repairs/Maint Machinery/Equip		$ 30,000	20,000	20,000	37,395	34,649	19,519
			Auto Expense (20% From Admin)	$ 1,000						
			Miscellaneous	$ 29,000						
602-49450-405	E		Depreciation (GENERAL)		$ 575,000	565,000	490,000	571,025	564,320	483,077
602-49450-410	E		Rentals		$ -	-	-	-	-	665
602-49450-415	E		Other Equipment Rentals		$ -	-	-	-	-	-
602-49450-417	E		Uniform Rentals		$ 1,750	1,600	1,560	1,949	1,370	1,432

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
602-49450-433	E		Dues and Subscriptions		$ 1,735	1,735	1,875	1,689	1,706	1,703
			WWTF Hazardous Chemical	$ 25						
			WWTP Annual Permit Fee	$ 1,450						
			MN Rurual Water Assn (50%)	$ 125						
			MN Wastewater Operators Assn.	$ 25						
			APWA (25%)	$ 110						
602-49450-437	E		Other Miscellaneous		$ -	-	-	-	4	-
602-49450-438	E		Bank Charges		$ -	-	-	-	-	-
602-49450-492	E		Testing-Waste/Water		$ 5,000	6,000	8,000	3,947	4,150	3,710
602-49450-494	E		Property Management		$ -	-	-	-	-	-
602-49450-500	E		Capital Expenditures		$ 372,392	38,100	424,830	15,649	6,049	21,259
602-49450-501	E		Replacement Fund		$ -	-	-	-	-	-
602-49450-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
602-49450-532	E		Improvement-Capital		$ -	-	-	-	-	-
602-49450-601	E		Debt Srv Bond Principal		$ 375,000	365,000	355,000	-	260,000	428,889
			2010A GO Utility Revenue Bonds - Sewer	$ 40,000						
			2014B GO Bonds - Sewer portion	$ 105,000						
			2016A GO Sewer Revenue Bonds, PFA	$ 230,000						
602-49450-611	E		Bond Interest		$ 51,973	59,561	66,708	66,124	72,040	11,833
			2010A GO Utility Revenue Bonds - Sewer	$ 4,360						
			2014B GO Bonds - Sewer portion	$ 8,713						
			2016A GO Sewer Revenue Bonds, PFA	$ 38,900						
602-49450-620	E		Fiscal Agent s Fees		$ 300	802	802	303	305	802
602-49450-621	E		Bond Discount		$ -	-	-	-	-	-
602-49450-630	E		Amortization of Bond Discount		$ (6,018)	(6,018)	(6,018)	(6,018)	(6,018)	(6,018)
602-49450-700	E		Transfers (GENERAL)		$ 36,486	35,431	36,273	36,273	39,190	34,668
			2011A GO Improvement Bonds (930)	$ 36,486						
602-49450-710	E		Transfer Debt from Government			-	-	-	-	-
602-49450-720	E		Operating Transfers		$ 58,278	35,000	-	-	-	230,039
			Contribution to General Fund (920) Capital Purchases	$ 58,278						
602		**TOTAL**	**SEWER FUND EXPENDITURES**		**2,296,685**	**1,877,629**	**2,140,401**	**1,398,612**	**1,605,614**	**1,703,299**
602		**NET INCOME / (LOSS)**			**(256,526)**	**107,980**	**(595,713)**	**1,069,307**	**301,856**	**(153,473)**
602		**NET CASH FLOW / (LOSS)**			**312,456**	**666,962**	**(111,731)**	**1,640,332**	**746,993**	**333,481**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
603			**STORM WATER FUND**							
603-31051	R		Tax Increments - Delinquent		$ -	-	-	-	-	-
603-31300	R		General Sales and Use Tax		$ -	-	-	-	-	-
603-33400	R		State Grants and Aids		$ -	-	-	-	-	-
603-33439	R		PERA Pension Other Revenue		$ -	-	-	91	86	233
603-36100	R		Special Assessments		$ -	-	-	72	40	2,238
603-36200	R		Miscellaneous Revenues		$ -	750	-	-	746	3,056
603-36201	R		Refunds & Reimbursements		$ 50	50	-	26	15	31
603-36210	R		Interest Earnings		$ 1,000	1,000	1,500	7,164	12,012	5,278
603-36262	R		Contributions - Other Funds		$ -	-	-	-	-	-
603-37300	R		Stormwater Sales		$ 402,000	382,600	339,303	367,688	347,823	322,367
603-37360	R		Stormwater Penalty		$ 1,750	1,750	-	279	1,670	1,731
603-39999	R		Prior Period Adjustment		$ -	-	-	-	-	(4,001)
603		**TOTAL**	**STORM WATER FUND REVENUES**		**404,800**	**386,150**	**340,803**	**375,320**	**362,392**	**330,933**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
603			**STORM WATER FUND**							
603-49500-100	E		Wages & Salaries General		$ 31,787	30,195	47,405	40,777	44,380	33,986
603-49500-102	E		Full-Time Employees OT		$ 1,000	1,000	1,000	-	885	1,188
603-49500-108	E		Wages & Salaries Admin		$ -	-	-	-	-	-
603-49500-112	E		Contracted Services		$ 1,000	418	250	-	-	363
			City Code Update (10%)	$ 1,000						
603-49500-113	E		Clothing Replacement		$ 50	50	50	35	45	52
603-49500-120	E		Employer Contrib Ret General		$ 4,986	4,744	7,352	6,075	6,947	5,445
603-49500-128	E		Employer Contrib Ret Admin		$ -	-	-	-	-	-
603-49500-129	E		Pension Expense		$ -	-	-	(6,435)	9,993	3,001
603-49500-130	E		Employer Paid Ins General		$ 9,446	7,885	7,310	9,937	9,627	7,720
603-49500-138	E		Employer Paid Ins Admin		$ -	-	-	-	-	-
603-49500-150	E		OPEB Expense		$ -	-	-	(613)	2,260	1,035
603-49500-151	E		Worker s Comp Insurance		$ 3,335	2,179	2,275	2,320	4,499	785
603-49500-208	E		Training and Instruction		$ 1,900	1,900	1,085	478	414	573
			Civic Systems Symposium - Util. Clerk	$ 100						
			Sweeper/Vac Training	$ 1,800						
603-49500-211	E		S/W Billing Supplies		$ 510	350	387	206	504	293
603-49500-212	E		Motor Fuels		$ 1,500	1,400	1,333	1,003	1,570	1,320
603-49500-220	E		General Supplies		$ 1,000	400	400	395	414	4,067
603-49500-230	E		Salt/Sand		$ 4,000	4,300	5,500	181	3,293	3,884
603-49500-231	E		Street Maintenance		$ -	-	-	-	-	-
603-49500-240	E		Small Tools and Minor Equip		$ 1,000	700	800	728	263	966
603-49500-300	E		Professional Srvs (GENERAL)		$ 5,815	18,064	12,250	4,199	11,102	11,025
			City Attorney	$ 500						
			MS4 Stormwater Permit Application	$ -						
			Engineering - MS4 Assistance	$ 5,000						
			CDL Drug Testing (10%)	$ 90						
			Safety Training (6.25%)	$ 225						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
603-49500-301	E		Auditing and Acct g Services		$ 5,000	4,385	4,384	4,172	3,175	3,618
			Annual Financial Audit (12.5%)	$ 4,375						
			AUP (Agreed Upon Procedures)	$ 625						
603-49500-303	E		Engineering Fees		$ 10,000	20,000	35,000	8,098	7,509	26,815
603-49500-305	E		Technology		$ 1,017	924	560	894	373	506
			PSN Monthly eBill (10%)	$ 70						
			Civic Systems Support (7.92%)	$ 907						
			Anti Spam Software	$ 40						
603-49500-322	E		Postage		$ 1,100	1,220	996	794	1,152	943
603-49500-351	E		Legal Notices Publishing		$ 250	200	200	-	173	667
603-49500-361	E		General Liability Ins		$ 300	260	346	273	374	797
603-49500-380	E		Utilities		$ 4,900	4,710	4,321	4,648	4,444	4,074
603-49500-400	E		Ground Maintenance		$ 5,000	10,000	15,000	-	570	7,523
603-49500-404	E		Repairs/Maint Machinery/Equip		$ 6,500	5,900	5,330	8,662	7,390	4,479
603-49500-405	E		Depreciation (GENERAL)		$ 70,000	41,000	45,000	62,905	41,000	40,999
603-49500-410	E		Rentals		$ -	-	1,000	-	-	-
603-49500-417	E		Uniform Rentals		$ 325	300	250	303	270	236
603-49500-433	E		Dues and Subscriptions		$ 1,100	1,100	1,040	704	636	618
			MS4 Stormwater Permit	$ 400						
			MCSC Membership	$ 700						
603-49500-437	E		Other Miscellaneous		$ -	-	-	-	-	-
603-49500-495	E		Rain Garden		$ 5,000	5,000	-	-	-	-
603-49500-500	E		Capital Expenditures		$ 36,404	223,100	135,550	3,602	6,083	1,303
603-49500-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
603-49500-700	E		Transfers (GENERAL)		$ -	65,000	-	-	-	-
			Contribution to General Fund (920) Capital Purchases	$ -						
603		**TOTAL**	**STORM WATER FUND EXPENDITURES**		**214,224**	**456,684**	**336,374**	**154,339**	**169,345**	**168,281**
603		**NET INCOME / (LOSS)**			**190,576**	**(70,534)**	**4,429**	**220,980**	**193,047**	**162,652**
603		**NET CASH FLOW / (LOSS)**			**260,576**	**(29,534)**	**49,429**	**276,837**	**246,300**	**207,687**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
609-33400	R		State Grants and Aids		$ -	-	-	-	-	-
609-33439	R		PERA Pension Other Revenue		$ -	-	-	561	420	1,312
609-34101	R		Rent Revenue		$ -	-	-	-	-	-
609-36200	R		Miscellaneous Revenues		$ -	-	-	243	40	-
609-36201	R		Refunds & Reimbursements		$ -	-	-	249	297	(20)
609-36202	R		Loan Payments		$ -	-	-	-	-	-
609-36210	R		Interest Earnings		$ 4,000	4,000	6,000	8,812	12,475	6,087
609-36230	R		Contributions and Donations			-	-	-	-	-
609-37811	R		Liquor Sales -Off Sale		$ 1,422,635	1,029,670	975,904	1,282,972	1,004,560	959,181
609-37812	R		Beer Sales -Off Sale		$ 2,256,636	1,669,770	1,538,361	2,088,277	1,629,040	1,511,999
609-37813	R		Wine Sales -Off Sale		$ 428,722	302,990	302,147	381,693	295,602	296,969
609-37815	R		Other Merchandise -Off Sale		$ 230,931	167,810	162,136	202,184	163,716	159,358
609-37816	R		Ice Sales		$ 21,865	17,600	19,436	22,441	17,172	19,103
609-37840	R		Cash Over - (Short)		$ -	-	-	-	-	-
609-37841	R		Refunds		$ (4,500)	(4,000)	(3,820)	(2,300)	(3,320)	(3,750)
609-37842	R		NSF Checks		$ -	-	-	-	-	-
609-37843	R		Bank Charges		$ -	-	-	-	-	-
609-37844	R		Error Adjustment		$ -	-	-	-	-	-
609-37845	R		Display Revenue		$ -	-	-	-	-	-
609-39200	R		Interfund Operating Transfers		$ -	-	-	-	-	-
609-39201	R		Transfer from General Fund		$ 25,765	25,765	79,384	-	-	-
609-39999	R		Prior Period Adjustment		$ -	-	-	-	-	(23,016)
609		**TOTAL**	**MUNICIPAL LIQUOR FUND REVENUES**		**4,386,054**	**3,213,605**	**3,079,548**	**3,985,132**	**3,120,004**	**2,927,223**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-49750-100	E		Wages & Salaries General		$ 223,654	214,599	203,387	168,390	200,267	169,246
609-49750-101	E		Part Time Salaries and Wages		$ 52,852	51,435	43,782	73,255	35,744	39,470
609-49750-102	E		Full-Time Employees OT		$ -	-	-	6,834	974	-
609-49750-103	E		Health Stipend (HRA)		$ -	-	-	-	-	-
609-49750-105	E		Labor Credit - Work for Others		$ -	-	-	-	-	-
609-49750-108	E		Wages & Salaries Admin		$ 50,362	47,151	50,349	48,788	41,165	37,905
609-49750-112	E		Contracted Services		$ -	-	7,700	7,684	-	-
609-49750-120	E		Employer Contrib Ret General		$ 41,891	40,304	37,446	37,470	34,024	30,676
609-49750-128	E		Employer Contrib Ret Admin		$ 7,658	7,172	7,656	6,462	5,698	5,568
609-49750-129	E		Pension Expense		$ -	-	-	9,600	23,606	(12,349)
609-49750-130	E		Employer Paid Ins General		$ 59,035	51,807	47,821	48,797	49,227	37,825
609-49750-138	E		Employer Paid Ins Admin		$ 11,399	9,123	8,399	6,843	6,811	7,320
609-49750-142	E		Unemployment Comp Benefit Pymt		$ -	-	-	78	-	263
609-49750-150	E		OPEB Expense		$ -	-	-	(5,051)	13,013	6,438
609-49750-151	E		Worker s Comp Insurance		$ 21,710	12,785	13,655	13,926	11,130	5,111
609-49750-200	E		Office Supplies (GENERAL)		$ 4,000	4,600	5,500	5,775	4,515	4,818
609-49750-208	E		Training and Instruction		$ 2,375	1,875	2,480	3	987	520
			MMBA Conference	$ 2,000						
			Alcohol Server Training	$ 150						
			Food/Wine Pairing Training	$ 175						
			Regional Meeting/Misc Training	$ 50						
609-49750-251	E		Liquor For Resale		$ 983,300	709,460	676,149	875,425	692,158	659,658
609-49750-252	E		Beer For Resale		$ 1,701,700	1,281,990	1,162,895	1,597,858	1,250,724	1,134,532
609-49750-253	E		Wine For Resale		$ 288,500	196,900	203,829	245,646	192,097	198,857
609-49750-257	E		Ice For Resale		$ 10,100	8,350	9,084	10,824	8,142	8,863
609-49750-259	E		Other For Resale		$ 170,500	120,390	120,585	144,718	117,455	117,643
609-49750-260	E		Hauling		$ 14,300	10,400	10,259	12,416	10,148	10,009
609-49750-300	E		Professional Srvs (GENERAL)		$ 1,100	492	1,071	620	969	961
			Safety Training (12.5%)	$ 450						
			Miscellaneous	$ 650						
609-49750-301	E		Auditing and Acct g Services		$ 5,000	4,385	4,384	4,172	3,175	3,618
			Annual Financial Audit (12.5%)	$ 4,375						
			AUP (Agreed Upon Procedures)	$ 625						
609-49750-305	E		Technology		$ 9,626	5,907	4,816	6,071	5,592	5,697
			WB IT Solutions (10%)	$ 4,500						
			Civic Plus Support (5.0%)	$ 122						
			Civic Systems Support (5.80%)	$ 664						
			Anti Spam Software	$ 20						
			RITE POS Subscription	$ 4,320						

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
609-49750-320	E		Communications (GENERAL)		$ 2,341	2,308	2,233	2,367	2,249	2,031
			Verizon	$ 516						
			Landline Service	$ 1,800						
			Long Distance	$ 25						
609-49750-322	E		Postage		$ -	-	-	-	-	-
609-49750-340	E		Advertising		$ 8,730	7,000	7,370	4,771	6,125	4,452
609-49750-351	E		Legal Notices Publishing		$ 500	500	500	934	166	1,085
609-49750-361	E		General Liability Ins		$ 3,600	3,300	3,292	3,369	3,184	4,157
609-49750-364	E		Dram Shop		$ 3,800	3,140	3,395	2,988	3,019	2,842
609-49750-380	E		Utilities		$ 27,600	15,100	15,049	14,827	14,243	12,791
609-49750-400	E		Ground Maintenance		$ 300	300	375	125	194	-
609-49750-401	E		Maint & Repairs - Bldgs.		$ 4,910	3,860	3,596	5,211	4,325	1,279
			Janitorial Services	$ 1,090						
			Rug Service	$ 2,190						
			Garbarge/Recycling Services	$ 1,630						
			Miscellaneous	$ -						
609-49750-404	E		Repairs/Maint Machinery/Equip		$ 2,500	3,500	3,750	1,251	771	3,927
			Auto Expense (20% From Admin)	$ 1,000						
			Miscellaneous	$ 1,500						
609-49750-405	E		Depreciation (GENERAL)		$ 20,000	21,245	23,000	20,034	21,245	21,245
609-49750-431	E		Over/Short		$ -	-	-	56	(50)	39
609-49750-433	E		Dues and Subscriptions		$ 3,060	3,060	2,010	2,112	2,895	878
			MMBA	$ 2,700						
			Buyer's Card MOOFSL	$ 20						
			Music License (ASCAP)	$ 190						
			Tobacco License	$ 150						
609-49750-437	E		Other Miscellaneous		$ -	-	-	-	4	-
609-49750-438	E		Bank Charges		$ 69,500	50,960	43,000	68,983	49,717	38,377
609-49750-443	E		Check Recovery Fee		$ -	-	-	-	-	-
609-49750-490	E		Donations-Organizations		$ -	-	-	-	-	-
609-49750-493	E		Alarm System		$ 500	1,120	1,144	1,389	818	1,389
609-49750-500	E		Capital Expenditures		$ -	-	8,360	3,635	8,108	-
609-49750-501	E		Replacement Fund		$ -	-	-	-	-	-
609-49750-520	E		Buildings and Structures		$ -	-	-	-	-	-
609-49750-601	E		Debt Srv Bond Principal		$ 155,000					
609-49750-611	E		Bond Interest		$ 94,774					
609-49750-621	E		Bond Discount		$ -					
609-49750-720	E		Operating Transfers		$ 350,000	350,000	350,000	350,000	350,000	350,000
609		**TOTAL**	**MUNICIPAL LIQUOR FUND EXPENDITURES**		**4,406,177**	**3,244,518**	**3,088,321**	**3,808,655**	**3,174,635**	**2,917,141**
609		**NET INCOME / (LOSS)**			**(20,122)**	**(30,913)**	**(8,773)**	**176,477**	**(54,631)**	**10,082**
609		**NET CASH FLOW / (LOSS)**			**(122)**	**(9,668)**	**14,227**	**201,060**	**3,233**	**25,416**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-33621	R		Cable Franchise Fee		$ 28,090	27,810	-	26,141	13,354	13,770
614-36210	R		Interest Earnings		$ 100	100	-	123	203	269
614		**TOTAL**	**CITY TECHNOLOGY REVENUES**		**28,190**	**27,910**	**-**	**26,264**	**13,557**	**14,039**
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-49845-200	E		Office Supplies (GENERAL)		$ -	-	-	-	-	-
614-49845-207	E		Computer Supplies		$ -	-	-	-	168	7,773
614-49845-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	-	-
614-49845-404	E		Repairs/Maint Machinery/Equip		$ -	-	-	-	-	-
614-49845-500	E		Capital Expenditures		$ 24,479	22,695	-	23,122	13,648	2,465
614-49845-700	E		Transfers (GENERAL)		$ -	-	-	-	-	-
614		**TOTAL**	**CITY TECHNOLOGY EXPENDITURES**		**24,479**	**22,695**	**-**	**23,122**	**13,816**	**10,238**
614		**NET INCOME / (LOSS)**			**3,711**	**5,215**	**-**	**3,143**	**(258)**	**3,801**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-31000	R		General Property Taxes		$ 451,900	438,700	-	256,000	-	-
920-33418	R		Muni State Aid St Maintenance		$ -	-	-	-	-	-
920-34951	R		Surplus Property Rev		$ -	-	-	-	-	-
920-36100	R		Special Assessments		$ -	-	-	12,579	333,677	-
920-36210	R		Interest Earnings		$ 9,600	7,200	-	12,010	24,039	5,186
920-36230	R		Contributions and Donations		$ -	-	-	4,522	1,200	-
920-39102	R		Sale of Property		$ 122,000	122,000	-	1,325	6,613	-
920-39201	R		Transfer from General Fund		$ -	-	-	-	36,500	27,500
920-39203	R		Transfer from Other Fund		$ 116,556	-	-	-	145,659	82,367
920		**TOTAL**	**CAPITAL IMPROVEMENT REVENUES**		**700,056**	**567,900**	**-**	**286,436**	**547,688**	**115,054**
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-41110-300	E		Professional Srvs (GENERAL)		$ -	-	-	-	571	-
920-41110-500	E		Capital Expenditures		$ -	1,648	-	-	61,603	-
920-41200-500	E		Capital Expenditures		$ 8,000					
920-41500-300	E		Professional Srvs (GENERAL)		$ -	-	-	10	16	-
920-41500-500	E		Capital Expenditures		$ 25,815	-	-	58	-	-
920-41910-500	E		Capital Expenditures			-	-	-	-	-
920-41941-500	E		Capital Expenditures		$ 28,796	4,150	-	31,257	-	-
920-42110-500	E		Capital Expenditures		$ 13,277	68,230	-	84,593	108,395	-
920-42401-500	E		Capital Expenditures			-	-	-	-	-
920-43010-500	E		Capital Expenditures			-	-	-	-	-
920-43100-500	E		Capital Expenditures		$ 284,120	16,409	-	56,686	-	-
920-43160-500	E		Capital Expenditures		$ 19,042	18,487	-	240	-	-
920-43210-500	E		Capital Expenditures			-	-	-	-	-
920-45186-500	E		Capital Expenditures		$ 4,184	47,286	-	-	-	-
920-45200-500	E		Capital Expenditures			-	-	-	-	-
920-45300-500	E		Capital Expenditures		$ 44,560	468,425	-	26,500	2,000	-
920-49110-720	E		Operating Transfers			-	82,026	82,026	96,066	-
920		**TOTAL**	**CAPITAL IMPROVEMENT EXPENDITURES**		**427,794**	**624,635**	**82,026**	**281,370**	**268,651**	**-**
920		**NET INCOME / (LOSS)**			**272,262**	**(56,735)**	**(82,026)**	**5,066**	**279,037**	**115,054**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
929			**2010B GO IMPR REFUNDING BONDS**							
929-31000	R		General Property Taxes		$ -	-	-	85,000	250,000	250,000
929-31001	R		General Prop Taxes-Delinq		$ -	-	-	-	-	-
929-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
929-33403	R		LGA-Market Value Credit		$ -	-	-	-	-	-
929-36100	R		Special Assessments		$ -	-	-	-	1,907	8,811
929-36210	R		Interest Earnings		$ -	-	-	11,714	27,084	7,106
929-39203	R		Transfer from Other Fund		$ -	-	-	-	-	-
929-39310	R		Proceeds GO Bond		$ -	-	-	-	-	-
929		**TOTAL**	**2010B GO IMPR BOND REVENUES**		**-**	**-**	**-**	**96,714**	**278,991**	**265,918**
929			**2010B GO IMPR REFUNDING BONDS**							
929-47000-300	E		Professional Srvs (GENERAL)		$ -	400	-	382	382	267
929-47000-601	E		Debt Srv Bond Principal		$ -	375,000	-	365,000	290,000	195,000
929-47000-611	E		Bond Interest		$ -	12,000	-	22,950	31,215	36,090
929-47000-620	E		Fiscal Agent s Fees		$ -	500	-	495	495	495
929		**TOTAL**	**2010B GO IMPR BOND EXPENDITURES**		**-**	**387,900**	**-**	**388,827**	**322,092**	**231,852**
929		**NET INCOME / (LOSS)**			**-**	**(387,900)**	**-**	**(292,113)**	**(43,101)**	**34,066**
930			**2011A IMPROVEMENT BOND**							
930-31000	R		General Property Taxes		$ -	9,367	-	7,805	8,909	7,061
930-31001	R		General Prop Taxes-Delinq		$ -	-	-	-	-	-
930-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
930-33403	R		LGA-Market Value Credit		$ -	-	-	-	-	-
930-33419	R		Municipal State Aid Construct.		$ -	-	-	-	-	-
930-36100	R		Special Assessments		$ -	-	-	17,348	27,066	32,560
930-36210	R		Interest Earnings		$ 250	1,000	-	1,687	4,473	1,486
930-39203	R		Transfer from Other Fund		$ 41,050	39,860	-	40,807	43,523	39,001
930-39310	R		Proceeds GO Bond		$ -	-	-	-	-	-
930-39999	R		Prior Period Adjustment		$ -	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND REVENUES**		**41,300**	**50,227**	**-**	**67,648**	**83,970**	**80,108**
930			**2011A IMPROVEMENT BOND**							
930-47000-300	E		Professional Srvs (GENERAL)		$ 500	500	-	418	456	267
930-47000-601	E		Debt Srv Bond Principal		$ 90,000	85,000	-	85,000	80,000	80,000
930-47000-611	E		Bond Interest		$ 1,215	3,578	-	5,681	7,537	9,138
930-47000-620	E		Fiscal Agent s Fees		$ 500	500	-	495	495	-
930-49008-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND EXPENDITURES**		**92,215**	**89,578**	**-**	**91,594**	**88,488**	**89,405**
930		**NET INCOME / (LOSS)**			**(50,915)**	**(39,351)**	**-**	**(23,947)**	**(4,518)**	**(9,297)**

Acct Number	Type		Title / Detail		2022 PROPOSED	2021 BUDGET	2020 BUDGET	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL
931			**2014A GO TAX ABATEMENT BONDS**							
931-31000	R		General Property Taxes		$ 223,821	222,036	-	225,501	223,611	221,616
931-31001	R		General Prop Taxes-Delinq		$ -	-	-	-	-	-
931-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
931-36210	R		Interest Earnings		$ 500	1,000	-	1,230	3,110	201
931-39310	R		Proceeds GO Bond		$ -	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND REVENUES**		**224,321**	**223,036**	**-**	**226,731**	**226,721**	**221,817**
931			**2014A GO TAX ABATEMENT BONDS**							
931-47000-300	E		Professional Srvs (GENERAL)		$ 400	400	-	382	382	-
931-47000-601	E		Debt Srv Bond Principal		$ 165,000	165,000	-	160,000	155,000	155,000
931-47000-611	E		Bond Interest		$ 44,813	48,113	-	51,363	54,512	57,613
931-49008-520	E		Buildings and Structures		$ -	-	-	-	-	-
931-49008-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND EXPENDITURES**		**210,213**	**213,513**	**-**	**211,745**	**209,894**	**212,613**
931		**NET INCOME / (LOSS)**			**14,109**	**9,523**	**-**	**14,986**	**16,827**	**9,204**
932			**2014B GO IMPROVEMENTS BONDS**							
932-31000	R		General Property Taxes		$ 49,329	50,227	-	51,006	51,692	52,259
932-31001	R		General Prop Taxes-Delinq		$ -	-	-	-	-	-
932-31900	R		Penalties and Interest DelTax		$ -	-	-	-	-	-
932-36210	R		Interest Earnings		$ 125	200	-	179	569	34
932-39201	R		Transfer from General Fund		$ -	-	-	-	-	-
932-39203	R		Transfer from Other Fund		$ -	-	-	-	-	-
932-39310	R		Proceeds GO Bond		$ -	-	-	-	-	-
932		**TOTAL**	**2014B GO IMPR BOND REVENUES**		**49,454**	**50,427**	**-**	**51,185**	**52,261**	**52,293**
932			**2014B GO IMPROVEMENTS BONDS**							
932-47000-300	E		Professional Srvs (GENERAL)		$ 400	400	-	382	382	267
932-47000-601	E		Debt Srv Bond Principal		$ 45,000	45,000	-	45,000	45,000	40,000
932-47000-611	E		Bond Interest		$ 2,408	3,206	-	3,904	4,500	4,960
932-47000-621	E		Bond Discount		$ -	-	-	-	-	-
932-49008-530	E		ImprovementsOtherThanBldgs		$ -	-	-	-	-	-
932-47000-720	E		Operating Transfers		$ -	-	-	-	-	5,829
932		**TOTAL**	**2014B GO IMPR BOND EXPENDITURES**		**47,808**	**48,606**	**-**	**49,286**	**49,882**	**51,056**
932		**NET INCOME / (LOSS)**			**1,647**	**1,821**	**-**	**1,899**	**2,379**	**1,237**

City of Isanti
Pavement Management/Street/Construction Funds (Engineered Projects)
Fund 425
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Estimated Project Year	Proposed 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
	Str. Rehab Brookview S. 1-4 Addition	Imp. Other Than Buildings	425-49008-530	2022	$ 657,000																			
	6th Ave Rehabilitation	Imp. Other Than Buildings	425-49008-530	2020																				
	Main St. Reconstruction	Imp. Other Than Buildings	425-49008-530	2021																				
	Downtown Parking Improvements - Eagle Park	Imp. Other Than Buildings	425-49008-530	2021																				
	Heritage Walk Imp. - Hillock Ct. to 3rd Ave NW	Imp. Other Than Buildings	425-49008-530	2021																				
	Isanti Hills Street Rehabilitation	Imp. Other Than Buildings	425-49008-530	2025				$ 935,000																
	Railroad Avenue Reconstruction	Imp. Other Than Buildings	425-49008-530	2026					$ 505,000															
	Mill Overlay E. Dual from Heritage to WTF	Imp. Other Than Buildings	425-49008-530	2025				$ 210,000																
	Town Edge Rd. SE. Mill/Overlay	Imp. Other Than Buildings	425-49008-530	2026					$ 504,000															
	Pave Elim Lane and Viola Street	Imp. Other Than Buildings	425-49008-530	2029								$ 205,000												
	Pave Gravel Alleys	Imp. Other Than Buildings	425-49008-530	2029								$ 222,000												
	Pond Street Reconstruction	Imp. Other Than Buildings	425-49008-530	2029								$ 160,000												
	Tyler Street SE Reconstruction	Imp. Other Than Buildings	425-49008-530	2027						$ 1,296,000														
	4th Avenue SW Reconstruction	Imp. Other Than Buildings	425-49008-530	2028							$ 1,372,000													
	Heritage Intersection	Imp. Other Than Buildings	425-49008-530	2023		$ 400,000																		
	2036-2055 Mill and Overlay Schedule	Imp. Other Than Buildings	425-49008-530																$ 1,315,000	$ 1,369,000	$ 1,542,000	$ 2,042,000	$ 1,947,000	$ 2,327,000
		Imp. Other Than Buildings	425-49008-530																					
	Town Edge Rd. SE. Utility Imp.	Imp. Other Than Buildings	425-49008-530	Developer																				
	Pond Street Utility Imp.	Imp. Other Than Buildings	425-49008-530	Developer																				

Department	Revenue	Account Title	Account Number																					
	Property Taxes		XXX-31000		$ 295,000	$ 304,000	$ 313,000	$ 322,000	$ 332,000	$ 342,000	$ 352,000	$ 363,000	$ 374,000	$ 385,000	$ 397,000	$ 409,000	$ 421,000	$ 434,000	$ 447,000	$ 460,000	$ 474,000	$ 488,000	$ 503,000	$ 518,000
	State Grants and Aids		XXX-33400																					
	MSA St. Maint.		XXX-33418																					
	MSA St. Const.		XXX-33419			$ 400,000		$ 630,000	$ 505,000												$ 1,542,000		$ 401,000	
	Special Assessments		XXX-36100		$ 65,700		$ 46,300		$ 93,500	$ 158,800	$ 102,400	$ 14,000												
	Interest Earnings		XXX-36210		$ 8,600	$ 5,800	$ 8,900	$ 12,500	$ 10,700	$ 10,100	$ 7,500	$ 5,400	$ 3,500	$ 7,300	$ 11,200	$ 15,300	$ 19,600	$ 24,000	$ 28,600	$ 20,200	$ 11,300	$ 16,100	$ 700	$ 13,900
	Transfer from General Fund		XXX-39201																					
	Transfer from Water Fund		XXX-39203		$ -	$ -	$ -	$ -	$ -	$ 89,000	$ 98,000	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Sewer Fund		XXX-39203		$ -	$ -	$ -	$ -	$ -	$ 275,000	$ 435,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Stormwater Fund		XXX-39203		$ -	$ -	$ -	$ -	$ -	$ 164,000	$ 168,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Liquor Fund		XXX-39203																					
	Transfer from Other Fund		XXX-39203																				$ 2,353,811	$ 578,936
	Bond Proceeds		XXX-39310																					
	Budgeted Expenditures				$ 657,000	$ 400,000	$ -	$ 1,145,000	$ 1,009,000	$ 1,296,000	$ 1,372,000	$ 587,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,315,000	$ 1,369,000	$ 1,542,000	$ 2,042,000	$ 1,947,000	$ 2,327,000
	Budgeted Revenues				$ 369,300	$ 709,800	$ 368,200	$ 964,500	$ 941,200	$ 1,038,900	$ 1,162,900	$ 402,400	$ 377,500	$ 392,300	$ 408,200	$ 424,300	$ 440,600	$ 458,000	$ 475,600	$ 480,200	$ 2,027,300	$ 504,100	$ 3,258,511	$ 1,110,836
	1 Year (Over) / Under Budget				$ (287,700)	$ 309,800	$ 368,200	$ (180,500)	$ (67,800)	$ (257,100)	$ (209,100)	$ (184,600)	$ 377,500	$ 392,300	$ 408,200	$ 424,300	$ 440,600	$ 458,000	$ (839,400)	$ (888,800)	$ 485,300	$ (1,537,900)	$ 1,311,511	$ (1,216,164)
	Running Fund (Deficit) / Surplus				$ 575,423	$ 885,223	$ 1,253,423	$ 1,072,923	$ 1,005,123	$ 748,023	$ 538,923	$ 354,323	$ 731,823	$ 1,124,123	$ 1,532,323	$ 1,956,623	$ 2,397,223	$ 2,855,223	$ 2,015,823	$ 1,127,023	$ 1,612,323	$ 74,423	$ 1,385,934	$ 169,770

City of Isanti
Pavement Management/Street/Construction Funds (Engineered Projects)
Fund 440
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Estimated Project Year	Proposed 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
	2019 Pavement Management	Imp. Other Than Buildings	440-49008-530	2019																				
	2020 Pavement Management	Imp. Other Than Buildings	440-49008-530	2020																				
	2021 Pavement Management	Imp. Other Than Buildings	440-49008-530	2021																				
	2022 Pavement Management	Imp. Other Than Buildings	440-49008-530	2022	$ 326,000																			
	2023 Pavement Management	Imp. Other Than Buildings	440-49008-530	2023		$ 335,000																		
	2024 Pavement Management	Imp. Other Than Buildings	440-49008-530	2024			$ 345,000																	
	2025 Pavement Management	Imp. Other Than Buildings	440-49008-530	2025				$ 145,000																
	2026 Pavement Management	Imp. Other Than Buildings	440-49008-530	2026					$ 397,000															
	2027 Pavement Management	Imp. Other Than Buildings	440-49008-530	2027						$ 412,000														
	2028 Pavement Management	Imp. Other Than Buildings	440-49008-530	2028							$ 503,000													
	2029 Pavement Management	Imp. Other Than Buildings	440-49008-530	2029								$ 425,000												
	2030 Pavement Management	Imp. Other Than Buildings	440-49008-530	2030									$ 525,000											
	2031 Pavement Management	Imp. Other Than Buildings	440-49008-530	2031										$ 451,000										
	2032 Pavement Management	Imp. Other Than Buildings	440-49008-530	2032											$ 437,000									
	2033 Pavement Management	Imp. Other Than Buildings	440-49008-530	2033												$ 450,000								
	2034 Pavement Management	Imp. Other Than Buildings	440-49008-530	2034													$ 550,000							
	2035 Pavement Management	Imp. Other Than Buildings	440-49008-530	2035														$ 567,000						
	2036 Pavement Management	Imp. Other Than Buildings	440-49008-530	2036															$ 71,000					
	2037 Pavement Management	Imp. Other Than Buildings	440-49008-530	2037																$ 198,000				
	2038 Pavement Management	Imp. Other Than Buildings	440-49008-530	2038																	$ 33,000			
	2039 Pavement Management	Imp. Other Than Buildings	440-49008-530	2039																		$ 147,000		
	2040 Pavement Management	Imp. Other Than Buildings	440-49008-530	2040																			$ 35,000	
	2041 Pavement Management	Imp. Other Than Buildings	440-49008-530	2041																				
	2042 Pavement Management	Imp. Other Than Buildings	440-49008-530	2042																				
	2043 Pavement Management	Imp. Other Than Buildings	440-49008-530	2043																				
	2044 Pavement Management	Imp. Other Than Buildings	440-49008-530	2044																				
	2045 Pavement Management	Imp. Other Than Buildings	440-49008-530	2045																				
	2046 Pavement Management	Imp. Other Than Buildings	440-49008-530	2046																				
	2047 Pavement Management	Imp. Other Than Buildings	440-49008-530	2047																				
	2048 Pavement Management	Imp. Other Than Buildings	440-49008-530	2048																				
	2049 Pavement Management	Imp. Other Than Buildings	440-49008-530	2049																				
	2050 Pavement Management	Imp. Other Than Buildings	440-49008-530	2050																				
	2051 Pavement Management	Imp. Other Than Buildings	440-49008-530	2051																				
	2052 Pavement Management	Imp. Other Than Buildings	440-49008-530	2052																				
	2053 Pavement Management	Imp. Other Than Buildings	440-49008-530	2053																				
	2054 Pavement Management	Imp. Other Than Buildings	440-49008-530	2054																				
	2055 Pavement Management	Imp. Other Than Buildings	440-49008-530	2055																				
	2056 Pavement Management	Imp. Other Than Buildings	440-49008-530	2056																				
	Transfer to Fund 425	Transfer Out	440-49008-720	2070																			$ 2,353,811	$ 578,936
Department	Revenue	Account Title	Account Number																					
	Gas Franchise Fee		225-33622		$ 150,644	$ 155,163	$ 159,818	$ 164,613	$ 169,551	$ 174,638	$ 179,877	$ 185,273	$ 190,831	$ 196,556	$ 202,453	$ 208,527	$ 214,783	$ 221,226	$ 227,863	$ 234,699	$ 241,740	$ 248,992	$ 256,462	$ 264,156
	Electric Franchise Fee		225-33623		$ 180,625	$ 186,044	$ 191,625	$ 197,374	$ 203,295	$ 209,394	$ 215,676	$ 222,146	$ 228,810	$ 235,674	$ 242,744	$ 250,026	$ 257,527	$ 265,253	$ 273,211	$ 281,407	$ 289,849	$ 298,544	$ 307,500	$ 316,725
	Interest Earnings		225-36210		$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
	Budgeted Expenditures				$ 326,000	$ 335,000	$ 345,000	$ 145,000	$ 397,000	$ 412,000	$ 503,000	$ 425,000	$ 525,000	$ 451,000	$ 437,000	$ 450,000	$ 550,000	$ 567,000	$ 71,000	$ 198,000	$ 33,000	$ 147,000	$ 2,388,811	$ 578,936
	Budgeted Revenues				$ 336,269	$ 346,207	$ 356,443	$ 366,987	$ 377,846	$ 389,032	$ 400,553	$ 412,419	$ 424,641	$ 437,230	$ 450,197	$ 463,553	$ 477,310	$ 491,479	$ 506,074	$ 521,106	$ 536,589	$ 552,536	$ 568,962	$ 585,881
	1 Year (Over) / Under Budget				$ 10,269	$ 11,207	$ 11,443	$ 221,987	$ (19,154)	$ (22,968)	$ (102,447)	$ (12,581)	$ (100,359)	$ (13,770)	$ 13,197	$ 13,553	$ (72,690)	$ (75,521)	$ 435,074	$ 323,106	$ 503,589	$ 405,536	$ (1,819,849)	$ 6,945
	Running Fund (Deficit) / Surplus				$ 421,248	$ 432,455	$ 443,898	$ 665,885	$ 646,731	$ 623,763	$ 521,316	$ 508,735	$ 408,376	$ 394,606	$ 407,803	$ 421,356	$ 348,666	$ 273,145	$ 708,219	$ 1,031,325	$ 1,534,914	$ 1,940,450	$ 120,601	$ 127,546

City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
Water	Computing/Technology Devices	Capital Outlay	601-49400-500	5 yr		Ongoing		$ 3,940	$ 930	$ 3,790	$ 2,860	$ 510	$ 4,550	$ 1,080	$ 4,400	$ 3,310	$ 590	$ 5,260	$ 1,250	$ 5,100	$ 3,840	$ 680	$ 6,080	$ 1,450			
	Well House No. 1 Well Pump No. 1	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 50,000.00																	$ 90,310			
	Well House No. 1 Flow Meter	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 5,000.00							$ 6,720													
	Well House No. 1 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2037	2017	$ 1,500.00																$ 2,630				
	Well House No. 1 Air Conditioner	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00		$ 1,740																		
	Well House No. 1 Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00		$ 1,160																		
	Well House No. 2 Well Pump No. 2	Capital Outlay	601-49400-500	30 yr	2021	1991	$ 100,000.00																				
	Well House No. 2 Flow Meter	Capital Outlay	601-49400-500	20 yr	2028	1991	$ 7,500.00							$ 10,080													
	Well House No. 2 Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	1991	$ 1,000.00		$ 1,160																		
	Well House No. 2 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00							$ 2,020													
	Well House No. 3 Well Pump No. 3	Capital Outlay	601-49400-500	30 yr	**2023**	2008	$ 100,000.00		$ 115,930																		
	Well House No. 3 Flow Meter	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 7,500.00							$ 10,080													
	Well House No. 3 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00							$ 2,020													
	Well House No. 3 Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00		$ 1,160																		
	Well House No. 3 Air Conditioning	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00		$ 1,740																		
	Well House No. 3 VFD	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 12,000.00		$ 13,910																		
	Well House No. 3 Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00							$ 2,020													
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00							$ 2,020													
	Well House No. 3 - Chlorine Room Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00		$ 1,160																		
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00							$ 2,020													
	Well House No. 3 - Chemical Room Fluoride Tank	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 1,500.00																	$ 2,710			
	Well House No. 3 - Chemical Room Orthophosphate Tank	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 2,000.00																	$ 3,610			
	Well House No. 3 - Chemical Room Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00		$ 1,160																		
	Well House No. 3 - Chemical Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00							$ 2,020													
	Tank Room Influent Flow Meter - PIN-FMM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 7,500.00		$ 8,690																		
	Tank Room Backwash Reclaim Flow Meter - PWR-FMM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 3,500.00		$ 4,060																		
	Tank Room Backwash Supply Flow Meter - BWD - FMM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00		$ 5,800																		
	Tank Room Filter Tank A	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank B	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank C	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank D	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00																				
	Mechanical Room Unit Heater No. 4	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00		$ 1,160																		
	Tank RoomRadiant Heater No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00		$ 6,960																		
	Tank RoomRadiant Heater No. 2	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00		$ 6,960																		
	Tank RoomRadiant Heater No. 3	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00		$ 6,960																		
	Tank Room Radiant Heater No. 4	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00		$ 6,960																		
	Tank Room Dehumidifier No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00							$ 4,030													
	Tank Room Dehumidifier No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00							$ 4,030													
	Tank Room Dehumidifier No. 3	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00							$ 4,030													
	Tank Room Dehumidifier No. 4	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00							$ 4,030													
	Tank Room Dehumidifier No. 5	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00							$ 4,030													
	Tank Room Dehumidifier No. 6	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00							$ 4,030													
	Tank Room Filter Influent Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00							$ 6,050													
	Tank Room Filter Air Release Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00							$ 4,030													
	Tank Room Filter Effluent Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00							$ 6,050													
	Tank Room Backwash Supply Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00							$ 6,050													
	Backwash Recycle Pump	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 7,500.00		$ 8,690																$ 13,550			
	Tank Room Backwash Drain Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00							$ 6,050													
	Tank Room Air Wash Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00							$ 2,020													
	Tank Room Plant Bypass Valves	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 8,000.00							$ 10,750													
	Tank Room High Pressure Relief Valves	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00							$ 5,380													
	Water PlantBackwash Recycle Basin	Capital Outlay	601-49400-500	50 yr	2058	2008	$ 600,000.00																				
	Tank Room Positive Displacement Backwash Blower	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 25,000.00							$ 33,600													
	Chlorine Generation Room Miox System	Capital Outlay	601-49400-500	10 yr	2028	2018	$ 85,000.00							$ 114,230													
	Chlorine Generation Room Hypochlorite Tank No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00							$ 8,060													
	Chlorine Generation Room Hypochlorite Tank No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00							$ 8,060													
	Chlorine Generation Room Brine Booster Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00		$ 2,900																$ 4,520			
	Chlorine Generation Room Brine Booster Pump No. 2	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00		$ 2,900																$ 4,520			
	Chlorine Generation Room Water Softeners	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 2,000.00		$ 2,320																		
	Chlorine Generation Room Chlorine Analyzer	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 4,000.00		$ 4,640																		
	Chlorine Generation Room Hypochlorite Dilution Rotometer No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00							$ 1,340													
	Chlorine Generation Room Hypochlorite Water Dilution Rotometer No. 2	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,000.00		$ 1,160																		
	Chlorine Generation Room Hypochlorite Feed Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00		$ 4,640																$ 7,220			
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00		$ 4,640																$ 7,220			
	Chlorine Generation Room Unit Heater No. 2	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00		$ 1,160																		
	Chlorine Generation Room Exhaust Fan No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00							$ 2,020													

City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
	Salt Brine Tanks (Qty 2)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 50,000.00																	$ 90,310			
	Chlorine Generation Room - Tank Room Cl2 PVC Piping	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00		$ 5,800																		
	Chemical Feed Room Permanganate Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 6,000.00		$ 6,960															$ 10,840			
	Chemical Feed Room Permanganate Tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00							$ 8,060													
	Chemical Feed Room Permanganate Tank Mixer No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00		$ 1,740																		
	Chemical Feed Room Permanganate Scale No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00							$ 8,060													
	Chemical Feed Room Permanganate Scale No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00							$ 8,060													
	Chemical Feed Room Orthophosphate Tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,200.00							$ 1,610													
	Chemical Feed Room Orthophosphate Pump No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00							$ 8,060													
	Chemical Feed Room Orthophosphate Scale	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00							$ 4,030													
	Chemical Feed Room Fluoride Tank	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 2,000.00																	$ 3,610			
	Chemical Feed Room Fluoride Pump No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00							$ 8,060													
	Chemical Feed Room Fluoride Pump No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00							$ 8,060													
	Chemical Feed Room Fluoride Scale	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,500.00							$ 4,700													
	Chemical Feed Room Unit Heater No. 3	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00		$ 1,160																		
	Chemical Feed Room Exhaust Fan No. 3	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00							$ 2,020													
	Reclaim Area Sludge Pump	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00		$ 4,640															$ 7,220			
	Reclaim Area Backwash Recycle Pump	Capital Outlay	601-49400-500	15yr	2023	2008	$ 7,000.00		$ 8,110															$ 12,640			
	Reclaim Area Backwash Recycle Pump motor	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00		$ 4,640															$ 7,220			
	Mechanical Room Air Compressors	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00		$ 5,800																		
	Tank Room Unit Heater No. 1	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 2,000.00		$ 2,320																		
	Mechanical Room Exhaust Fan EF-1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 2,500.00							$ 3,360													
	Mechanical Room Water Heater	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00		$ 1,740																		
	Backwash Drain Exhaust Fan EF-4	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00							$ 1,340													
	Brine Area Brine Tank No. 1	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 25,000.00																	$ 45,150			
	Brine Area Brine Tank No. 2	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 25,000.00																	$ 45,150			
	Water Treatment Plant Cummins Diesel Generator	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 150,000.00																	$ 270,920			
	WTP Vestibule Cabinet Heater No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00		$ 580																		
	Water Tower Recirculation Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00		$ 2,900															$ 4,520			
	New Water Tower	Buildings and Structures	601-49400-520	50 yr	2053	2003	$ 1,500,000.00																				
	Water Tower Land Acquisition	Capital Outlay	601-49400-500	N/A	2043	N/A	$ 100,000.00																				
	Water Tower Coating	Capital Outlay	601-49400-500	20 yr	2023	2003	$ 700,000.00		$ 811,490																		
	Air dryer for compressor	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00		$ 580																		
	Heater for office	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00		$ 580																		
	ORB Probe	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 2,000.00							$ 2,690													
	Backup Cl2 System	Capital Outlay	601-49400-500	40 yr	2048	2008	$ 40,000.00																				
	Filter valves (general - Qty 46)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 161,000.00																	$ 290,780			
	Filter valves (general - Qty 46)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 161,000.00																	$ 290,780			
	CL17 Free Cl2 Analyzer	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00							$ 5,380													
	CL17 Free Cl2 Analyzer	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00							$ 5,380													
	Printer	Capital Outlay	601-49400-500	10 yr	2027	2017	$ 250.00						$ 330														
	Eyewash Station (Qty 3)	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00							$ 1,340													
	Eyewash Station (Qty 3)	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00							$ 1,340													
	Rebuild Filter 1 Underdrain	Capital Outlay	601-49400-500	10 yr	2021	0	$ 300,000.00					$ 368,960															
	Rebuild Filter 2 Underdrain	Capital Outlay	601-49400-500	10 yr	2022	0	$ 300,000.00					$ 368,960															
	Rebuild Filter 3 Underdrain	Capital Outlay	601-49400-500	10 yr	2023	0	$ 300,000.00					$ 368,960															
	Rebuild Filter 4 Underdrain	Capital Outlay	601-49400-500	10 yr	2024	0	$ 300,000.00					$ 368,960															
	Chlorine Generation Room Miox System Cell	Capital Outlay	601-49400-500	7 yr	2025	2018	$ 55,000.00					$ 67,640															
	Cameras - Water Tower	Capital Outlay	601-49400-500	10 yr	2020	N/A	$ 2,500.00									$ 3,460										$ 4,650	
	Well 1 Generator	Capital Outlay	601-49400-500	30 yr	2050	2020	$ 19,050.00																				
	Fixed Network Meter Infrastructure	Capital Outlay	601-49400-500	10 yr	2022		$ 45,000.00	$ 47,740																			
	Fixed Network Meter Replacement	Capital Outlay	601-49400-500	20 yr	2022		$ 555,000.00	$ 550,000																			
	New Well No. 4	Capital Outlay	601-49400-500		2035	N/A	$ 1,650,000.00														$ 2,495,773						
	Transfer Out for Engineered Projects	Operating Transfers	601-49400-720	N/A		Ongoing							$ 89,000	$ 98,000	$ 20,000												
	Contribution to General Fund (920) Capital Purchases	Operating Transfers	601-49400-720	N/A		Ongoing		$ 58,278	$ 18,336	$ 88,497	$ 652,000	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,567			
	Contribution to Liquor Fund (609) Capital Purchases	Operating Transfers	601-49400-720																								
	Contribution to Sewer Fund (602) Capital Purchases	Operating Transfers	601-49400-720	N/A		Ongoing		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 189,161	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			

Department	Revenue	Account Title	Account Number																								
		State Grants and Aids	601-33400					290,000.00																			
		Debt Proceeds	601-36203																								
		Water Sales	601-37100					$ 284,830	$ 293,370	$ 302,170	$ 311,240	$ 320,580	$ 330,200	$ 340,110	$ 350,310	$ 360,820	$ 371,640	$ 382,790	$ 394,270	$ 406,100	$ 418,280	$ 430,830	$ 443,750	$ 457,060	$ 470,770	$ 484,890	$ 499,440
		Water Access Charge	601-37151					$ 142,800	$ 147,080	$ 151,490	$ 156,030	$ 160,710	$ 165,530	$ 170,500	$ 175,620	$ 180,890	$ 186,320	$ 191,910	$ 197,670	$ 203,600	$ 209,710	$ 216,000	$ 222,480	$ 229,150	$ 236,020	$ 243,100	$ 250,390

Anticipated Reserve Funds on																											
	Budgeted Expenditures						Budgeted Expenditures	$ 659,958	$ 1,098,026	$ 92,287	$ 2,198,340	$ 9,119	$ 93,880	$ 522,739	$ 24,400	$ 274,832	$ 590	$ 115,400	$ 1,250	$ 20,368	$ 2,499,613	$ 680	$ 99,506	$ 1,242,817	$ -	$ 4,650	$ -
	Budgeted Revenues						Budgeted Revenues	$ 717,630	$ 440,450	$ 453,660	$ 467,270	$ 481,290	$ 495,730	$ 510,610	$ 525,930	$ 541,710	$ 557,960	$ 574,700	$ 591,940	$ 609,700	$ 627,990	$ 646,830	$ 666,230	$ 686,210	$ 706,790	$ 727,990	$ 749,830
1/1/2021	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget	$ 57,672	$ (657,576)	$ 361,373	$ (1,731,070)	$ 472,171	$ 401,850	$ (12,129)	$ 501,530	$ 266,878	$ 557,370	$ 459,300	$ 590,690	$ 589,332	$ (1,871,623)	$ 646,150	$ 566,724	$ (556,607)	$ 706,790	$ 723,340	$ 749,830
$ 2,124,270	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus	$ 2,447,401	$ 1,789,825	$ 2,151,198	$ 420,128	$ 892,299	$ 1,294,149	$ 1,282,020	$ 1,783,550	$ 2,050,428	$ 2,607,798	$ 3,067,098	$ 3,657,788	$ 4,247,120	$ 2,375,497	$ 3,021,647	$ 3,588,371	$ 3,031,764	$ 3,738,554	$ 4,461,894	$ 5,211,724

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
Sewer	Computing/Technology Devices	Capital Outlay	602-49450-500	5 yr		Ongoing		$ 3,940	$ 930	$ 1,880	$ 890	$ 510	$ 4,550	$ 1,080	$ 2,180	$ 1,030	$ 590	$ 5,260	$ 1,250	$ 2,530	$ 1,190	$ 680	$ 6,080	$ 1,450			
	Pretreatment Fine Screen 1 - Enviro-Care	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 100,000																$ 170,240				
	Pretreatment Fine Screen 2 - Enviro-Care	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 100,000																$ 170,240				
	Pretreatment Parshall Flume	Capital Outlay	602-49450-500	60 yr	2077	2017	$ 20,000																				
	Pretreatment Grit Classifier	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 40,000																$ 68,100				
	Pretreatment Grit Separator / Chamber?	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000																$ 42,560				
	Pretreatment Grit Pump	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000																$ 42,560				
	Pretreatment Exhaust Fan	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,500																$ 4,260				
	Pretreatment Forcemain from Pretreatment to Pond Structure	Capital Outlay	602-49450-500	60 yr	2077	2017																					
	Pretreatment Forcemain from Lift Station to WWTP	Capital Outlay	602-49450-500	40 yr	2036	1996	$ 1,200,000															$ 1,983,420					
	Pretreatment Automatic Sampler	Capital Outlay	602-49450-500	30 yr	2047	2017	$ 15,000																				
	Pretreatment LEL & H2S Monitor	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,500																$ 4,260				
	Pretreatment Unit Heater (Qty 6)	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,000																$ 3,400				
	Pretreatment Gas Fired Heater	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000																$ 1,700				
	Pretreatment Centrifugal Fans	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000																$ 1,700				
	Pretreatment Split AC Unit	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,000																$ 3,400				
	Pretreatment Exhaust Fan	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000																$ 1,700				
	Pretreatment Make Air Unit	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 15,000																$ 25,540				
	Pretreatment Electrical Panel Room Heater	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000																$ 1,700				
	Pretreatment Sump Pump	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,500																$ 4,260				
	Pretreatment Flow Meters (Qty 2)	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,500																$ 2,550				
	Pretreatment Flow Transducers (Qty 2)	Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,500																$ 2,550				
	Aerated Ponds Wastewater Splitter Structure	Capital Outlay	602-49450-500	60 yr	2077	2017																					
	Aerated Ponds Aerated Pond No. 1	Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 2	Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 3	Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 4	Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 5	Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 6	Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996																					
	Aerated Ponds Air Piping in the Aerated Ponds	Capital Outlay	602-49450-500	15 yr	2026	2011	$ 20,000					$ 24,600															
	Aerated Ponds Control Structures	Buildings and Structures	602-49450-520	40 yr	2036	1996																$ -					
	Treatment Building Clarifier Splitter Box	Capital Outlay	602-49450-500	20 yr	2030	1996										$ -											
	Treatment Building Solids Contact Clarifier No. 1	Capital Outlay	602-49450-500	40 yr	2036	1996																$ -					
	Treatment Building Solids Contact Clarifier No. 2	Capital Outlay	602-49450-500	40 yr	2036	1996																$ -					
	Treatment Building Solids Contact Clarifier No. 1 Mixer	Capital Outlay	602-49450-500	20 yr	2030	1996	$ 18,750									$ 26,000											
	Treatment Building Solids Contact Clarifier No. 2 Mixer	Capital Outlay	602-49450-500	20 yr	2030	1996	$ 18,750									$ 26,000											
	Treatment Building Solids Contact Clarifier No. 1 Scraper	Capital Outlay	602-49450-500	20 yr	2030	1996	$ 18,750									$ 26,000											
	Treatment Building Solids Contact Clarifier No. 2 Scraper	Capital Outlay	602-49450-500	20 yr	2030	1996	$ 18,750									$ 26,000											
	Treatment Building Solids Contact Clarifier No. 1 Aluminum Dome	Capital Outlay	602-49450-500	40 yr	2036	1996																$ -					
	Treatment Building Solids Contact Clarifier No. 2 Aluminum Dome	Capital Outlay	602-49450-500	40 yr	2036	1996																$ -					
	Treatment Building Unit Heater x 2	Capital Outlay	602-49450-500	15 yr	2020	1996	$ 1,000																				
	Treatment Building Clarifier Sludge Piping and Valves	Capital Outlay	602-49450-500	20 yr	2030	1996	$ 10,000									$ 13,800											
	Treatment Building Clarifier Effluent Piping and Valves	Capital Outlay	602-49450-500	20 yr	2030	1996	$ 10,000									$ 13,800											
	Treatment Building Backwash Piping and Valves	Capital Outlay	602-49450-500	20 yr	2030	1996										$ -											
	Treatment Building Filter Air Piping	Capital Outlay	602-49450-500	20 yr	2020	1996																					
	Treatment Building Filter Effluent Piping	Capital Outlay	602-49450-500	20 yr	2030	1996										$ -											
	Treatment Building Filter Underdrain No. 1	Capital Outlay	602-49450-500	20 yr	2020																						
	Treatment Building Filter Underdrain No. 2	Capital Outlay	602-49450-500	20 yr	2020																						
	Treatment Building Filter No. 1	Capital Outlay	602-49450-500	10 yr	2030	2017										$ -											
	Treatment Building Filter No. 2	Capital Outlay	602-49450-500	10 yr	2030	2017										$ -											
	Treatment Building Filter Room Unit Heater No. 1	Capital Outlay	602-49450-500	15 yr	2020	2009	$ 1,000																				
	Treatment Building Filter Room Unit Heater No. 2	Capital Outlay	602-49450-500	15 yr	2020	2009	$ 1,000																				
	Treatment Building Backwash Supply Pump No. 1	Capital Outlay	602-49450-500	10 yr	2020	1996	$ 15,000																				
	Treatment Building Backwash Supply Pump No. 2	Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000							$ 19,570										$ 26,300			
	Treatment Building Backwash Waste Pump No. 1	Capital Outlay	602-49450-500	10 yr	2026	2016	$ 20,000					$ 24,600										$ 33,060					
	Treatment Building Backwash Waste Pump No. 2	Capital Outlay	602-49450-500	10 yr	2026	2016	$ 20,000					$ 24,600										$ 33,060					
	Treatment Building Sludge Return Pump No. 1	Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000							$ 19,570										$ 26,300			
	Treatment Building Sludge Return Pump No. 2	Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000							$ 19,570										$ 26,300			
	Clearwell Tank Backwash Overflow	Capital Outlay	602-49450-500	40 yr	2036	1996																$ -					
	Clearwell Tank Clearwell	Capital Outlay	602-49450-500	40 yr	2036	1996																$ -					
	Treatment Building Dehumidifier	Capital Outlay	602-49450-500	15 yr	2020	2008	$ 2,500																				
	Treatment Building Sampler Room Sampler - Influent	Capital Outlay	602-49450-500	20 yr	2036	2016																$ -					
	Treatment Building Sampler Room Electric Wall Heater	Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,000																				
	Treatment Building Sampler Room Water Heater	Capital Outlay	602-49450-500	15 yr	2020	1996	$ 1,000																				

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflatio 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
	Treatment Building Office Unit Heater No. 1	Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,500																				
	Treatment Building Office Unit Heater No. 2	Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,500																				
	Treatment Building Office MCC Equipment	Capital Outlay	602-49450-500	20 yr	2030	1996										$ -											
	Lighting Transformer	Capital Outlay	602-49450-500	20 yr	2030	1996										$ -											
	Treatment Building Garage Air Compressor	Capital Outlay	602-49450-500	10 yr	2026	1996	$ 5,000					$ 6,100															
	Treatment Building Garage Generator	Capital Outlay	602-49450-500	30 yr	2038	2008																		$ -			
	SCADA	Capital Outlay	602-49450-500	10 yr	2029	2019	$ 55,000								$ 73,900										$ 99,300		
	Disinfection Building Trojan UV System	Capital Outlay	602-49450-500	30 yr	2026	1996	$ 125,000					$ 153,700															
	Disinfection Building Unit Heater	Capital Outlay	602-49450-500	15 yr	2020	1996	$ 1,500																				
	Disinfection Building Effluent Flow Meter	Capital Outlay	602-49450-500	30 yr	2026	1996	$ 8,100					$ 9,700															
	Disinfection Bulding Effluent Flow Meter Digital Readout	Capital Outlay	602-49450-500	10 yr	2030	2020	$ 8,800									$ 11,800											
	Blower Building Blower No. 1 - Air Wash Blower	Capital Outlay	602-49450-500	20 yr	2037	2017																	$ -				
	Blower Building Blower No. 2	Capital Outlay	602-49450-500	20 yr	2037	2017																	$ -				
	Blower Building Blower No. 3	Capital Outlay	602-49450-500	20 yr	2037	2017																	$ -				
	Blower Building Blower No. 4	Capital Outlay	602-49450-500	20 yr	2037	2017																	$ -				
	Blower Building Blower Valves	Capital Outlay	602-49450-500	50 yr	2067	2017																					
	Blower Building Unit Heater	Capital Outlay	602-49450-500	15 yr	2020	1996	$ 15,000																				
	Blower Building Blower Piping to Ponds	Capital Outlay	602-49450-500	40 yr	2036	1996	$ 150,000															$ 247,930					
	Chemical Feed Room Ferric Chloride Tank	Capital Outlay	602-49450-500	30 yr	2026	1996	$ 12,000					$ 14,800															
	Chemical Feed Room Alum Tank	Capital Outlay	602-49450-500	30 yr	2026	1996	$ 11,000					$ 13,500															
	Chemical Feed Room Unit Heater	Capital Outlay	602-49450-500	15 yr	2020	1996	$ 5,000																				
	Effluent Manhole Effluent Sampler Pump No. 1	Capital Outlay	602-49450-500	40 yr	2036	1996																$ -					
	Main Lift Station Pump No. 1	Capital Outlay	602-49450-500	12 yr	2022	2017	$ 26,540	$ 27,336												$ 38,975							
	Main Lift Station Pump No. 2	Capital Outlay	602-49450-500	12 yr	2022	2017	$ 26,540	$ 27,336												$ 38,975							
	Main Lift Station Genset	Capital Outlay	602-49450-500	30 yr	2026	1996	$ 75,000	$ 77,250				$ 92,200								$ 110,140							
	Force Main/ 8th Ave Air Release Valves (Qty 4)	Capital Outlay	602-49450-500	15 yr	2022	2013	$ 5,000	$ 5,150												$ 7,343							
	Force Main/ 8th Ave Air Release Valves (Qty 6)	Capital Outlay	602-49450-500	15 yr	2022	2013	$ 7,500	$ 7,725												$ 11,014							
	Force Main/ Main Lift Air Release Valves (Qty 4)	Capital Outlay	602-49450-500	15 yr	2022	2015	$ 5,000	$ 5,150												$ 7,343							
	Force Main/ Subway Lift Air Release Valves (Qty 6)	Capital Outlay	602-49450-500	15 yr	2022	N/A	$ 7,500	$ 7,725												$ 11,014							
	BMX Lift Station Air Release Valves (Qty 2)	Capital Outlay	602-49450-500	15 yr	2022	N/A	$ 2,500	$ 2,575												$ 3,671							
	Rum River LS Pump 1	Capital Outlay	602-49450-500	12 yr	2022	2006	$ 12,660	$ 13,040												$ 18,592							
	Rum River LS Pump 2	Capital Outlay	602-49450-500	12 yr	2022	2006	$ 12,660	$ 13,040												$ 18,592							
	Arabian LS Pump 1	Capital Outlay	602-49450-500	12 yr	2022	1999	$ 12,660	$ 13,040												$ 18,592							
	Arabian LS Pump 2	Capital Outlay	602-49450-500	12 yr	2022	1999	$ 12,660	$ 13,040												$ 18,592							
	East Dual LS Pump 1	Capital Outlay	602-49450-500	12 yr	2022	2002	$ 12,660	$ 13,040												$ 18,592							
	East Dual LS Pump 2	Capital Outlay	602-49450-500	12 yr	2022	2002	$ 12,660	$ 13,040												$ 18,592							
	BMX LS Pump 1	Capital Outlay	602-49450-500	12 yr	2022	2015	$ 7,560	$ 7,787												$ 11,102							
	BMX LS Pump 2	Capital Outlay	602-49450-500	12 yr	2022	2015	$ 7,560	$ 7,787												$ 11,102							
	Carlson LS Pump 1	Capital Outlay	602-49450-500	12 yr	2022	2007	$ 7,560	$ 7,787												$ 11,102							
	Carlson LS Pump 2	Capital Outlay	602-49450-500	12 yr	2022	2007	$ 7,560	$ 7,787												$ 11,102							
	Unity LS Pump 1	Capital Outlay	602-49450-500	12 yr	2022	2016	$ 7,750	$ 7,983												$ 11,381							
	Unity LS Pump 2	Capital Outlay	602-49450-500	12 yr	2022	2016	$ 7,750	$ 7,983												$ 11,381							
	Deer Haven LS Pump 1	Capital Outlay	602-49450-500	12 yr	2022	2003	$ 7,750	$ 7,983												$ 11,381							
	Deer Haven LS Pump 2	Capital Outlay	602-49450-500	12 yr	2022	2005	$ 7,750	$ 7,983												$ 11,381							
	8th Ave LS Pump 1	Capital Outlay	602-49450-500	12 yr	2033	2021	$ 11,100	$ 11,433												$ 16,301							
	8th Ave LS Pump 2	Capital Outlay	602-49450-500	12 yr	2033	2021	$ 11,100	$ 11,433												$ 16,301							
	Subway LS Pump 1	Capital Outlay	602-49450-500	12 yr	2022	2011	$ 7,640	$ 7,869												$ 11,220							
	Subway LS Pump 2	Capital Outlay	602-49450-500	12 yr	2022	2011	$ 7,640	$ 7,869												$ 11,220							
	Rum River LS Genset	Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000																			$ 44,600	
	Arabian LS Genset	Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000																			$ 44,600	
	East Dual LS Genset	Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 25,000																			$ 46,500	
	8th Ave LS Genset	Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 33,000																			$ 61,400	
	BMX LS Genset	Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000																			$ 44,600	
	Subway LS Genset	Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 32,000																			$ 59,500	
	Unity LS Genset	Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000																			$ 44,600	
	Deer Haven LS Genset	Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000																			$ 44,600	
	Ponds Sludge Removal	Capital Outlay	602-49450-500		2026	N/A						$ -															
	Mobile Kenworth Vactor Truck	Capital Outlay	602-49450-500	15 yr	2030	2015	$ 410,000									$ 567,540											
	Skid Tank, Top Pump	Capital Outlay	602-49450-500																								
	Mechanical Plant	Capital Outlay	602-49450-500	60 yr	2040	N/A	$ 23,000,000																				
	Transfer Pump (Used)	Capital Outlay	602-49450-500	10 yr	2022	N/A	$ 20,000	$ 21,218																		$ 23,000,000	
		Capital Outlay	602-49450-500	yr	0	2018	$ -																				
		Capital Outlay	602-49450-500	yr	0	2019	$ -																				
		Capital Outlay	602-49450-500	yr	0	2020	$ -																				
	Contribution to Liquor Fund (609) Capital Purchases	Operating Transfers	602-49450-720																								
	Transfer Out for Engineered Projects	Operating Transfers	602-49450-720	N/A		Ongoing							$ 275,000	$ 435,000													
	Contribution to General Fund (920) Capital Purchases	Operating Transfers	602-49450-720	N/A		Ongoing		$ 58,278	$ 16,507	$ 88,497	$ 912,800	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 25,717	$ 119,137	$ -	$ -
Department	Revenue	Account Title	Account Number																								
		State Grants and Aids	602-33400					$ 361,000																		$ 7,000,000	
		Bond Proceeds	602-36203																							$ 8,000,000	
		Sewer Sales	602-37200					$ 430,670	$ 443,590	$ 456,900	$ 470,610	$ 484,730	$ 499,270	$ 514,250	$ 529,680	$ 545,570	$ 561,940	$ 578,800	$ 596,160	$ 614,040	$ 632,460	$ 651,430	$ 670,970	$ 691,100	$ 711,830	$ 733,180	$ 755,180
		Sewer Access Charge	602-37251					$ 179,240	$ 184,620	$ 190,160	$ 195,860	$ 201,740	$ 207,790	$ 214,020	$ 220,440	$ 227,050	$ 233,860	$ 240,880	$ 248,110	$ 255,550	$ 263,220	$ 271,120	$ 279,250	$ 287,630	$ 296,260	$ 305,150	$ 314,300
		Transfer from Water Fund	602-39203													$ 189,161											
		Transfer from Stormwater Fund	602-39203													$ 94,581											
Reserve Funds on 1/1/2019	Budgeted Expenditures						Budgeted Expenditures	$ 423,604	$ 17,437	$ 90,377	$ 913,690	$ 372,919	$ 279,550	$ 560,029	$ 76,080	$ 790,871	$ 590	$ 115,400	$ 1,250	$ 502,796	$ 1,190	$ 2,298,150	$ 647,596	$ 106,067	$ 218,437	$ 23,390,400	$ -
	Budgeted Revenues						Budgeted Revenues	$ 970,910	$ 628,210	$ 647,060	$ 666,470	$ 686,470	$ 707,060	$ 728,270	$ 750,120	$ 1,056,362	$ 795,800	$ 819,680	$ 844,270	$ 869,590	$ 895,680	$ 922,550	$ 950,220	$ 978,730	$ 1,008,090	$ 16,038,330	$ 1,069,480
	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget	$ 547,306	$ 610,773	$ 556,683	$ (247,220)	$ 313,551	$ 427,510	$ 168,241	$ 674,040	$ 265,490	$ 795,210	$ 704,280	$ 843,020	$ 366,794	$ 894,490	$ (1,375,600)	$ 302,624	$ 872,663	$ 789,653	$ (7,352,070)	$ 1,069,480
$ 2,037,322	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus	$ 3,972,149	$ 4,582,922	$ 5,139,605	$ 4,892,385	$ 5,205,936	$ 5,633,446	$ 5,801,687	$ 6,475,727	$ 6,741,218	$ 7,536,428	$ 8,240,708	$ 9,083,728	$ 9,450,522	$ 10,345,012	$ 8,969,412	$ 9,272,036	$ 10,144,698	$ 10,934,351	$ 3,582,281	$ 4,651,761

City of Isanti
Capital Maintenance/Replacement Fund
Fund 603
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
Stormwater	Computing/Technology Devices	Capital Outlay	603-49500-500	5 yr useful life		Ongoing		$ 3,940	$ 930	$ 1,880	$ 2,860	$ 510	$ 4,550	$ 1,080	$ 2,180	$ 3,310	$ 590	$ 5,260	$ 1,250	$ 2,530	$ 3,840	$ 680	$ 6,080	$ 1,450	$ 2,930	$ 3,840	$ 790
	2015 Bobcat 72" Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 5,000									$ 6,921											
	2015 Bobcat CID Swing Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 7,000									$ 9,690											
	2012 Elgin Pelican Sweeper	Capital Outlay	603-49500-500	20 yr useful life	2027	2012	$ 135,000											$ 198,252									
Stormwater	1990 Vicon Brush Cutter	Capital Outlay	603-49500-500	20 yr useful life	2022	1990	$ 10,000	$ 10,927																			
Stormwater	2005 JD MX6 Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2022	2005	$ 10,000	$ 10,927																			
		Capital Outlay	603-49500-500	30 yr useful life	2018																						
		Capital Outlay	603-49500-500	30 yr useful life	2019																						
		Capital Outlay	603-49500-500	30 yr useful life	2020																						
Stormwater	Infrastructure Maintenance	Capital Outlay	603-49500-500	30 yr useful life	2021		$ 10,000	$ 10,609																			
		Capital Outlay	603-49500-500	30 yr useful life	2022		$ 10,000		$ 10,927																		
		Capital Outlay	603-49500-500	30 yr useful life	2023		$ 10,000			$ 11,255																	
		Capital Outlay	603-49500-500	30 yr useful life	2024		$ 10,000				$ 11,593																
		Capital Outlay	603-49500-500	30 yr useful life	2025		$ 10,000					$ 11,941															
		Capital Outlay	603-49500-500	30 yr useful life	2026		$ 10,000						$ 12,299														
		Capital Outlay	603-49500-500	30 yr useful life	2027		$ 10,000							$ 12,668													
		Capital Outlay	603-49500-500	30 yr useful life	2028		$ 10,000								$ 13,048												
		Capital Outlay	603-49500-500	30 yr useful life	2029		$ 10,000									$ 13,439											
		Capital Outlay	603-49500-500	30 yr useful life	2030		$ 10,000										$ 13,842										
		Capital Outlay	603-49500-500	30 yr useful life	2031		$ 10,000											$ 14,258									
		Capital Outlay	603-49500-500	30 yr useful life	2032		$ 10,000												$ 14,685								
		Capital Outlay	603-49500-500	30 yr useful life	2033		$ 10,000													$ 15,126							
		Capital Outlay	603-49500-500	30 yr useful life	2034		$ 10,000														$ 15,580						
		Capital Outlay	603-49500-500	30 yr useful life	2035		$ 10,000															$ 16,047					
		Capital Outlay	603-49500-500	30 yr useful life	2036		$ 10,000																$ 16,528				
		Capital Outlay	603-49500-500	30 yr useful life	2037		$ 10,000																	$ 17,024			
		Capital Outlay	603-49500-500	30 yr useful life	2038		$ 10,000																		$ 17,535		
		Capital Outlay	603-49500-500	30 yr useful life	2039		$ 10,000																			$ 18,061	
		Capital Outlay	603-49500-500	30 yr useful life	2040		$ 10,000																				$ 18,603
		Capital Outlay	603-49500-500	30 yr useful life	2041		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2042		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2043		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2044		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2045		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2046		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2047		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2048		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2049		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2050		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2051		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2052		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2053		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2054		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2055		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2056		$ 10,000																				
	Transfer Out for Engineered Projects		603-49500-720										$ 164,000	$ 168,000													
	Contribution to Liquor Fund (609) Capital Purchases		603-49500-720																								
	Contribution to General Fund (920) Capital Purchases		603-49500-720					$ -	$ 1,829	$ 15,071	$ 260,800	$ 8,609	$ -	$ -	$ -	$ 9,690	$ -	$ 10,280	$ -	$ 15,268	$ -	$ -	$ -	$ 2,849	$ 4,741	$ -	$ -
	Contribution to Sewer Fund (602) Capital Purchases		603-49500-720					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 94,581	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Department	Revenue	Account Title	Account Number	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
		State Grants & Aids	603-33400																				
		Special Assessments	603-36100																				
		Interest Earnings	603-36210																				
		Stormwater Sales	603-37300	$ 79,770	$ 82,160	$ 84,620	$ 87,160	$ 89,770	$ 92,460	$ 95,230	$ 98,090	$ 101,030	$ 104,060	$ 107,180	$ 110,400	$ 113,710	$ 117,120	$ 120,630	$ 124,250	$ 127,980	$ 131,820	$ 135,770	$ 139,840
		Transfer from General Fund	603-39201																				
		Transfer from Other Fund	603-39203																				
		Bond Proceeds	603-39310																				

	Budgeted Expenditures			$ 36,404	$ 13,686	$ 28,206	$ 275,253	$ 21,060	$ 180,849	$ 181,748	$ 15,228	$ 137,630	$ 14,432	$ 228,049	$ 15,935	$ 32,924	$ 19,420	$ 16,727	$ 22,608	$ 21,324	$ 25,206	$ 21,901	$ 19,393
	Budgeted Revenues			$ 79,770	$ 82,160	$ 84,620	$ 87,160	$ 89,770	$ 92,460	$ 95,230	$ 98,090	$ 101,030	$ 104,060	$ 107,180	$ 110,400	$ 113,710	$ 117,120	$ 120,630	$ 124,250	$ 127,980	$ 131,820	$ 135,770	$ 139,840
	1 Year (Over) / Under Budget			$ 43,366	$ 68,474	$ 56,414	$ (188,093)	$ 68,710	$ (88,389)	$ (86,518)	$ 82,862	$ (36,600)	$ 89,628	$ (120,869)	$ 94,465	$ 80,786	$ 97,700	$ 103,903	$ 101,642	$ 106,656	$ 106,614	$ 113,869	$ 120,447
	Running Fund (Deficit) / Surplus			$ 94,808	$ 163,282	$ 219,697	$ 31,604	$ 100,314	$ 11,925	$ (74,592)	$ 8,270	$ (28,330)	$ 61,298	$ (59,572)	$ 34,893	$ 115,679	$ 213,379	$ 317,282	$ 418,924	$ 525,580	$ 632,194	$ 746,063	$ 866,510

City of Isanti
Technology Maintenance/Replacement Fund
Fund 614
Assumed Inflation 3.00%
- Costs double every 24 years
Assumed Revenue Growth 1.00%

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
UNCERTAIN	OS TRANSFERABLE SUBSCRIPTIONS	Capital Outlay	614-49845-500	N/A	2020																						
ALL	Misc. Software Programs	Capital Outlay	614-49845-500	N/A	Ongoing	N/A	$ 1,000.00	4,120.00	4,244.00	4,371.00	4,502.00	4,637.00	4,776.00	4,919.00	5,067.00	5,219.00	5,376.00	5,537.00	5,703.00	5,874.00	6,050.00	6,232.00	6,419.00	6,611.00	6,810.00	7,014.00	7,224.00
ALL	Computer Displays/Misc. Components	Capital Outlay	614-49845-500	N/A	Ongoing	N/A	$ 1,000.00	1,093.00	1,126.00	1,159.00	1,194.00	1,230.00	1,267.00	1,305.00	1,344.00	1,384.00	1,426.00	1,469.00	1,513.00	1,558.00	1,605.00	1,653.00	1,702.00	1,754.00	1,806.00	1,860.00	1,916.00
ALL	Desktop Printers	Capital Outlay	614-49845-500	N/A	Ongoing	N/A	$ 500.00	546.00	563.00	580.00	597.00	615.00	633.00	652.00	672.00	692.00	713.00	734.00	756.00	779.00	802.00	826.00	851.00	877.00	903.00	930.00	958.00
ALL	Document Imaging Software	Capital Outlay	614-49845-500	20 yr useful life	2039	2019	$ 5,000.00																				
FINANCE	AP Workflow Management Software	Capital Outlay	614-49845-500	20 yr useful life	2028	N/A	$ 5,000.00							6,524.00													
COMMUNITY DEVELOPMENT	Building Permit Workflow Software	Capital Outlay	614-49845-500	20 yr useful life		2020	$ 10,000.00																				
ADMIN, EDA, WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019	N/A	$ 1,650.00			1,913.00					2,217.00					2,571.00				2,980.00		
ADMIN, WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,650.00			1,913.00					2,217.00					2,571.00				2,980.00		
WATER	WTP - SCADA TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,650.00			1,913.00					2,217.00					2,571.00				2,980.00		
PLANNING, CODE ENFORCEMENT	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,650.00			1,913.00					2,217.00					2,571.00				2,980.00		
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,650.00			1,913.00					2,217.00					2,571.00				2,980.00		
WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,650.00			1,913.00					2,217.00					2,571.00				2,980.00		
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,650.00			1,913.00					2,217.00					2,571.00				2,980.00		
LIQUOR	LIQUOR STORE SERVER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,650.00			1,913.00					2,217.00					2,571.00				2,980.00		
STREET, WATER, SEWER, STORM	WTP IPAD	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,650.00				1,970.00					2,284.00					2,648.00					2,648.00	
LIQUOR	LIQUOR STORE TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,650.00				1,970.00					2,284.00					2,648.00					2,648.00	
STORMWATER	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,650.00				1,970.00					2,284.00					2,648.00					2,648.00	
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,650.00				1,970.00					2,284.00					2,648.00					2,648.00	
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,650.00				1,970.00					2,284.00					2,648.00					2,648.00	
WATER	WTP TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,650.00				1,970.00					2,284.00					2,648.00					2,648.00	
ADMIN, STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,650.00				1,970.00					2,284.00					2,648.00					2,648.00	
LIQUOR	LIQUOR STORE SFF	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,650.00				1,970.00					2,284.00					2,648.00					2,648.00	
LIQUOR	LIQUOR STORE SFF	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,650.00				1,970.00					2,284.00					2,648.00					2,648.00	
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,650.00					2,029.00					2,353.00					2,727.00					3,162.00
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,650.00					2,029.00					2,353.00					2,727.00					3,162.00
ADMIN	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,650.00					2,029.00					2,353.00					2,727.00					3,162.00
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,650.00					2,029.00					2,353.00					2,727.00					3,162.00
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,650.00					2,029.00					2,353.00					2,727.00					3,162.00
ADMIN	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,650.00					2,029.00					2,353.00					2,727.00					3,162.00
ADMIN	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,650.00					2,029.00					2,353.00					2,727.00					3,162.00
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,650.00					2,029.00					2,353.00					2,727.00					3,162.00
PARKS	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,650.00					2,029.00					2,353.00					2,727.00					3,162.00
ADMIN	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,650.00	1,803.00					2,090.00					2,423.00					2,809.00					
EDA	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,650.00	1,803.00					2,090.00					2,423.00					2,809.00					
POLICE	CHIEF - HOME LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,650.00	1,803.00					2,090.00					2,423.00					2,809.00					
POLICE	LT. - HOME LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,650.00	1,803.00					2,090.00					2,423.00					2,809.00					
POLICE	POLICE STATION LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	#N/A		$ 1,650.00	1,803.00					2,090.00					2,423.00					2,809.00					
ADMIN	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,650.00	1,803.00					2,090.00					2,423.00					2,809.00					
ADMIN	CITY HALL SFF	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,650.00	1,803.00					2,090.00					2,423.00					2,809.00					
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL SURFACE	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,650.00	1,803.00					2,090.00					2,423.00					2,809.00					
PLANNING	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,650.00	1,803.00					2,090.00						2,496.00				2,893.00				
PLANNING, CODE ENFORCEMENT	CITY HALL SURFACE	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,650.00		1,857.00					2,153.00					2,496.00				2,893.00			
BUILDING INSPECTION	CITY HALL SURFACE	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,650.00		1,857.00					2,153.00					2,496.00				2,893.00			
BUILDING INSPECTION	CITY HALL TOWER	Capital Outlay	614-49845-500																								
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,650.00		1,857.00					2,153.00					2,496.00				2,893.00			
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,650.00		1,857.00					2,153.00					2,496.00				2,893.00			
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,650.00		1,857.00					2,153.00					2,496.00				2,893.00			
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,650.00		1,857.00					2,153.00					2,496.00				2,893.00			
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,650.00		1,857.00					2,153.00					2,496.00				2,893.00			
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,650.00		1,857.00					2,153.00					2,496.00				2,893.00			
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,650.00		1,857.00					2,153.00					2,496.00				2,893.00			
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 11,550.00	12,621					14,631					16,961					19,662					
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL FIREWALL	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 2,000.00	2,185.00					2,533.00					2,936.00					3,404.00					
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,000.00	1,061					1,230					1,426					1,653					
ADMIN, WATER, SEWER, STORM, LIQUOR	BACKUP DEVICE	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00	2,026.00					2,280.00					2,566.00					2,888.00					

Revenue	Account Title	Account Number	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
80.00%	Cable Franchise Fee	614-33621	28,090.00	28,370.00	28,650.00	28,940.00	29,230.00	29,520.00	29,820.00	30,120.00	30,420.00	30,720.00	31,030.00	31,340.00	31,650.00	31,970.00	32,290.00	32,610.00	32,940.00	33,270.00	33,600.00	33,940.00
	Interest Earnings	614-36210	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
(LESS)	Water Fund Allocation	601-49400-500	$ (3,940.00)	$ (930.00)	$ (3,790.00)	$ (2,860.00)	$ (510.00)	$ (4,550.00)	$ (1,080.00)	$ (4,400.00)	$ (3,310.00)	$ (590.00)	$ (5,260.00)	$ (1,250.00)	$ (5,100.00)	$ (3,840.00)	$ (680.00)	$ (6,080.00)	$ (1,450.00)	$ (5,910.00)	$ (3,840.00)	$ (790.00)
(LESS)	Sewer Fund Allocation	602-49450-500	$ (3,940.00)	$ (930.00)	$ (1,880.00)	$ (890.00)	$ (510.00)	$ (4,550.00)	$ (1,080.00)	$ (2,180.00)	$ (1,030.00)	$ (590.00)	$ (5,260.00)	$ (1,250.00)	$ (2,530.00)	$ (1,190.00)	$ (680.00)	$ (6,080.00)	$ (1,450.00)	$ (2,930.00)	$ (1,190.00)	$ (790.00)
(LESS)	Storm Water Fund Allocation	603-49500-500	$ (3,940.00)	$ (930.00)	$ (1,880.00)	$ (2,860.00)	$ (510.00)	$ (4,550.00)	$ (1,080.00)	$ (2,180.00)	$ (3,310.00)	$ (590.00)	$ (5,260.00)	$ (1,250.00)	$ (2,530.00)	$ (3,840.00)	$ (680.00)	$ (6,080.00)	$ (1,450.00)	$ (2,930.00)	$ (3,840.00)	$ (790.00)
(LESS)	Liquor Fund Allocation	609-49750-500	$ (3,580.00)	$ -	$ (1,910.00)	$ (5,910.00)	$ -	$ (4,130.00)	$ -	$ (2,220.00)	$ (6,850.00)	$ -	$ (4,780.00)	$ -	$ (2,570.00)	$ (7,940.00)	$ -	$ (5,520.00)	$ -	$ (2,980.00)	$ (7,940.00)	$ -
	Budgeted Expenditures		$ 24,479.00	$ 19,856.00	$ 11,954.00	$ 11,503.00	$ 23,213.00	$ 28,380.00	$ 29,537.00	$ 13,839.00	$ 13,351.00	$ 26,922.00	$ 30,453.00	$ 29,182.00	$ 16,049.00	$ 15,479.00	$ 31,214.00	$ 35,291.00	$ 33,822.00	$ 18,609.00	$ 16,826.00	$ 36,186.00
	Budgeted Revenues		$ 28,190.00	$ 28,470.00	$ 28,750.00	$ 29,040.00	$ 29,330.00	$ 29,620.00	$ 29,920.00	$ 30,220.00	$ 30,520.00	$ 30,820.00	$ 31,130.00	$ 31,440.00	$ 31,750.00	$ 32,070.00	$ 32,390.00	$ 32,710.00	$ 33,040.00	$ 33,370.00	$ 33,700.00	$ 34,040.00
	1 Year (Over) / Under Budget		$ 3,711.00	$ 8,614.00	$ 16,796.00	$ 17,537.00	$ 6,117.00	$ 1,240.00	$ 383.00	$ 16,381.00	$ 17,169.00	$ 3,898.00	$ 677.00	$ 2,258.00	$ 15,701.00	$ 16,591.00	$ 1,176.00	$ (2,581.00)	$ (782.00)	$ 14,761.00	$ 16,874.00	$ (2,146.00)
	Running Fund (Deficit) / Surplus		$ 4,550.00	$ 13,164.00	$ 29,960.00	$ 47,497.00	$ 53,614.00	$ 54,854.00	$ 55,237.00	$ 71,618.00	$ 88,787.00	$ 92,685.00	$ 93,362.00	$ 95,620.00	$ 111,321.00	$ 127,912.00	$ 129,088.00	$ 126,507.00	$ 125,725.00	$ 140,486.00	$ 157,360.00	$ 155,214.00

City of Isanti
Capital Maintenance/Replacement Fund
Fund 920
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost Base Year	Proposed 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
Council	Closed Debt Service Expenses	Professional Srvs	920-41110-300																								
Council	Council A/V Improvements	Capital Outlay	920-41110-500	10 yr useful life	2029	2019	$ 61,153								$ 82,185										$ 110,449		
Council	Councilmember Chairs	Capital Outlay	920-41110-500	20 yr useful life	2025	2005	$ 1,000				$ 1,194																
Elections	Ballot Counters	Capital Outlay	920-41200-500	7 yr useful life	2020	?	$ 6,902						$ 8,489							$ 10,440							$ 12,840
Elections	**Voting Equipment**	Capital Outlay	920-41200-500	10 yr useful life	?	?	$ -	$ 8,000																			
Administration	Closed Debt Service Expenses	Professional Srvs	920-41500-300																								
Administration	**City Hall Vehicle**	Capital Outlay	920-41500-500	10 yr useful life	2022			$ 25,000																			
Administration	**Building Official Vehicle**	Capital Outlay	920-41500-500	10 yr useful life	2027	2017	$ 22,450						$ 30,171														
Administration	**Replace Doors add Keycard Entry City Hall**	Capital Outlay	920-41500-500	20 yr useful life	2039	2019	$ 8,000																		$ 14,449		
Administration	Employee Accommodations	Capital Outlay	920-41500-500					$ 815	$ 839	$ 864	$ 890	$ 917	$ 945	$ 973	$ 1,002	$ 1,032	$ 1,063	$ 1,095	$ 1,128	$ 1,162	$ 1,197	$ 1,233	$ 1,270	$ 1,308	$ 1,347		
Municipal Building	Flooring City Hall	Capital Outlay	920-41941-500	25 yr useful life	2030	2005	$ 24,000									$ 33,222											
Municipal Building	Desk Chairs City Hall	Capital Outlay	920-41941-500	10 yr useful life	2030	2020	$ 9,900									$ 13,094										$ 17,597	
Municipal Building	Side Chairs City Hall	Capital Outlay	920-41941-500	10 yr useful life	2021	N/A	$ 2,500										$ 3,461										$ 4,651
Municipal Building	**Phone System City Hall**	Capital Outlay	920-41941-500	7 yr useful life	2027	2020	$ 6,250						$ 7,687							$ 9,454							$ 11,627
Municipal Building	Windows City Hall	Capital Outlay	920-41941-500	40 yr useful life	2045	2005	$ 30,000																				
Municipal Building	Roof City Hall	Capital Outlay	920-41941-500	40 yr useful life	2045	2005	$ 90,000																				
Municipal Building	Repoint Exterior Walls City Hall	Capital Outlay	920-41941-500	50 yr useful life	2055	2005	$ 60,000																				
Municipal Building	Fixtures City Hall	Capital Outlay	920-41941-500	30 yr useful life	2035	2005	$ 30,000														$ 48,141						
Municipal Building	Furnace City Hall	Capital Outlay	920-41941-500	20 yr useful life	2025	2005	$ 10,000				$ 11,941																
Municipal Building	**AC Unit City Hall**	Capital Outlay	920-41941-500	20 yr useful life	2025	2005	$ 36,000				$ 42,986																
Municipal Building	CH/ICC 100KW Stationary Generator	Capital Outlay	920-41941-500	20 yr useful life	2040	2020	$ 36,000																			$ 31,620	
Municipal Building	**Addtl Cubicles**	Capital Outlay	920-41941-500	40 yr useful life	2022	N/A	$ 14,627	$ 15,066																			
Municipal Building	Cameras City Hall	Capital Outlay	920-41941-500	10 yr useful life	2030	2020	$ 2,500									$ 3,460										$ 4,650	
Municipal Building	City Hall East Doors	Capital Outlay	920-41941-501	15 yr useful life	2022	2005	$ 13,330	$ 13,730																			
Municipal Building	Fire Sprinkler Maint.	Capital Outlay	920-41941-500	5 yr useful life	2021	2014	$ 1,575					$ 1,830					$ 2,120					$ 2,460					$ 2,850
Police	100KW Stationary Generator	Capital Outlay	920-42110-500	20 yr useful life	2040	2020	$ 36,000																			$ 65,020	
Police	Squad Vehicle - 226 - 2019 Dodge Durango	Capital Outlay	920-42110-500	5 yr useful life	2024	2019	$ 46,815			$ 54,270					$ 62,920					$ 72,940					$ 84,560		
Police	Squad Vehicle - 221 - 2015 Ford Explorer	Capital Outlay	920-42110-500	5 yr useful life	2020	2015	$ 46,815				$ 73,150					$ 84,800					$ 98,310					$ 113,970	
Police	Squad Vehicle - 227- 2019 Dodge Durango	Capital Outlay	920-42110-500	5 yr useful life	2024	2019	$ 46,815			$ 54,270					$ 62,910					$ 72,930					$ 84,550		
Police	Squad Vehicle - 224 - 2016 Ford Explorer	Capital Outlay	920-42110-500	5 yr useful life	2021	2016	$ 46,815					$ 57,580					$ 66,750					$ 77,380					$ 89,700
Police	Squad Vehicle - 223 - 2011 Impala	Capital Outlay	920-42110-500	10 yr useful life	2023	2013	$ 46,815		$ 52,690										$ 70,810								
Police	Squad Vehicle - 225 - 2017 Ford F-150 4x4	Capital Outlay	920-42110-500	10 yr useful life	2027	2017	$ 31,350						$ 39,710										$ 53,370				
Police	**Squad Vehicle - 000 - 2021 Chevy Tahoe**	Capital Outlay	920-42110-500	10 yr useful life	2030	2020	$ 57,566									$ 77,364										$ 103,971	
Police	Exterior Paint - PD Share Only	Capital Outlay	920-42110-500	20 yr useful life	2039	2019	$ 2,300																		$ 4,150		
Police	Liquor Store Rehab	Buildings and Structures	920-42110-520	N/A	2025	N/A	$ 1,000,000				$ 1,159,274																
Police	Roof	Capital Outlay	920-42110-500	40 yr useful life	2036	1996																$ -					
Police	Sprinkler - Fire Suppression	Capital Outlay	920-42110-500																								
Police	A/C Units	Capital Outlay	920-42110-500																								
Police	Windows	Capital Outlay	920-42110-500			2015																					
Police	Replace Doors add Keycard Entry	Capital Outlay	920-42110-500	20 yr useful life	2039	2019	$ 8,000																		$ 14,449		
Police	Lighting / Electrical Fixtures	Capital Outlay	920-42110-500	30 yr useful life	2028	1996	$ 15,000							$ 19,572													
Police	Flooring Police Station	Capital Outlay	920-42110-500	20 yr useful life	2026	2006	$ 10,000					$ 12,300															
Police	Interior Paint - PD Share Only	Capital Outlay	920-42110-500	15 yr useful life	2021	2006	$ 3,000															$ 4,960					
Police	Chairs Police Station	Capital Outlay	920-42110-500	10 yr useful life	2025	2015	$ 6,000				$ 7,160										$ 9,620						
Police	Phone System	Capital Outlay	920-42110-500	15 yr useful life	2021	2006	$ 10,000															$ 16,530					
Police	LETG Maintenance - To County	Capital Outlay	920-42110-500	4 yr useful life	2024	2020	$ 2,300			$ 2,590				$ 2,920				$ 3,290				$ 3,700				$ 4,160	
Police	Car / Body Cameras	Capital Outlay	920-42110-500	10 yr useful life	2029	2019	$ 13,083								$ 17,580										$ 23,630		
Police	Car / Body / Building Camera Server	Capital Outlay	920-42110-500	10 yr useful life	2029	2019	$ 48,497								$ 65,180										$ 87,600		
Police	Building Cameras	Capital Outlay	920-42110-500	10 yr useful life	2030	2020	$ 2,500									$ 4,230										$ 5,680	
Police	Portable Radios	Capital Outlay	920-42110-500	10 yr useful life	2022	2008	$ 83,000									$ 111,550										$ 149,910	
Police	Tasers	Capital Outlay	920-42110-500	5 yr useful life	2020/2021	2015/2016	$ 4,500				$ 4,940	$ 5,090				$ 5,730	$ 5,900				$ 6,640	$ 6,840				$ 7,700	$ 7,930
Police	**Non-Lethal Deescalation Tools**	Capital Outlay	920-42110-500	15 yr useful life	2036	2021	$ 3,000															$ 4,674					
Police	Handguns	Capital Outlay	920-42110-500	5 yr useful life	2020	2015	$ 5,560				$ 6,446					$ 7,473					$ 8,663					$ 10,043	
Police	Long Guns	Capital Outlay	920-42110-500	20 yr useful life	2022	1970	$ 12,150	$ 13,277																			

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Streets	60KW Stationary Generator	Capital Outlay	920-43100-500	20 yr useful life	2040	2020	$ 33,000																			$ 59,600	
Streets	2017 GMC Double Cab 1/2 ton	Capital Outlay	920-43100-500	15 yr useful life	2032	2017	$ 35,000											$ 51,399									
Streets	2017 Sierra Single Cab 3/4 ton	Capital Outlay	920-43100-500	15 yr useful life	2032	2017	$ 35,000											$ 51,399									
Streets	2015 Chev 2500 HD	Capital Outlay	920-43100-500	15 yr useful life	2030	2015	$ 35,000									$ 48,448											
Streets	2019 Chev 2500 w/ Plow & De-Icer System	Capital Outlay	920-43100-500	15 yr useful life	2034	2019	$ 49,000													$ 76,340							
Streets	2004 Chev 4500 w/ Dump Box	Capital Outlay	920-43100-500	20 yr useful life	2024	2004	$ 65,000			$ 75,353																	
Streets	2007 F-250	Capital Outlay	920-43100-500	15 yr useful life	2022	2007	$ 35,000		$ 39,393															$ 61,373			
Streets	2011 F-250	Capital Outlay	920-43100-500	15 yr useful life	2026	2011	$ 35,000					$ 43,046															$ 67,064
Streets	2007 Sterling 8500 Plow Truck	Capital Outlay	920-43100-500	15 yr useful life	2022	2007	$ 200,000	$ 218,545															$ 340,487				
Streets	2013 International Work Star Plow Truck	Capital Outlay	920-43100-500	15 yr useful life	2028	2013	$ 200,000							$ 260,955													
Streets	2014 International Work Star Plow Truck	Capital Outlay	920-43100-500	15 yr useful life	2030	2014	$ 200,000									$ 276,847											
Streets	Plow Truck	Capital Outlay	920-43100-500	15 yr useful life	2032	N/A	$ 200,000											$ 293,707							$ 457,586		
Streets	1996 Komatsu Motor Grader	Capital Outlay	920-43100-500	25 yr useful life	2024	1996	$ 260,000			$ 292,632																	
Streets	Pro-Tech Sno-Pusher (Loader Attachment)	Capital Outlay	920-43100-500	15 yr useful life	2034	2019	$ 5,000													$ 7,790							
Streets	18 ft Felling Trailer	Capital Outlay	920-43100-500	15 yr useful life	2023	2008	$ 9,000		$ 10,130															$ 15,782			
Streets	12 ft Felling Trailer	Capital Outlay	920-43100-500	15 yr useful life	2023	2008	$ 6,500		$ 7,316															$ 11,398			
Streets	Paint Trailer	Capital Outlay	920-43100-500	15 yr useful life	2022	2007	$ 6,500	$ 7,103															$ 11,066				
Streets	12 ft Standard Trailer	Capital Outlay	920-43100-500	15 yr useful life	2022	2007	$ 3,500	$ 3,825															$ 5,959				
Streets	6 x 12 utility trailer w/ rear drop gate	Capital Outlay	920-43100-500	15 yr useful life	2032	2017	$ 1,500											$ 2,203									
Streets	4-Ton Hot Patch Trailer	Capital Outlay	920-43100-500	30 yr useful life	2049	2019	$ 30,000																				
Streets	Bulk Fuel Tank and Pump	Capital Outlay	920-43100-500	20 yr useful life	2039	2019	$ 6,000																		$ 10,837		
Streets	Air Compressor	Capital Outlay	920-43100-500	20 yr useful life	2039	2019	$ 4,500																		$ 8,128		
Streets	Vibrating Asphalt Roller	Capital Outlay	920-43100-500	25 yr useful life	2044	2019	$ 15,800																				
Streets	Bobcat Steer Loader Buyback Program	Capital Outlay	920-43100-500	Annual			$ 5,400	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Streets	2006 Case Loader 621D	Capital Outlay	920-43100-500	20 yr useful life	2027	2006	$ 271,289						$ 343,661														
Streets	2008 JD 748 Tractor w/ mower-blower	Capital Outlay	920-43100-500	15 yr useful life	2023	2008	$ 20,000		$ 22,510															$ 35,070			
Streets	1998 Ford 545D Tractor (3 pt hitch)	Capital Outlay	920-43100-500	25 yr useful life	2021	1998	$ 55,000		$ 61,900																		$ 111,800
Streets	2014 Bobcat V-Plow	Capital Outlay	920-43100-500	10 yr useful life	2024	2014	$ 5,000			$ 5,796										$ 7,790							
Streets	2014 Bobcat V-Plow	Capital Outlay	920-43100-500	10 yr useful life	2024	2014	$ 5,000			$ 5,796										$ 7,790							
Streets	2007 Bobcat Broom	Capital Outlay	920-43100-500	10 yr useful life	2021	2007	$ 5,000										$ 7,129										$ 9,581
Streets	2014 Bobcat Broom	Capital Outlay	920-43100-500	10 yr useful life	2024	2014	$ 5,000			$ 5,796										$ 7,790							
Streets	2013 Bobcat Snow Blower	Capital Outlay	920-43100-500	10 yr useful life	2023	2013	$ 10,000		$ 11,255										$ 15,126								
Streets	2014 Bobcat Snow Blower	Capital Outlay	920-43100-500	10 yr useful life	2024	2014	$ 10,000			$ 11,593										$ 15,580							
Streets	2014 Bobcat Grapple Bucket	Capital Outlay	920-43100-500	20 yr useful life	2034	2014	$ 5,000													$ 7,790							
Streets	**Skid Steer Tracks**	Capital Outlay	920-43100-500	15 yr useful life	2022	N/A	$ 6,500	$ 6,695															$ 10,431				
Streets	2008 Boss 1 Ton 10 ft Straight Blade	Capital Outlay	920-43100-500	15 yr useful life	2023	2008	$ 9,000		$ 10,130															$ 15,782			
Streets	2011 Boss '11 F-250 V-Plow	Capital Outlay	920-43100-500	15 yr useful life	2026	2011	$ 9,000					$ 11,069															$ 17,245
Streets	2017 Graco Street Painter	Capital Outlay	920-43100-500	10 yr useful life	2027	2017	$ 7,000						$ 8,867										$ 11,917				
Streets	**Sign Replacement**	Capital Outlay	920-43100-500	8 yr useful life	2022-24	N/A	$ 4,000	$ 4,244	$ 4,371	$ 4,502						$ 5,376	$ 5,537	$ 5,703						$ 6,810	$ 7,014	$ 7,224	
Streets	GPS Unit	Capital Outlay	920-43100-500	10 yr useful life	2025	2015	$ 8,000				$ 9,552										$ 12,838						
Streets	Mini Excavator	Capital Outlay	920-43100-500	20 yr useful life	2028	N/A	$ 70,000							$ 91,334													
Streets	Make-Up Heater (Above Bathroom #2)	Capital Outlay	920-43100-500	25 yr useful life	2022	1997	$ 10,000	$ 10,927																			
Streets	Make-Up Heater (Above Breakroom)	Capital Outlay	920-43100-500	25 yr useful life	2022	1997	$ 10,000	$ 10,927																			
Streets	Infloor Heat Boilers (2)	Capital Outlay	920-43100-500	25 yr useful life	2045	2020	$ 31,775																				
Streets	Wire Feed Welder	Capital Outlay	920-43100-500	20 yr useful life	2023	2003	$ 3,000		$ 3,377																		
Streets	Pressure Washer	Capital Outlay	920-43100-500	15 yr useful life	2032	2017	$ 5,500											$ 8,077									
Streets	Pressure Washer	Capital Outlay	920-43100-500	15 yr useful life	2021	2006	$ 5,000															$ 8,264					
Streets	Gate Valve Turner	Capital Outlay	920-43100-500	30 yr useful life	2035	2005	$ 2,000														$ 3,209						
Streets	Floor Sweeper with Charger	Capital Outlay	920-43100-500	30 yr useful life	2036	2006	$ 3,500															$ 5,785					
Streets	Fresh Air Circulation Blower	Capital Outlay	920-43100-500	30 yr useful life	2027	1997	$ 5,000						$ 6,334														
Streets	Recoat Interior Walls	Capital Outlay	920-43100-500	25 yr useful life	2022	1997	$ 10,000	$ 10,927																			
Streets	Recoat Exterior Walls	Capital Outlay	920-43100-500	25 yr useful life	2022	1997	$ 10,000	$ 10,927																			
Streets	Resurface / Replace Concrete Floor	Capital Outlay	920-43100-500	30 yr useful life	2027	1997	$ 55,000						$ 69,672														
Streets	Infloor Heat Coil System	Capital Outlay	920-43100-500	100 yr useful life	2097	1997																					
Streets	Roof	Capital Outlay	920-43100-500	60 yr useful life	2057	1997																					
Streets	Truck Mounted Mosquito Fogger	Capital Outlay	920-43100-500	10 yr useful life	2030	2020	$ 10,000									$ 11,894										$ 18,603	
Streets	Hydralic Tree Spade	Capital Outlay	920-43100-500	20 yr useful life	2024	N/A	$ 10,000												$ 15,126								
Streets	**Public Services Building & Salt Shed**	Buildings and Structures	920-43100-520	80 yr useful life	2025	N/A	$ 2,250,000				$ 2,608,000																

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Street Lighting	Street Light Pole Replacement (65 City Owned)	Capital Outlay	920-43160-500	30 yr useful life	Annual	N/A	$ 8,000	$ 8,742	$ 9,004	$ 9,274	$ 9,552	$ 9,839	$ 10,134	$ 10,438	$ 10,751	$ 11,074	$ 11,406	$ 11,748	$ 12,101	$ 12,464	$ 12,838	$ 13,223	$ 13,619	$ 14,028	$ 14,449	$ 14,882	$ 15,329
Street Lighting	**Street Light Infill**	Capital Outlay	920-43160-500	30 yr useful life	Annual	N/A	$ 10,000	$ 10,300	$ 12,306	$ 10,927	$ 13,168	$ 15,071	$ 11,582	$ 12,299	$ 13,934	$ 6,524											
ICC	Handicap Door Actuators	Capital Outlay	920-45186-500	20 yr useful life	2021	N/A	$ 6,000																			$ 11,496
ICC	Air Conditioner - South Side 3-ton	Capital Outlay	920-45186-500	20 yr useful life	2022	2002	$ 3,075	$ 3,360																		
ICC	Air Conditioner - West Side 4-ton	Capital Outlay	920-45186-500	20 yr useful life	2035	2015	$ 3,500														$ 5,616					
ICC	Compressor	Capital Outlay	920-45186-500	15 yr useful life	2025	2010	$ 1,500				$ 1,791														$ 2,790	
ICC	Convection Oven	Capital Outlay	920-45186-500	20 yr useful life	2031	2011	$ 6,000										$ 8,555									
ICC	Convection Oven w/ Hood Install	Capital Outlay	920-45186-500	20 yr useful life	2021	1991	$ 7,300																			$ 13,988
ICC	Furnace	Capital Outlay	920-45186-500	20 yr useful life	2021	2002	$ 7,000																			$ 13,412
ICC	Furnace	Capital Outlay	920-45186-500	20 yr useful life	2026	2006	$ 7,000					$ 8,609														
ICC	Range / Oven / Vent / Hood / Fan	Capital Outlay	920-45186-500	20 yr useful life	2034	2014	$ 15,700													$ 24,460						
ICC	Sprinkler System - Fire Suppresion	Capital Outlay	920-45186-500	20 yr useful life	2021	1996	$ 25,000																			
ICC	Fence	Imp. Other Than Buildings	920-45186-500	25 yr useful life	2026	2002	$ 7,500					$ 9,224														
ICC	Fixtures - Plumbing	Capital Outlay	920-45186-500	30 yr useful life	2044	2014	$ 8,000																			
ICC	Exterior Siding Replace	Capital Outlay	920-45186-500	30 yr useful life	2032	2002	$ 25,000											$ 36,713								
ICC	Exterior Siding Repaint	Capital Outlay	920-45186-500	15 yr useful life	2025	2014	$ 7,500				$ 8,955															
ICC	Exterior Doors	Capital Outlay	920-45186-500	20 yr useful life	2038	2018	$ 5,100																	$ 8,943		
ICC	Windows	Capital Outlay	920-45186-500	40 yr useful life	2037	1997	$ 25,000																$ 42,561			
ICC	Patio / Concrete	Capital Outlay	920-45186-500	40 yr useful life	2053	2013	$ 15,000																			
ICC	**Roof**	Capital Outlay	920-45186-500	30 yr useful life	2033	2013	$ 25,000												$ 37,815							
ICC	Flooring	Capital Outlay	920-45186-500	25 yr useful life	2039	2014	$ 18,500																		$ 33,413	
ICC	Interior Doors / Milwork	Capital Outlay	920-45186-500	30 yr useful life	2044	2014	$ 4,720																			
ICC	Interior Paint / Walls	Capital Outlay	920-45186-500	15 yr useful life	2029	2014	$ 6,000								$ 8,063											
ICC	Fixtures - Electrical	Capital Outlay	920-45186-500	25 yr useful life	2039	2014	$ 15,700																		$ 28,356	
ICC	Kitchen - Cabinets / Countertops	Capital Outlay	920-45186-500	30 yr useful life	2044	2014	$ 20,000																			
ICC	Kitchen - Fire Suppresion	Capital Outlay	920-45186-500	20 yr useful life	2034	2014	$ 25,000													$ 38,949						
ICC	Lion's Office Area	Capital Outlay	920-45186-500			1977	$ 5,000																			
ICC	Landscaping	Capital Outlay	920-45186-500			2014																				
ICC	**Smart TV**	Capital Outlay	920-45186-500	7 yr useful life	2022	N/A	$ 800	$ 824																		
ICC	Tables and Chairs	Capital Outlay	920-45186-500	15 yr useful life	2029	2014	$ 8,000								$ 10,751											
ICC	Exterior Door Locks	Capital Outlay	920-45186-500	15 yr useful life	2029	2014	$ 2,250								$ 3,024											

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PRC	Academy Park - Playground Equipment	Capital Outlay	920-45300-500	20 yr useful life	2037	2017	$ 49,900																$ 84,951				
PRC	Academy Park - Tennis Court Resurf.	Capital Outlay	920-45300-500	10 yr useful life	2027	2017	$ 10,000						$ 12,668										$ 17,024				
PRC	Academy Park - Tennis Court Recon.	Capital Outlay	920-45300-500	40 yr useful life	2057	2017	$ 40,000																				
PRC	Academy Park - Concrete Edging	Capital Outlay	920-45300-500	40 yr useful life	2057	2017	$ 13,000																				
PRC	Bluebird Park - Playground Equipment	Capital Outlay	920-45300-500	20 yr useful life	2034	2019	$ 114,800													$ 178,855							
PRC	Bluebird Park - Playground Equipment - Clifford	Capital Outlay	920-45300-500	20 yr useful life	2024	2004	$ 24,600			$ 28,518																	
PRC	Bluebird Park - Skatepark Equipment	Capital Outlay	920-45300-500	20 yr useful life	2027	2017	$ 20,000						$ 25,335														
PRC	Bluebird Park - Pavilion	Capital Outlay	920-45300-500	30 yr useful life	2036	2006	$ 20,000															$ 33,057					
PRC	Bluebird Park - Performance Center	Capital Outlay	920-45300-500	40 yr useful life	2021	N/A	$ 241,000																				
PRC	Bluebird Park - Restrooms	Capital Outlay	920-45300-500	40 yr useful life	2021	N/A	$ 200,000		$ 218,545																		
PRC	Bluebird Park - Splash Pad	Buildings and Structures	920-45300-500	30 yr useful life	2023	N/A	$ 200,000		$ 218,545																		
PRC	Bluebird Park - Concrete Edging	Capital Outlay	920-45300-500	40 yr useful life	2044	2004	$ 19,000																				
PRC	Bluebird Park - Basketball Court	Capital Outlay	920-45300-500	20 yr useful life	2024	2004	$ 8,000			$ 9,274																	
PRC	Dog Park - Fencing	Capital Outlay	920-45300-500	30 yr useful life	2049	2019	$ 16,632																				
PRC	Isanti Hills - Playground Equipment	Capital Outlay	920-45300-500	20 yr useful life	2024	1994	$ 27,550																				
PRC	Isanti Hills - Pavilion	Capital Outlay	920-45300-500	30 yr useful life	2031	2001	$ 10,000										$ 14,258										
PRC	Isanti Hills - Fence	Capital Outlay	920-45300-500	30 yr useful life	2025	1995	$ 30,000																				
PRC	Isanti Hills - Concrete Edging/Table	Capital Outlay	920-45300-500	40 yr useful life	2057	2017	$ 21,000																				
PRC	Legacy Park - Equipment	Capital Outlay	920-45300-500	20 yr useful life	2034	2014	$ 3,750													$ 5,842							
PRC	Legacy Park - Lime Aggregate	Capital Outlay	920-45300-500	15 yr useful life	2027	2012	$ 35,000						$ 44,337														
PRC	Mattson Park - Playground Equipment	Capital Outlay	920-45300-500	20 yr useful life	2027	2007	$ 50,420						$ 63,871														
PRC	Mattson Park - Pavilion	Capital Outlay	920-45300-500	30 yr useful life	2030	1985	$ 10,000									$ 13,842											
PRC	Mattson Park - Concrete Edging	Capital Outlay	920-45300-500	40 yr useful life	2057	2017	$ 16,500																				
PRC	Mattson Park - Basketball Court	Capital Outlay	920-45300-500	20 yr useful life	2024	2004	$ 8,000			$ 9,274																	
PRC	Mattson Park - Tennis Court Resurf.	Capital Outlay	920-45300-500	10 yr useful life	2028	2018	$ 15,000							$ 19,572										$ 26,303			
PRC	Mattson Park - Tennis Court Recon.	Capital Outlay	920-45300-500	40 yr useful life	2044	2004	$ 62,000																				
PRC	River Bluff / Community Garden - Equipment	Capital Outlay	920-45300-500	20 yr useful life	2036	2016	$ 8,000															$ 13,223					
PRC	River Bluff / Community Garden - Dock	Capital Outlay	920-45300-500	10 yr useful life	2026	2016	$ 12,000					$ 14,758															
PRC	River Bluff / Community Garden - Fencing	Capital Outlay	920-45300-500	30 yr useful life	2046	2016	$ 24,000																				
PRC	Riverside Park - Playground Equipment	Capital Outlay	920-45300-500	30 yr useful life	2033	2003	$ 76,365	$ 17,000																	$ 142,061		
PRC	Rum River Meadows - Equipment	Capital Outlay	920-45300-500	20 yr useful life	2025	2005	$ 85,150				$ 19,859														$ 158,404		
PRC	Rum River Meadows - Irrigation	Capital Outlay	920-45300-500	30 yr useful life	2035	2005	$ 2,890														$ 4,638						
PRC	**Rum River Meadows - Concrete Edging**	Capital Outlay	920-45300-500	40 yr useful life	2022	N/A	$ 2,000	$ 2,060																			
PRC	Rum River Meadows - Fencing	Capital Outlay	920-45300-500	30 yr useful life	-	N/A	$ 10,000																				
PRC	Unity Ball Field - Bleachers	Capital Outlay	920-45300-500	30 yr useful life	2021	-	$ 6,500																				
PRC	Unity Ball Field - Equipment	Capital Outlay	920-45300-500	20 yr useful life	2025	1985	$ 4,500				$ 5,373																
PRC	Unity Ball Field - Fencing	Capital Outlay	920-45300-500	30 yr useful life	2025	1985	$ 15,000				$ 17,911																
PRC	Unity Ball Field - Pavillion	Capital Outlay	920-45300-500	30 yr useful life	2031	2001	$ 10,000										$ 14,258										
PRC	VFW Park - Equipment	Capital Outlay	920-45300-500	20 yr useful life	2024	2004	$ 13,000																				
PRC	VFW Park - Fencing	Capital Outlay	920-45300-500	30 yr useful life	2034	2004	$ 10,000													$ 15,580							
PRC	VFW Park - Concrete Edging	Capital Outlay	920-45300-500	40 yr useful life	2058	2018	$ 11,000																				
PRC	Whisper Ridge - Tennis Court Resurf.	Capital Outlay	920-45300-500	10 yr useful life	2021	2001	$ 15,000																				
PRC	Whisper Rdige - Tennis Court Recon.	Capital Outlay	920-45300-500	40 yr useful life	2041	2001	$ 70,000																				$ 12,455
PRC	Whisper Ridge - Fencing	Capital Outlay	920-45300-500	30 yr useful life	2031	2001	$ 20,000										$ 28,515										
PRC	Picnic Tables	Capital Outlay	920-45300-500	15 yr useful life	2026	2016	$ 15,370					$ 18,903															
PRC	Picnic Tables	Capital Outlay	920-45300-500	15 yr useful life	2032	2017	$ 1,650											$ 2,423									
PRC	Picnic Tables	Capital Outlay	920-45300-500	15 yr useful life	2033	2018	$ 4,390												$ 6,640								
PRC	C-I Bike/Walk Trail Contribution	Capital Outlay	920-45300-500	N/A	Annual	Annual	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500
PRC	International Water Truck 1993	Capital Outlay	920-45300-500	DNR	N/A	2019																					
PRC	Polaris Ranger Side by Side	Capital Outlay	920-45300-500	DNR	N/A	2006																					
PRC	SmithCo Leaf & Grass Vacuum	Capital Outlay	920-45300-500	30 yr useful life	2034	2004	$ 20,000													$ 31,159							
PRC	Progressive Mower	Capital Outlay	920-45300-500	15 yr useful life	2035	2020	$ 25,000														$ 29,601						
PRC	Kabota Mower	Capital Outlay	920-45300-500	5 yr useful life	2023	2018	$ 6,400		$ 7,203					$ 8,350					$ 9,680					$ 11,222			
PRC	Kabota Mower	Capital Outlay	920-45300-500	5 yr useful life	2023	2018	$ 6,400		$ 7,203					$ 8,350					$ 9,680					$ 11,222			
PRC	**Kabota Mower**	Capital Outlay	920-45300-500	5 yr useful life	2030	N/A	$ 6,400									$ 8,859					$ 10,270					$ 11,906	
PRC	Landpride Disc	Capital Outlay	920-45300-500	30 yr useful life	2035	2005	$ 3,000														$ 4,814						
PRC	John Deere 3-Point Tiller	Capital Outlay	920-45300-500	15 yr useful life	2032	2017	$ 4,300											$ 6,315									
PRC	Bobcat 3600 UTV	Capital Outlay	920-45300-500	15 yr useful life	2032	2017	$ 18,000											$ 26,434									
PRC	**Archery Range - Targets, Signs, Table**	Capital Outlay	920-45300-500	N/A	2022	N/A	$ 3,500	$ 3,500																			
PRC	**Archery Range - Backstop**	Capital Outlay	920-45300-500	7 yr useful life	2022	N/A	$ 4,000	$ 4,000							$ 4,919							$ 6,050					
PRC	**Archery Range - Fencing**	Capital Outlay	920-45300-500	30 yr useful life	2022	N/A	$ 10,500	$ 10,500																			
	TRANSFER OUT		920-49110-720																								

City of Isanti
Capital Maintenance/Replacement Fund
Fund 920
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost Base Year	Proposed 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
Department	Revenue	Account Title	Account Number																							
		Property Taxes	920-31000	Property Taxes				$ 451,900	$ 465,500	$ 479,500	$ 493,900	$ 508,700	$ 349,000	$ 359,500	$ 370,300	$ 381,400	$ 392,800	$ 404,600	$ 416,700	$ 429,200	$ 442,100	$ 455,400	$ 469,100	$ 483,200	$ 497,700	$ 512,600	
		Cable Franchise Fee	920-33621																							
		Gas Franchise Fee	920-33622																							
		Electric Franchise Fee	920-33623																							
		Special Assessments	920-36100																							
		Interest Earnings	920-36210					$ 9,600	$ 12,300	$ 13,800	$ 16,000	$ 500	$ 3,700	$ 300	$ 800	$ 1,100	$ (700)	$ 1,400	$ 2,700	$ 5,100	$ 3,800	$ 5,600	$ 8,200	$ 8,600	$ 11,800	$ 9,500	
		Sale of Property	920-39102					$ 122,000	$ 122,000	$ 122,000	$ 122,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	
		Contributions and Donations	920-36230																							
		Transfer from General Fund	920-39201																							
		Transfer from Water Fund	920-39203	Transfer In - Water				$ 58,278	$ 18,336	$ 88,497	$ 652,000	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,567	$ 119,137	$ -	
		Transfer from Sewer Fund	920-39203	Transfer In - Sewer				$ 58,278	$ 16,507	$ 88,497	$ 912,800	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 25,717	$ 119,137	$ -	
		Transfer from StormWater	920-39203	Transfer In - Storm				$ -	$ 1,829	$ 15,071	$ 260,800	$ 8,609	$ -	$ -	$ -	$ 9,690	$ -	$ 10,280	$ -	$ 15,268	$ -	$ -	$ -	$ 2,849	$ 4,741	$ -	
		Transfer from Other Fund	920-39203						$ 218,545																		
		Bond Proceeds	920-39310																								
Reserve Funds	Budgeted Expenditures						Budgeted Expenditures	$ 427,794	$ 704,217	$ 588,230	$ 4,009,644	$ 215,735	$ 690,964	$ 442,262	$ 350,720	$ 732,318	$ 176,452	$ 508,005	$ 185,606	$ 612,604	$ 263,895	$ 204,879	$ 621,545	$ 226,740	$ 992,465	$ 937,291	
on	Budgeted Revenues						Budgeted Revenues	$ 700,057	$ 855,017	$ 807,365	$ 2,457,500	$ 537,027	$ 354,700	$ 492,277	$ 373,100	$ 551,992	$ 394,100	$ 638,560	$ 421,400	$ 482,104	$ 447,900	$ 463,000	$ 660,892	$ 550,934	$ 754,516	$ 524,100	
1/1/2020	1 Year (Over) / Under Budget						1 Year (Over) / Under Budg	$ 272,263	$ 150,801	$ 219,135	$ (1,552,144)	$ 321,292	$ (336,264)	$ 50,015	$ 22,380	$ (180,326)	$ 217,648	$ 130,554	$ 235,794	$ (130,500)	$ 184,005	$ 258,121	$ 39,347	$ 324,194	$ (237,950)	$ (413,191)	
$ 796,376.79	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Su	$ 1,230,413	$ 1,381,214	$ 1,600,348	$ 48,205	$ 369,497	$ 33,233	$ 83,248	$ 105,629	$ (74,697)	$ 142,951	$ 273,506	$ 509,300	$ 378,800	$ 562,805	$ 820,927	$ 860,274	$ 1,184,468	$ 946,518	$ 533,327	

RESOLUTION 2021-XXX

SETTING THE 2022 FINAL BUDGET AND LEVY MEETING

WHEREAS, before September 30, 2021, 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; and,

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; and,

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 7, 2021 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 7th day of September 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE 2022 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 the following year; and,

WHEREAS, the City of Isanti has developed a preliminary General Fund budget for 2022; and,

WHEREAS, the preliminary General Fund budget has been presented to the City Council of the City of Isanti at the September 7, 2021 City Council meeting for review;

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

1. The preliminary General Fund budget for the City of Isanti for 2022 is as follows:

TAXES	2,187,663
LICENSES/PERMITS	388,500
INTERGOVERNMENTAL	1,003,593
CHARGES FOR SERVICES	199,800
FINES AND FORFEITURES	38,850
MISCELLANEOUS	51,400
TRANSFERS IN	360,481
TOTAL GENERAL FUND REVENUES	**4,230,287**
COUNCIL	40,064
ELECTIONS	10,700
FINANCIAL ADMINISTRATION	596,858
PLANNING AND ZONING	163,990
MUNICIPAL BUILDING	38,140
POLICE ADMINISTRATION	1,866,431
FIRE PROTECTION	266,400
BUILDING INSPECTION ADMIN	280,310
CIVIL DEFENSE	2,140
ANIMAL CONTROL	3,095
GENERAL CITY MAINTENANCE	61,514
HWYS, STREETS, & ROADS	420,020
STREET LIGHTING	53,500
SANITATION ADMINISTRATION	26,571
PARK,REC,CULTURE	409,277
TRANSFERS	25,765
MISCELLANEOUS	14,885
GENERAL FUND EXPENDITURES	**4,279,661**

2. The preliminary General Fund budget is approved by the City Council of the City of Isanti for budget year 2022.

3. 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 7th day of September 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

ADOPTING THE PROPOSED 2021 TAX LEVY
COLLECTIBLE IN 2022 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 2022, upon the taxable property in the City of Isanti, for the following purposes:

LEVY	**FUND**	**AMOUNT**
GENERAL FUND	101	2,150,000
CAPITAL MAINTENANCE	920	451,900
STREET CONSTRUCTION	425	295,000
EDA	108	98,038
ABATEMENT	101	13,763
2014A TAX ABATEMENT BOND	931	223,821
2014B GO BOND	932	49,329
TOTAL LEVY		**$ 3,281,851**

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 7th day of September 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

City of Isanti

Gross Payroll	116,532.45
Social Security & Medicare	6,248.16
Public Employees Retirement	12,612.30
Total City Expense	135,392.91

Pay Date 8/20/2021

Pay Period 17 (8/1-8/14/21)

City of Isanti

Gross Payroll	108,309.96
Social Security & Medicare	6,003.19
Public Employees Retirement	10,893.69
Total City Expense	125,206.84

Pay Date 9/3/2021

Pay Period 18 (8/15-8/28/21)

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 8/16/2021 - 8/16/2021

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

All Early Release

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/16/2021	56532	3038	ALLIANCE BUILDING CORPORATION	609-20200	273,885.00
08/21	08/16/2021	56533	2785	ANDERSON, THOMAS & DAWN	101-20200	109.06
08/21	08/16/2021	56534	2773	BALK, DANIEL & BECKY	101-20200	208.56
08/21	08/16/2021	56535	2783	BOSCH, RONALD	101-20200	151.82
08/21	08/16/2021	56536	385	FEDERATED CO-OPS INC	409-20200	1,782.79
08/21	08/16/2021	56537	2777	FERDELMAN, JAMES & CRISTINE	101-20200	99.04
08/21	08/16/2021	56538	2771	HAMMIL, HEATHER & TROY	101-20200	384.50
08/21	08/16/2021	56539	2775	HARTLEY, PHILIP & HELEN	101-20200	14.21
08/21	08/16/2021	56540	2782	HASSER, TIMOTHY & SHELLY	101-20200	400.82
08/21	08/16/2021	56541	2938	ISANTI HOTEL PARTNERS LLC	101-20200	7,345.82
08/21	08/16/2021	56542	1435	ISANTI TOWNSHIP	101-20200	11,442.38
08/21	08/16/2021	56543	2845	JOHNSON, CLARK & CATHERINE	101-20200	415.96
08/21	08/16/2021	56544	2787	LAMOTTE, ANTHONY	101-20200	123.10
08/21	08/16/2021	56545	2846	LENLING, RACHEL	101-20200	105.62
08/21	08/16/2021	56546	2788	NELSON, CRAIG & BARBARA	101-20200	193.18
08/21	08/16/2021	56547	2786	NELSON, JUSTIN	101-20200	255.87
08/21	08/16/2021	56548	2784	OLSON, GRANT	101-20200	214.16
08/21	08/16/2021	56549	2844	R G & E GABRIELSON	101-20200	184.33
08/21	08/16/2021	56550	2781	RASK, MICHAEL	101-20200	220.22
08/21	08/16/2021	56551	3079	SIPPEL, JAY	101-20200	157.70
08/21	08/16/2021	56552	2774	SUNRISE HOMES INC	101-20200	22.72
08/21	08/16/2021	56553	2776	SVOBODA, DUSTIN	101-20200	124.15
08/21	08/16/2021	56554	2778	VANGSTAD, DWIGHT	101-20200	222.43
08/21	08/16/2021	56555	2780	WALD, ELIZABETH & RICHARD	101-20200	104.57
08/21	08/16/2021	56556	355	WELCOME, MARK & JOANN	101-20200	450.22
Grand Totals:						298,618.23

Dated: 8-16-2021

Mayor:

City Council:

City Recorder:

M = Manual Check, V = Void Check

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/18/2021	56557	532	AMERICAN ENGINEERING TESTING INC	609-20200	7,250.50
08/21	08/18/2021	56558	598	ASPEN MILLS INC	101-20200	1,068.30
08/21	08/18/2021	56559	9	BERNICKS PEPSI-COLA	609-20200	650.12
08/21	08/18/2021	56560	21	BEST WESTERN KELLY INN	601-20200	223.00
08/21	08/18/2021	56561	2487	CAPITOL BEVERAGE SALES	609-20200	185.95
08/21	08/18/2021	56562	1815	CENTURYLINK	609-20200	672.67
08/21	08/18/2021	56563	2760	CREATIVE SERVICES OF NEW ENGLAND	101-20200	246.95
08/21	08/18/2021	56564	918	CRYSTAL SPRINGS ICE	609-20200	523.88
08/21	08/18/2021	56565	8	DAHLHEIMER DISTRIBUTING CO	609-20200	19,158.05
08/21	08/18/2021	56566	257	EARL F ANDERSEN - DIV OF SAFETY SIGNS	101-20200	208.80
08/21	08/18/2021	56567	2478	EAST CENTRAL ENERGY	101-20200	42.85
08/21	08/18/2021	56568	55	ECM PUBLISHERS INC	609-20200	166.25
08/21	08/18/2021	56569	484	EKLUND AG SERVICE	101-20200	90.00
08/21	08/18/2021	56570	596	GRAFIX SHOPPE INC	920-20200	740.00
08/21	08/18/2021	56571	160	HAWKINS INC	601-20200	1,318.79
08/21	08/18/2021	56572	113	ISANTI TIRE & AUTO CARE INC	101-20200	38.00
08/21	08/18/2021	56573	2574	ITL PATCH COMPANY INC	101-20200	362.50
08/21	08/18/2021	56574	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	48.42
08/21	08/18/2021	56575	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,615.77
08/21	08/18/2021	56576	5	KAWALEK TRUCKING	609-20200	99.00
08/21	08/18/2021	56577	1479	LOFFLER COMPANIES INC	108-20200	238.45
08/21	08/18/2021	56578	17	MCDONALD DISTRIBUTING CO	609-20200	10,931.05
08/21	08/18/2021	56579	2978	MILBANK WINWATER WORKS	601-20200	22,654.63
08/21	08/18/2021	56580	194	MN DEPT OF HEALTH	601-20200	32.00
08/21	08/18/2021	56581	2553	O'REILLY	101-20200	26.97
08/21	08/18/2021	56582	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,762.10
08/21	08/18/2021	56583	2341	RED BULL DISTRIBUTION CO INC	609-20200	100.20
08/21	08/18/2021	56584	3055	RUM RIVER CONSTRUCTION CONSULTANTS	101-20200	935.00
08/21	08/18/2021	56585	1361	STAPLES ADVANTAGE	603-20200	25.96
08/21	08/18/2021	56586	2156	SUMMIT FIRE PROTECTION	101-20200	16.00
08/21	08/18/2021	56587	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
08/21	08/18/2021	56588	626	THE WINE COMPANY	609-20200	966.00
08/21	08/18/2021	56589	42	VIKING COCA-COLA BOTTLING CO	609-20200	245.15
08/21	08/18/2021	56590	4	WATSON CO INC	609-20200	2,737.57
08/21	08/18/2021	56591	1129	ZARNOTH BRUSH WORKS INC	603-20200	1,191.50
Grand Totals:						82,191.38

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 8/23/2021 - 8/23/2021 | Aug 23, 2021 10:05AM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/23/2021	56595	3080	COUNTRY INN & SUITES BY RADISSON	602-20200	477.00
Grand Totals:						477.00

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 8/25/2021 - 8/25/2021 | Aug 25, 2021 08:30AM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/21	08/25/2021	56596	3085	ALBIN, RICHARD & JOANNE	601-20200	45.94
08/21	08/25/2021	56597	2582	ARTS & SCIENCE ACADEMY	505-20200	2,980.01
08/21	08/25/2021	56598	1141	ASSURANT EMPLOYEE BENEFITS	101-20200	655.87
08/21	08/25/2021	56599	53	BELLBOY CORPORATION	609-20200	2,114.35
08/21	08/25/2021	56600	9	BERNICKS PEPSI-COLA	609-20200	2,036.28
08/21	08/25/2021	56601	1500	BOLTON & MENK INC	101-20200	18,394.50
08/21	08/25/2021	56602	2321	C EMERY NELSON INC	602-20200	519.54
08/21	08/25/2021	56603	3083	CLOSING HUB	601-20200	75.01
08/21	08/25/2021	56604	120	CONNEXUS ENERGY	101-20200	20,430.99
08/21	08/25/2021	56605	918	CRYSTAL SPRINGS ICE	609-20200	386.95
08/21	08/25/2021	56606	8	DAHLHEIMER DISTRIBUTING CO	609-20200	7,606.05
08/21	08/25/2021	56607	1941	DELTA DENTAL	861-20200	3,653.70
08/21	08/25/2021	56608	1821	DOMA INSURANCE AGENCY OF MN	601-20200	80.08
08/21	08/25/2021	56609	385	FEDERATED CO-OPS INC	602-20200	108.98
08/21	08/25/2021	56610	3081	FICOCELLO, SCOTT	601-20200	36.85
08/21	08/25/2021	56611	2028	FURTHER	861-20200	46.77
08/21	08/25/2021	56612	3086	GRONINGA, MIRANDA	101-20200	204.25
08/21	08/25/2021	56613	2764	GUARDIAN TITLE LLC	603-20200	77.35
08/21	08/25/2021	56614	3082	GUNDERSON, CHAD	601-20200	20.19
08/21	08/25/2021	56615	160	HAWKINS INC	602-20200	10,239.01
08/21	08/25/2021	56616	2209	INNOVATIVE OFFICE SOLUTIONS INC	609-20200	47.85
08/21	08/25/2021	56617	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,245.24
08/21	08/25/2021	56618	5	KAWALEK TRUCKING	609-20200	119.00
08/21	08/25/2021	56619	2727	LEGACY TITLE	603-20200	88.25
08/21	08/25/2021	56620	17	MCDONALD DISTRIBUTING CO	609-20200	17,834.45
08/21	08/25/2021	56621	616	MENARDS - CAMBRIDGE	602-20200	728.45
08/21	08/25/2021	56622	3084	MIDTHUN, CHRIS & MARREA	603-20200	29.62
08/21	08/25/2021	56623	2080	MVTL LABORATORIES INC	602-20200	181.94
08/21	08/25/2021	56624	283	OLSON POWER & EQUIPMENT	101-20200	245.30
08/21	08/25/2021	56625	44	PHILLIPS WINE & SPIRITS INC	609-20200	257.26
08/21	08/25/2021	56626	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	1,905.00
08/21	08/25/2021	56627	2625	RESULTS TITLE	601-20200	5.09
08/21	08/25/2021	56628	2174	SCR INC ST CLOUD	609-20200	38,065.00
08/21	08/25/2021	56629	2518	SEMLER CONSTRUCTION INC	601-20200	120.77
08/21	08/25/2021	56630	1290	THE AMBLE GROUP	101-20200	452.78
08/21	08/25/2021	56631	42	VIKING COCA-COLA BOTTLING CO	609-20200	178.35
08/21	08/25/2021	56632	1286	VINOCOPIA INC	609-20200	345.90
08/21	08/25/2021	56633	4	WATSON CO INC	609-20200	2,515.19
Grand Totals:						141,078.11

M = Manual Check, V = Void Check

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/21	09/01/2021	56635	2689	ADVANCED POWER SERVICES INC	602-20200	1,110.25
09/21	09/01/2021	56636	2343	ADVANTAGE SIGNS & GRAPHICS INC	101-20200	54.95
09/21	09/01/2021	56637	3038	ALLIANCE BUILDING CORPORATION	609-20200	321,100.00
09/21	09/01/2021	56638	2030	ARTISAN BEER COMPANY	609-20200	53.50
09/21	09/01/2021	56639	9	BERNICKS PEPSI-COLA	609-20200	2,300.91
09/21	09/01/2021	56640	2319	BREAKTHRU BEVERAGE OF MN	609-20200	6,379.08
09/21	09/01/2021	56641	1629	CITY OF ISANTI	101-20200	13,762.98
09/21	09/01/2021	56642	1985	CIVIC SYSTEMS LLC	614-20200	2,166.67
09/21	09/01/2021	56643	120	CONNEXUS ENERGY	609-20200	15.48
09/21	09/01/2021	56644	1472	CRAWFORDS EQUIPMENT INC	101-20200	155.48
09/21	09/01/2021	56645	918	CRYSTAL SPRINGS ICE	609-20200	364.90
09/21	09/01/2021	56646	8	DAHLHEIMER DISTRIBUTING CO	609-20200	32,602.50
09/21	09/01/2021	56647	2807	DAUDT, BRANDON	602-20200	174.11
09/21	09/01/2021	56648	2720	DEFIANT DISTRIBUTORS	609-20200	1,015.17
09/21	09/01/2021	56649	2933	FALCON NATIONAL BANK	101-20200	6,691.69
09/21	09/01/2021	56650	3069	FIRST RATE OUTDOORS LLC	101-20200	100.00
09/21	09/01/2021	56651	2830	GDO LAW	101-20200	4,083.33
09/21	09/01/2021	56652	739	HACH COMPANY	601-20200	386.64
09/21	09/01/2021	56653	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,991.85
09/21	09/01/2021	56654	5	KAWALEK TRUCKING	609-20200	334.80
09/21	09/01/2021	56655	1338	KNIFE RIVER	101-20200	1,021.34
09/21	09/01/2021	56656	17	MCDONALD DISTRIBUTING CO	609-20200	14,364.20
09/21	09/01/2021	56657	310	MMBA	609-20200	2,700.00
09/21	09/01/2021	56658	2080	MVTL LABORATORIES INC	602-20200	181.94
09/21	09/01/2021	56659	3087	NORTHSTAR IMPROVEMENTS, LLC	505-20200	6,000.00
09/21	09/01/2021	56660	2553	O'REILLY	101-20200	35.89
09/21	09/01/2021	56661	617	PAUSTIS & SONS	609-20200	965.00
09/21	09/01/2021	56662	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,808.65
09/21	09/01/2021	56663	2630	RAPP, JORDAN	602-20200	36.38
09/21	09/01/2021	56664	2341	RED BULL DISTRIBUTION CO INC	609-20200	278.20
09/21	09/01/2021	56665	2396	SOUTHERN GLAZERS OF MN	609-20200	13,120.25
09/21	09/01/2021	56666	1361	STAPLES ADVANTAGE	101-20200	50.19
09/21	09/01/2021	56667	2156	SUMMIT FIRE PROTECTION	101-20200	977.00
09/21	09/01/2021	56668	2598	T.A. SCHIFSKY & SONS INC	101-20200	141.29
09/21	09/01/2021	56669	1354	TAPES PLUS ADVERTISING INC	609-20200	295.00
09/21	09/01/2021	56670	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
09/21	09/01/2021	56671	1503	THE AMERICAN BOTTLING COMPANY	609-20200	126.00
09/21	09/01/2021	56672	2944	UNIFIRST CORPORATION	609-20200	923.27
09/21	09/01/2021	56673	42	VIKING COCA-COLA BOTTLING CO	609-20200	361.30
09/21	09/01/2021	56674	4	WATSON CO INC	609-20200	2,107.36
09/21	09/01/2021	56675	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938.00
09/21	09/01/2021	56676	2067	ZABINSKI BUSINESS SERVICES INC	609-20200	331.31
Grand Totals:						453,225.86

RESOLUTION 2021-XXX

ACCEPTING FULL-TIME LIQUOR STORE MANAGER LETTER OF RESIGNATION FOR KEVIN MORELLI

WHEREAS, Liquor Store Manager Kevin Morelli has submitted a letter of resignation to the City of Isanti on August 30, 2021; and,

WHEREAS, the effective date of this notice is September 10, 2021; and,

WHEREAS, Kevin Morelli is leaving employment not in good standing per current personnel policy which requires a 30-day notice;

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 Kevin Morelli is hereby accepted effective September 10, 2021.

2. That Human Resources and the City Administrator will evaluate the options for filling the position.

This Resolution is hereby approved by the Isanti City Council this 7th day of September 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING A CITY POLICY FOR GOVERNMENTAL ADVERTISING AT ISANTI CITY HALL

WHEREAS, the City of Isanti does not offer a community bulletin board nor will post flyers/ advertisements for events or business solicitation for any private entities at City Hall or on the Isanti website; and,

WHEREAS, the City of Isanti will only publish, post or advertise for business relating to government entities in nature such as Isanti Community Education, Library and the Public School District which will affect the residents of the City of Isanti; and,

WHEREAS, the City Administrator will make final determination for allowing/denying content that may be unclear as to what category it falls under; and,

WHEREAS, biased, offensive or discriminatory content will not be allowed;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution serves as the Policy for allowing only government related advertising at City Hall.

This Resolution is hereby approved by the Isanti City Council this 7th day of September 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Liquor Store Manager Kevin Morelli
Date: September 7th 2021
Subject: Credit Card Processing

Background:
Our current Credit card processing company is no longer meeting the needs of the Liquor Operation due to rising fees, outdated equipment and lack of support. Liquor Store Staff has accepted and reviewed three proposals and recommend accepting Ameta Payment Solutions proposal as this proposal saves the Liquor Store the greatest amount of money, provides updated equipment and a local contact for support.

Recommendation:
Staff is recommending acceptance of the proposal from Ameta Payment Solutions.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Approve attached resolution as written.

Attachments:

- Res 2021-XXX
- Proposals

RESOLUTION 2021-XXX

ACCEPTING AMETA PAYMENT SOLUTIONS 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, Ameta Payment Solutions has submitted a satisfactory proposal; and,

WHEREAS, the Liquor Store Staff has met and recommends accepting Ameta Payment Solutions proposal for credit card processing services;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby accepts Ameta Payments Solutions proposal for credit card processing services and authorizes City staff to enter into an agreement with Ameta Payment Solutions.

This Resolution is hereby approved by the Isanti City Council this 7th day of September 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Isanti Liquor

Comparison based on June Credit 2021 Activity

			Heartland			NAB		
Visa/MC/Disc/	-	$ 303,391.00	0.15%	$ -	$ 455.09	0.09%	$ -	$ 273.05
Transaction fees	9,919	$ -	0.00%	$ 0.04	$ 396.76	0.00%	$ 0.04	$ 396.76
Monthly MISC fee	1	$ -	0.00%	$ 79.95	$ 79.95	0.00%	$ 9.95	$ 9.95
Non EMV fee	43	$ 1,071.00	0.65%	$ -	$ 6.96	0.00%	$ -	$ -
PCI Fee	1	$ -	0.00%	$ 125.00	$ 125.00	0.35%	$ 27.00	$ 27.00
Subtotal					**$ 1,063.76**			**$ 706.76**
				Total cost	$ 1,063.76			$ 706.76
							Monthly Savings with NAB	**$ 357.00**
							Annualized Savings with NAB	**$ 4,283.95**

The above analysis of merchant processing cost is based on representations and information provided by the merchant. It is also based on assumptions regarding MasterCard and Visa interchange rates and qualification, as well as full, immediate implementation of (processor) recommendations for improvements in card acceptance and processing procedures.

CardConnect/Fiserv

CardConnect	Heartland
.12 percentage of volume.	.15 percentage of volume
.04 transaction fees.	.04 transaction fees.
$0.00 for the PCI compliance*	
	$125.00 per month - PCI compliance
$0.00 marketing fees	$54.95 marketing fees

*since we will do it right away before the first install.
(If it is not done the price would be $29.95 per month.)

Based on month of June 302,654.51:

.15% down to .12% = $90.80 savings
$125 PCI Compliance = $125.00 savings
$54.95 marketing fee = $54.95 savings
$25 - $18 (monthly) = $7.00 savings

Monthly savings = $277.75**

$277.75 x 12 = $3333 savings for the year.

**If the volume for the month is less the savings would be less.
**If volume for the month is greater the savings will be greater.

There is no set up fee or connection fee to be connected to RITE software from CardConnect

We have worked with our RITE many times over the past 14 years - we connect with them very easily.

If there are outages on the system at all, we have a back up Bluetooth reader that you can connect to your iPad at no additional cost.

We have on-site customer service at no additional cost also.

Thank you!

Marilyn Snyder
218-371-0133

AMETA
payment solutions

Connecting your business is our business

PROPOSAL PRODUCED FOR

Isanti Liquors

400 W Dual Boulevard
Isanti, MN 55040

Following this cover are the lower rates for your credit card processing offered through Beacon Payments

Ameta Payment Solutions partners with multiple providers across the country to help negotiate improved rates and service, unique to your specific business.

Your program includes:

- Free equipment placement if necessary
- Various POS system integration options
- Assistance with cancellation of your current provider
- Dedicated support with me as your account manager

Are you ready for a positive experience?

Ameta makes switching easy! The next step only requires 5 minutes to confirm basic business information and send you a copy of the new merchant service agreement with the lower rates. We then schedule a convenient day and time for you to plug in and begin saving money.

I look forward to addressing any questions you may have.

Thank you,

YOUR DEDICATED REPRESENTATIVE IS

Rowan Langdon

Senior Accounts Manager

(877) 583-5283 ext. 227

rowanl@ametapayments.com

www.ametapayments.com

AMETA payment solutions

New rates by: BEACON PAYMENTS

Isanti Liquor

		Current Processor		AMETA	
Card Type	**Volume**	**Rate**	**Cost**	**Rate**	**Cost**
Visa	$180,402.78	0.15%	$270.60	0.04%	$72.16
MC	$112,795.81	0.15%	$169.19	0.04%	$45.12
Disc.	$4,658.36	0.15%	$6.99	0.04%	$1.86
AMEX	$5,534.05	0.15%	$8.30	0.04%	$2.21
PIN Debit	$0.00	0.00%	$0.00	0.00%	$0.00
NON EMV	$1,071.00	0.65%	$6.96	0.00%	$0.00

Authorization Detail	**# of Items**	**Fee**	**Cost**	**Fee**	**Cost**
Visa Transaction Fee	6027	$0.04	$241.08	$0.04	$241.08
MC Transaction Fee	3681	$0.04	$147.24	$0.04	$147.24
Disc. Transaction Fee	137	$0.04	$5.48	$0.04	$5.48
AMEX Transaction Fee	129	$0.04	$5.16	$0.04	$5.16
PIN Debit Transaction Fee	0	$0.00	$0.00	$0.00	$0.00
Downgraded Transaction Fee	0	$0.00	$0.00	$0.00	$0.00
Pinless Debit Transaction Fee	0	$0.00	$0.00	$0.00	$0.00
Other	0	$0.00	$0.00	$0.00	$0.00

Additional Fees	**# of Items**	**Fee**	**Cost**	**Fee**	**Cost**
Monthly Fee(s)	1	$79.95	$79.95	$10.00	$10.00
Monthly NON Compliance	1	$125.00	$125.00	$0.00	$0.00
Address Verfication Fee	0	$0.00	$0.00	$0.00	$0.00
Batch Header	0	$0.00	$0.00	$0.00	$0.00
Annual Compliance Fee	0	$0.00	$0.00	$0.00	$0.00

Totals	**Volume**	**Trans.**	**Current Cost**	**New Cost**
	$303,391.00	9974	$1,065.96	$530.32

Additional Notes:
-Free Equipment
-24/7 Dedicated Support

Total Monthly Savings	$535.64
Total Annual Savings	$6,427.70
Total Savings Over 3 Years	$19,283.10

This document and any associated are strictly private, confidential and personal to its recipients and should not be copied, distributed, or reproduced in whole or in part, nor passed to any third party. Thank you.

Follow us on social media **@AmetaPayments**

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
August 24,2021

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: Zachary Gahm, Dan HinnenKamp and Mayor Jeff Johnson
Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator

Agenda/Modifications: None

2. Meeting Minutes: Motion by Gahm; second by HinnenKamp to approve meeting Minutes from July 27, 2021. Motion passed 4-0.

3. Movie Nights Plan: Olson shared the list of movies and dates that have been selected and secured for the 2021/2022 City Movie Night calendar. Olson requested the Board's ideas on how to improve attendance at these events after poor attendance and multiple cancellations in the last season. Zdon mentioned reaching out to previous organizations that have 'hosted' nights in the past to see if they would be interested in doing so again. Gahm recommended reaching out to the local area schools and putting a flyer in kids' bags to promote the events. Olson will be reaching out to both groups to garner interest.

4. Amphitheater Naming: Olson shared that the new bandshell in Bluebird Park will not be ready for the September 11 Street Dance as anticipated. Board members recommended creating a Fall-style festival as a grand opening celebration that would prelude a potential larger Fall event next year. Notes were made to include vendors and a possible performance and dedication. Olson noted that any dollars spent would need to come from current budget. On naming, Johnson suggested a name in recognition of Council member Lundeen's efforts to forward this project. Zdon mentioned requesting the schools enter names for the Council to approve, similar to how the resting areas in Legacy Park were named. Names would be gathered in September and brought to the next Board meeting to discuss. Olson will reach out to the area schools for name suggestions and will bring all options back to the Board and Council for consideration in September.

5. Eagle Park Updates: Olson shared an update on the Main Street Improvement project that impacts Eagle Park, expanding the park footprint. Olson noted additions like removing mulch perimeter, adding another seating area, adding perennial plants and flower beds and adding permanent game elements. Olson mentioned any upgrades should be minimal cost and minimal maintenance. HinnenKamp mentioned creating a "Railroad Viewing Park" that would include a viewing platform and schedule for trains. Board agreed that would be an interesting idea and would be unique to our area. HinnenKamp noted a similar location he visited attracted a lot of visitors. Olson and HinnenKamp will research this idea to see if it would be a viable option and bring value to the community.

6. Tree Plan: Olson shared that a number of trees have been removed from both Bluebird and Mattson Parks that need to be replaced. There are also a number of vacant areas throughout the City's parks that need shade cover or beautification. Olson will be putting together a tree plan in the Fall for next year and requested direction on types of trees or styles the Board would like to see included. Olson also noted that any trees not on the current zoning approval list would just need approval from the Council. Zdon recommended looking at the past tree plan to view previous placement suggestions. Johnson mentioned we applied for a state grant and Olson shared details of what that would allow us to accomplish, should we be approved. The funding would allow for 15-20 trees to be added in the next 3 years under that program. Of the list provided, the Board identified 6 trees – Cedar, Eastern Red; Hickory, Bitternut; Ironwood; Japanese Lilac Tree; Serviceberry, Allegheny; and Linden, American – that would be preferred to include in future tree plans. Gahm mentioned Bluebird needing large shade trees for coverage and the CISC complex is in need of shade coverage as well and should be considered as the tree plan develops.

7. Department Updates: Olson shared updates on August events, including Curious Creatures, Farmers Market and Street Dance. The Street Dance having a celebration for Grace McCallum went well despite morning rain. Gahm noted he really enjoyed the event and the band. Olson mentioned the band is on the short list for next year as they had the best crowd response yet. Olson shared the event was picked up by

both local, state and inter/national media. Olson shared she is working on incorporating a 9/11 tribute at the September event. Johnson requested the fire truck from the Fire District. Gahm suggested connecting with the Cambridge recruiting center. Olson noted she has requested presence and ideas from local first responder and veteran groups to enhance a tribute. HinnenKamp recommended asking vendors to incorporate a patriotic element to their offerings. Zdon mentioned having the VFW present the flag or the National Anthem with their color guard.

Olson shared the Farmers Market vendors are still hit or miss on satisfaction. Olson noted the new vendors are doing very well, whereas some of the returning vendors have not done as well this year, especially the ones selling soaps, jams/jellies and salsas. Specialty products and produce appear to be doing the best onsite. Olson shared the goal is to move the Farmers Market to the new liquor store location and she will be looking at the feasibility of that and those options in the coming months. Johnson suggested bringing food trucks onsite to which Olson noted that is an option she has looked at and will be looking to incorporate next year.

Holiday Lights event options will be presented to the City Council during Septembers COW meeting. Olson described briefly the 4 tiers of options that will be presented, from a free open festival to enclosed ticketed events. Suggestions to include local businesses and sponsors in the event were noted and Olson confirmed that each option would include sponsorship opportunities. HinnenKamp suggested that we pave our own path with a new event to eliminate some comparisons to other events. Gahm noted disliking the standard drive-thru option, which the Board agreed was not the ideal direction. He also mentioned people aren't likely going to want to attend if it's just a 5-minute drive-thru with nothing to do afterwards. HinnenKamp shared his hesitation to charge for a Christmas event, but that fees do hinder unfavorable attendees and offer opportunities to take cost burden off of taxpayers.

Olson shared that Family Day plans are underway. Zdon noted that two years ago attendance was good. Olson noted she has assumed the same from signup lists, but doesn't have any recorded attendance. Olson will work with the schools to give flyers to students as the event gets closer.

Adjournment: Motion by Johnson, second by Gahm to adjourn the August 24, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 7:13 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

DRAFT

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 21, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items
ADD K.1. Cambridge-Isanti District #911 School Referendum Information

Renumbering K.2. Resolution 2021-XXX Approving a Special Event Permit Request for the Isanti Liquor Grand Opening Celebration

L. Consent Agenda

M. Other Communications

N. Closed Session

Adjournment

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson - Parks, Recreation, and Events Coordinator
Date: September 21, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Request for the Isanti Liquor Grand Opening Celebration

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Background

The Isanti Municipal Liquor Store has submitted a special event permit application to host a Grand Opening Celebration at the new store. The event will take place Thursday, November 18, 2021 through Saturday, November 20, 2021 during regular business hours, from 9am-9pm.

No road closures are being requested and activities will take place within the parking lot and inside the store. Food trucks and inflatables will be setup onsite. Speakers and a PA system will not be used during the event. Event staff will be responsible for cleaning up waste on the property after the event.

The approximate attendance is 2100 people across three days. The event is free to attend.

The complete application along with departmental review are attached.

Staff Request

City staff is requesting approval of the Isanti Liquor Grand Opening Celebration Special Event Permit application and attachments.

Attachments

- Resolution 2021-XXX
- Special Event Application – Isanti Liquor Grand Opening Celebration

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE ISANTI LIQUOR GRAND OPENING CELEBRATION

WHEREAS, Isanti Municipal Liquor Store has submitted a Special Event application requesting a permit to host a Grand Opening Celebration at the new store location (10 6th Ave SE); and,

WHEREAS, the event is scheduled for November 18 through November 20, 2021 from 9:00am to 9:00pm each day; and,

WHEREAS, the estimated number of people to be in attendance over that time period is 2,100; and,

WHEREAS, the Special Event Permit application requires a $100 clean up deposit and a $25 daily Vendor Fee, which the organizers have requested be waived for this event; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the special event permit for the Isanti Liquor Grand Opening Celebration with the following conditions:

- A $100 Cleanup Deposit Fee and daily Vendor Fee of $25 are waived 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 is hereby approved by the Isanti City Council this 21st day of September 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
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: 763.444.556
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

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 WAIVED
- [ ] 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
- [x] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [x] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications WAIVED
  - [ ] Vendor List
- [x] Event will occur on City Property:
  - [ ] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: _____

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Isanti Liquor

Contact Person: Kevin Morelli

Address: 10 6th Avenue SE

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5063 Fax: 763 - 444 - 8044 Cell [redacted]

E-mail: Kmorelli@cityofisanti.us

Secondary Contact Person: Keith Lusk

Address: 10 6th Avenue SE

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5063 Cell: [redacted] E-mail: Klusk@cityofisanti.us

EVENT INFORMATION

Event Name: Isanti Liquor Grand Opening

Date(s) of Event: 11/18/21 - 11/20/21

Hours of Event: Business hours 9:00am - 9:00pm

Type of Event: [X] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Food Trucks, Inflatables, Grand Opening Celebration, In-store tastings

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):
10 6th avenue SE

Estimated Number of People in Attendance (includes staff, participants, and spectators):
appx. 2100

Parking Impact – Describe in detail:
Food Trucks in RV Stalls

Tents, equipment, amusement rides, etc.
Type: NA
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.
On Site

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

Clean-up Plans – Describe in detail:
Liquor Store Staff

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:

No

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?

N/A

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY

Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__✓__ Approved _____ Denied _____ N/A Signature: VIA EMAIL (SEE ATTACHED)

Police Chief
__✓__ Approved _____ Denied _____ N/A Signature: VIA EMAIL (SEE ATTACHED)

Public Services Director
__✓__ Approved _____ Denied _____ N/A Signature: [signature]

Parks, Recreation and Culture Manager
__✓__ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
__✓__ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
__✓__ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

A Community For Generations.

Isanti



Come and Celebrate Isanti's New Liquor Store Grand Opening!

NOVEMBER 18TH-20TH 2021 AT
10 6TH AVENUE SE, ISANTI

Food Trucks and in store tastings will be there to help us enjoy the Grand Opening!





From: Travis Muyres
Sent: Thursday, September 2, 2021 7:30 AM
To: Isanti Parks
Subject: Re: SEP Approval: Isanti Liquor Store Opening

approve

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, August 31, 2021 1:05 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP Approval: Isanti Liquor Store Opening

Hi Guys,
Please see attached application for the liquor store's grand opening celebration November 18-20. Let me know if you have any concerns. I need approval **by noon tomorrow** to get on the next agenda.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, September 2, 2021 4:30 PM
To: Isanti Parks
Subject: RE: SEP Approval: Isanti Liquor Store Opening

Sorry about that I thought I responded! (I have it in my calendar...?)

Isanti Fire approves the November 18-20 liquor store grand opening SEP 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, September 2, 2021 4:16 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: RE: SEP Approval: Isanti Liquor Store Opening

Hi Al,
Checking to make sure you received this application. Let me know if you have any issues with it or if you approve.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Isanti Parks
Sent: Tuesday, August 31, 2021 1:06 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP Approval: Isanti Liquor Store Opening
Importance: High

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 21, 2021 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, Councilmember Gordon will be participating in the meeting from Subway, 903 Poplar St Leadville, CO 80461.

The public can view the City Council meeting in person or by visiting this website: https://us06web.zoom.us/j/82736198494?pwd=bmtXcHNVQkJzMFQ1TytYL1RZQU5IUT09 or by calling into this number +1 312 626 6799 US with this meeting ID: 827 3619 8494 and passcode 174343.

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards
1. Mayors Proclamation- MN Manufacturer's Month

G. Approve City Council Minutes
1. September 7, 2021 - Regular Meeting of the City Council
2. August 4, 2021 - Economic Development Authority Meeting Minutes
3. August 17, 2021 – Planning Commission Meeting Minutes

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, September 28, 2021 at 6:00 p.m.
2. City Council Meeting	Tuesday, October 5, 2021 at 7:00 p.m.
3. Economic Development Authority Meeting	Tuesday, October 5, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
City Administrator Josi Wood
1. Resolution 2021-XXX Approving a Special Event Permit Request for the Isanti Liquor Grand Opening Celebration

L. Approve Consent Agenda
1. Consider Payroll in the Amount of $120,311.54 Accounts Payable in the Amount of $780,824.94
2. Resolution 2021-XXX Approving Application for an Exempt Gambling Permit for St. Elizabeth Ann Seton Church
3. Resolution 2021-XXX Approving the Development Agreement for Isanti Family Dental
4. Resolution 2021-XXX Cancelling Deferred Assessment

M. Other Communications

1. August Police Department Reports
2. August Code Enforcement Officer Report
3. August Building Inspector Report
4. September Engineering Project Status Report

N. Closed Session

1. Closed Session for Discussions to Sell Real Property PID 16.053.0070, 400 W Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)
2. Closed Session for Discussions to Purchase Real Property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes 13D.05 Subd3 (c)

Adjournment



2021 **PROCLAMATION**

F.1.

WHEREAS: Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and

WHEREAS: Manufacturing added $50.8 billion to Minnesota's economy in 2020, representing the second-largest contribution (14%) to the state's gross domestic product by any industry; and

WHEREAS: Workers took home $21.9 billion in wages from Minnesota manufacturing jobs in 2020, the second-largest total payroll among private sector industries; and

WHEREAS: Manufactured exports brought $19 billion into the Minnesota economy in 2020; and

WHEREAS: Manufacturing in Minnesota pays an average annual wage of $70,860, which is 10% higher than the state's overall average wage; and

WHEREAS: Manufacturing provides over 309,000 highly skilled, well-paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality.

NOW, THEREFORE, I/WE, **Jeff Johnson**, do hereby proclaim the month of October 2021 shall be observed as:

MANUFACTURING MONTH in October

Signed: _____ *Date:* _____

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 7, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: Jimmy Gordon (Pursuant to Minn Statute 13D.02, Councilmember Gordon planned to participate in the meeting from Uncle Bucks Coffee Shop inside Bass Pro Shops, 7970 Northfield Blvd Denver, CO 80238 but was unable to work.)

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Finance Director Mike Betker, Assistant Finance Director Pam Dahlheimer, Community Development Director Sheila Sellman, Parks, Recreation and Events Coordinator Alyssa Olson, City Engineer Jason Cook and Chief of Police Travis Muyres

D. Public Comment
None

E. Adopt Agenda
ADD L.5. Resolution 2021-197 Approving the Extension of Recording the Final Plat for Fairway Greens South

ADD L.6. Resolution 2021-198 Approving the Offer to Keith Lusk for the Position of Liquor Store Manager

Motion by Lundeen, seconded by Collison to approve agenda with the modifications listed above. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. August 17, 2021- Regular Meeting of the City Council
2. August 17, 2021- Committee of the Whole Meeting
3. August 17, 2021- Budget Work Session
4. June 15, 2021- Planning Commission Meeting
5. July 27, 2021- Parks, Recreation and Culture Board Meeting

Motion by Lundeen, seconded by Bergley to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1.	Committee of the Whole	Tuesday, September 21, 2021 at 5:00 p.m.
2.	City Council Meeting	Tuesday, September 21, 2021 at 7:00 p.m.
3.	Planning Commission Meeting	Tuesday, September 21, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

Community Development Director Sheila Sellman

1. **Resolution 2021-183** Approving a Conditional Use Permit For a Microbrewery Located at 801 Hwy 65 NE

   Community Development Director Sheila Sellman shared that a Conditional Use Permit was submitted for a Microbrewery at 801 Hwy 65 NE for Thunder Brothers Brewery. This item was discussed at the August 17th, 2021 Planning Commission meeting. The Planning Commission recommended approval with two conditions. They will be moving current operations to the new location.

   Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 4-0. Motion carried.

2. **Resolution 2021-184** Approval of a Site Plan for a Dental Clinic and Commercial Tenant building located at 401 Cherrywood St NE

   Community Development Director Sheila Sellman shared that site plans were submitted for a dental clinic and commercial tenant building for Isanti Dental. This item was discussed at the August 17th, 2021 Planning Commission meeting. The Planning Commission recommended approval with conditions. Since the Planning Commission meeting, the applicant has taken the conditions into consideration and revised their site plan accordingly. The updated site plan shows a new location for the curb cut, a reverse floor plan of the dental offices and commercial tenant space, a parking area on the east of the building, a new location of the trash enclosure and the drive-thru lane removed and the drive aisles widened to 24 feet to accommodate a fire truck.

   Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

3. **Resolution 2021-185** Approving the Preliminary and Final Plat For Isanti Liquor Store

   Community Development Director Sheila Sellman shared that the City Council directed staff to subdivide the "new liquor store site" into two parcels. The Planning Commission held a public hearing on the preliminary and final subdivision at their August 17th, 2021 meeting. No one from the public commented on the item and Planning Commission recommended approval.

Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

4. **Resolution 2021-186** Approval to List Lot 2, Block 1, Isanti Liquor Store For Sale

   Community Development Director Sheila Sellman shared that the City has subdivided the new liquor store site into 2 lots. The new liquor store is located on Lot 1 and Lot 2 is vacant. The appraisal for Lot 1 came back at $70,000.00 for the vacant lot. Staff is requesting to list it and for direction of what the lot price shall be listed.

   Motion by Lundeen, seconded by Bergley to approve the resolution as presented with listing Lot 1 for $70,000.00. Motion passed 4-0. Motion carried.

5. **Resolution 2021-187** Approving Letter of Credit Adjustments for Legacy Pines 1st, 2nd and 3rd Addition

   Community Development Director Sheila Sellman shared that the developer of Legacy Pines has requested reductions in their Letter of Credit (LOC) on all the additions and phases of Legacy Pines. Based on the remaining work the City Engineer has calculated the required balances for that remaining work. The recommendation is as follows:

Development	Completed Work 10% Held	Non-Accepted Work 20% Held	Remaining Work 125% Held	Total Held
Heritage Estates	$41,500	$0	$0	Need As-built & Lien Waivers 1st $41,500
Legacy Pines - 1st Addition	Warranty Bond	$0	$0	Warranty Bond
- 2nd Addition	$35,064.74	$0	$1,479.55	$36,544.29
- 3rd Add - Phase 1	$39,435.57	$0	$3,437.50	$42,873.07
- 3rd Add - Phase 2 - Utility	$17,714.06	$0	$0	Need As-built 1st $17,714.06
- 3rd Add - Phase 2 - Street	$22,082.36	$0	$4,550.00	$26,632.36
- 3rd Add - Phase 3	$40,839.22	$5,417.75	$58,237.81	$104,494.78

   Motion by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

City Administrator Josi Wood

6. **Resolution 2021-188** Interview Applicant for Vacant Parks, Recreation and Culture Board Seat

   Applicant Tressa Hunting was interviewed by Mayor Johnson for the vacant Parks, Recreation and Culture Board seat. Johnson asked questions specific to Parks, Recreation and Culture.

A motion was made by Lundeen, seconded by Collison to appoint Tressa Hunting to the Parks, Recreation and Culture Board. Motion passed 4-0. Motion carried.

7. **Resolution 2021-189** Approving the Brewer Off-Sale and Tap Room On-Sale Sunday License Application for Thunder Brothers Microbrewery at 801 Hwy 65 NE

   City Administrator Josi Wood shared that Thunder Brothers Brewery has informed the City that they would be moving to a new location at 801 Hwy 65 NE. They have submitted all the required documentation for the change of their location and how it effects their liquor license. They previously received their renewal license on March 2nd of this year. Planning Commission reviewed the applicants' materials on August 17th, 2021 and recommended approval.

   Motion by Collison, seconded by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

Parks, Recreation and Events Coordinator Alyssa Olson

8. **Resolution 2021-190** Approving Termination of VFW Park Lease Agreement

   Parks, Recreation and Events Coordinator Alyssa Olson shared that at the May 18th, 2021 Committee of the Whole meeting, Council discussed the City's standing lease agreement with the VFW for maintaining the playground on their property. The Council elected to terminate the lease agreement and offer the park and playground equipment to the VFW as a donation.

   Upon discussion with the VFW, the VFW has opted to decline the donation offer and would like the City to remove the equipment from their property. In early October, Public Works staff will remove all equipment and fencing from the VFW Park. All intact items will be placed in auction for public sale.

   Motion by Lundeen, seconded by Bergley to approve the resolution as presented. Motion passed 4-0. Motion carried.

Finance Director Mike Betker

Finance Director Mike Betker shared that the proposed preliminary property tax levy is $3,281,851.00 and reflects an increase in the preliminary taxable market value for 2022 of 10.83% The City will receive updated property tax values from the County in December. The proposed preliminary property tax rate is 58.48%. A decrease of 3.17% from 2021. The 15-year average tax rate from 2007 through 2021 is 67.08%. Other non-levy General Fund revenue sources have been adjusted to reflect prior year trends, rates per the fee schedule and known agreements as discussed in prior work sessions.

General Fund expenditures have been adjusted based on prior year actual costs, current year expenditures through June, actual maintenance agreements and contracts costs. All wages include a 3% COLA for 2022 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 2021 and any necessary inflationary factor was applied. Health Insurance is projected to increase 22.5%. Final renewal numbers on Health Insurance are scheduled to be available early October.

9. **Resolution 2021-191** Setting the 2022 Final Budget and Levy Meeting

Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 4-0. Motion carried.

10. **Resolution 2021-192** Approving 2022 Preliminary Budget for the City of Isanti
Motion by Collison, seconded by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

11. **Resolution 2021-193** Adopting the Proposed 2021 Tax Levy Collectible in 2022 for the City of Isanti

Motion by Bergley, seconded by Lundeen to approve resolution as presented. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $260,599.75 Accounts Payable in the Amount of $975,590.58
2. **Resolution 2021-194** Accepting Full-Time Liquor Store Manager Letter of Resignation for Kevin Morelli
3. **Resolution 2021-195** Approving a City Policy for Governmental Advertising at Isanti City Hall
4. **Resolution 2021-196** Accepting Ameta Payment Solutions Proposal for Credit Card Processing Services
5. **Resolution 2021-197** Approving the Extension of Recording the Final Plat for Fairway Greens South
6. **Resolution 2021-198** Approving the Offer to Keith Lusk for the Position of Liquor Store Manager

Motion by Lundeen, seconded by Collison to approve the consent agenda. Motion passed 4-0. Motion carried.

M. Other Communications

1. Draft Minutes for the August 24, 2021 Parks, Recreation and Culture Board Meeting

N. Closed Session

1. Closed Session for Discussions of Appraisal of Real Property PID 16.053.0070, 400 W Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)

Mayor Johnson stated that the Council would be going into closed session for discussions of appraisal of real property PID 16.053.0070, 400 W Dual Blvd NE Isanti, MN pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)

The meeting was closed at 7:48 p.m.

Upon reopening of the meeting at 8:01 p.m., a motion to list the property for the amount discussed in closed session with contingencies, seconded by Collison. Motion passed 4-0. Motion carried.

2. Closed Session for Discussions to Purchase Real Property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c).

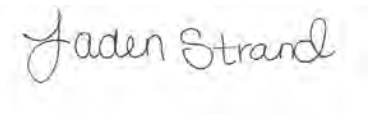
Mayor Johnson stated that the Council would be going into closed session for discussions to purchase real property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN pursuant to Minnesota Statutes Section 13D.05 Subd3 (c).

The meeting was closed at 8:03 p.m.

Upon reopening of the meeting at 8:21 p.m., no action was taken.

Adjournment
A motion was made by Bergley, seconded by Lundeen to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 8:22 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

Economic Development Authority
Meeting Minutes
August 4, 2021

1. **Call to Order** Chair Johnson called the meeting to order at 7:17pm
a. **Pledge of Allegiance**
b. **Roll Call:** EDA Members present: Jeff Johnson, Jimmy Gordon, Steve Lundeen, Paul Bergley, Justin Nielsen, Luke Merrill, Staff present: Community Development Director Sheila Sellman, Will Bucheger EDA Intern, Member absent: Dan Collison
c. **Agenda Modifications** None
d. **Adopt Agenda**
Motion by Steve Lundeen, second by Luke Merrill to adopt the agenda, motion passed 6-0.

2. **Approve Minutes of June 1, 2021 Regular Economic Development Authority meeting**
Motion by Paul Bergley, second by Luke Merrill, to approve, motion passed 6-0

3. **Business Items**
   A. **Third Amendment to the Development Subsidy Agreement for BP Metals:** Sellman explained the agreement needs to be amended now that the site plan has been approved, the amendment reflects the Site Plan.
   Motion by Steven Lundeen, second by Luke Merrill, to approve, motion passed 6-0
   B. **First Amendment to the Development Subsidy Agreement for LTL LED LLC**. Sellman explained the agreement needs to be amended now that the site plan has been approved, the amendment reflects the Site Plan Motion by Steve Lundeen, second by Luke Merrill, to approve, motion passed 5-0, Nielson abstained
   C. **Resolution 2021-XXX 2022 Crop Lease Award PID 16.090.0140.** Sellman explained only one bid was submitted. The bid was $8,963.85 for the year.
   Motion by Luke Merrill, second by Paul Bergley, to approve, motion passed 6-0
   D. **Resolution 2021-XXX 2022 Crop Lease Award PID 16.029.1400.** Sellman explained only one bid was submitted. The bid was $140 for the year, Merrill questioned if we could still sell the land and Sellman explained there is an out clause in the least. Motion by Steve Lundeen, second by Paul Bergley to approve, motion passed 6-0

4. **Other Business / Updates / Communications** None

5. **Adjournment** Motion by Steve Lundeen, second by Paul Bergley to adjourn, motion passed 6-0, meeting adjourned at 7:24pm

Respectfully submitted by Sheila Sellman Community Development Director/Secretary

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, August 17, 2021

Immediately following the 7:30 P.M Budget Work Session;

1. **Meeting Opening**
   A. Call to Order: Chair Johnson called the meeting to order at 8:28 p.m.
   B. Pledge of Allegiance
   C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Dan Collison, Arissya Simon, Alexander Collins.
   Members Absent: None
   Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis, City Engineer Jason Cook
   D. Agenda Modifications: None
   E. Adopt the Agenda
   Motion to adopt the agenda by Lundeen, second by Collison motion passes 7-0.

2. **Meeting Minutes**
   A. Approval of Minutes from the July 20, 2021 Planning Commission Meeting motion by Lundeen, second by Collison motion passes 7-0.

3. **Public Hearing**

   A. Request by Thunder Brothers Brewery for approval of a Conditional Use Permit under City Ordinance 445, Section 21, Article 2, said request is for a Microbrewery in the General Business District, Highway 65 Overlay located at 801 Highway 65 NE. Saltis explained the Conditional Use Permit request to allow for a Microbrewery in the B-2 General Business zoning district. Thunder Brothers is planning to move all of their brewing operations into a leased-out space in the building located at 801 Highway 65 NE owned by the CBD Joint. The change of use for the building will require the applicants to apply for any building permits related to the new use, subject to review by City Staff. Representatives from Thunder Brothers Brewery were present at the meeting and available for questions. The Planning Commission asked why they are planning to move locations for the brewery. The representatives of Thunder Brothers said that they will move into the new space to gain more square footage and provide visibility from Highway 65. There was no one else from the public present at the public hearing to speak on the topic. Motion for approval of the Microbrewery with conditions by Lundeen, second by Gordon, motion passed 7-0.

   B. Request by BA Development, LLC for approval of Site Plans under City Ordinance 445 Section 18, said request is for a Dental Clinic and Commercial Tenant building located at 401 Cherrywood St NE. Saltis presented the Site Plans for a proposed dental clinic and commercial tenant building located on a vacant parcel at 401

Cherrywood St NE. The plans included a drive thru lane for the commercial tenant side of the building in which the applicants would have to apply for a Conditional Use Permit in the General Business District. Conditions for approval listed in the Staff Report included identifying on the site plans where there will be lighting, the configuration of the outdoor patio area, a new trash enclosure location, a widened drive aisle on the west of the building, and City Engineer's comments. A representative from Isanti Dental was present for the meeting and available for questioning. The Planning Commission asked if the conditions for approval were reasonable and could be met. The representative said that she is able to meet all of the conditions for approval. There was no one else from the public present at the public hearing to speak on this item. Motion to approve the site plans with conditions listed in the staff report and City Engineer's Memo dated 7-29-2021 by Lundeen, 2nd by Collison, motion passes 7-0.

C. Request by City of Isanti for Preliminary and Final Plat under City Ordinance 536, to create two lots located at 10 6th Ave SE. Sellman presented the proposed subdivision of the liquor store site into two parcels. The current site is five acres in size and is looking to be split with Lot 1 consisting of 3.96 acres and Lot 2 consisting of .67 acres. Lot 1 is the liquor store site; Lot 2 would be a buildable lot for a future business which may need a shared parking agreement with the liquor store. The planning commission asked the potential size of a building on lot 2 in which Jason Cook responded by saying that there would be room for a building roughly 1,500 to 2,000 square feet, depending on what is configured around the ponding. There was no one from the public present at the public hearing to speak on this item. Motion to approve the Preliminary and Final Plat to create two lots by Collision, 2nd by Collins, motion passes 7-0.

5. **Other Business:** None
6. **Discussion Items:** None
7. **Adjournment:** Motion by Bergley, 2nd by Collison to adjourn, motion passed 7-0 meeting adjourned at 8:45 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson - Parks, Recreation, and Events Coordinator
Date: September 21, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Request for the Isanti Liquor Grand Opening Celebration

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Background

The Isanti Municipal Liquor Store has submitted a special event permit application to host a Grand Opening Celebration at the new store. The event will take place Thursday, November 18, 2021 through Saturday, November 20, 2021 during regular business hours, from 9am-9pm.

No road closures are being requested and activities will take place within the parking lot and inside the store. Food trucks and inflatables will be setup onsite. Speakers and a PA system will not be used during the event. Event staff will be responsible for cleaning up waste on the property after the event.

The approximate attendance is 2100 people across three days. The event is free to attend.

The complete application along with departmental review are attached.

Staff Request

City staff is requesting approval of the Isanti Liquor Grand Opening Celebration Special Event Permit application and attachments.

Attachments

- Resolution 2021-XXX
- Special Event Application – Isanti Liquor Grand Opening Celebration

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE ISANTI LIQUOR GRAND OPENING CELEBRATION

WHEREAS, Isanti Municipal Liquor Store has submitted a Special Event application requesting a permit to host a Grand Opening Celebration at the new store location (10 6th Ave SE); and,

WHEREAS, the event is scheduled for November 18 through November 20, 2021 from 9:00am to 9:00pm each day; and,

WHEREAS, the estimated number of people to be in attendance over that time period is 2,100; and,

WHEREAS, the Special Event Permit application requires a $100 clean up deposit and a $25 daily Vendor Fee, which the organizers have requested be waived for this event; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the special event permit for the Isanti Liquor Grand Opening Celebration with the following conditions:

- A $100 clean up Deposit Fee and daily Vendor Fee of $25 are waived 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 is hereby approved by the Isanti City Council this 21st day of September 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
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: 763.444.556
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.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

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 WAIVED
- [ ] 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
- [x] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [x] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications WAIVED
  - [ ] Vendor List
- [x] Event will occur on City Property:
  - [ ] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: _____

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Isanti Liquor

Contact Person: Kevin Morelli

Address: 10 6th Avenue SE

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5063 Fax: 763 - 444 - 8044 Cell [redacted]

E-mail: Kmorelli@cityofisanti.us

Secondary Contact Person: Keith Lusk

Address: 10 6th Avenue SE

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5063 Cell: [redacted] E-mail: Klusk@cityofisanti.us

EVENT INFORMATION

Event Name: Isanti Liquor Grand Opening

Date(s) of Event: 11/18/21 - 11/20/21

Hours of Event: Business hours 9:00am - 9:00pm

Type of Event: [X] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Food Trucks, Inflatables, Grand Opening Celebration, In-store tastings

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):
10 6th avenue SE

Estimated Number of People in Attendance (includes staff, participants, and spectators):
appx. 2100

Parking Impact – Describe in detail:
Food Trucks in RV Stalls

Tents, equipment, amusement rides, etc.
Type: NA
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.
On Site

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

Clean-up Plans – Describe in detail:
Liquor Store Staff

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:

No

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?

N/A

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY

Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__✓__ Approved _____ Denied _____ N/A Signature: VIA EMAIL (SEE ATTACHED)

Police Chief
__✓__ Approved _____ Denied _____ N/A Signature: VIA EMAIL (SEE ATTACHED)

Public Services Director
__✓__ Approved _____ Denied _____ N/A Signature: [signature]

Parks, Recreation and Culture Manager
__✓__ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
__✓__ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
__✓__ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

A Community For Generations.

Isanti



Come and Celebrate Isanti's New Liquor Store Grand Opening!

NOVEMBER 18TH-20TH 2021 AT
10 6TH AVENUE SE, ISANTI

Food Trucks and in store tastings will be there to help us enjoy the Grand Opening!





From: Travis Muyres
Sent: Thursday, September 2, 2021 7:30 AM
To: Isanti Parks
Subject: Re: SEP Approval: Isanti Liquor Store Opening

approve

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, August 31, 2021 1:05 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP Approval: Isanti Liquor Store Opening

Hi Guys,
Please see attached application for the liquor store's grand opening celebration November 18-20. Let me know if you have any concerns. I need approval **by noon tomorrow** to get on the next agenda.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, September 2, 2021 4:30 PM
To: Isanti Parks
Subject: RE: SEP Approval: Isanti Liquor Store Opening

Sorry about that I thought I responded! (I have it in my calendar...?)

Isanti Fire approves the November 18-20 liquor store grand opening SEP 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, September 2, 2021 4:16 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: RE: SEP Approval: Isanti Liquor Store Opening

Hi Al,
Checking to make sure you received this application. Let me know if you have any issues with it or if you approve.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Isanti Parks
Sent: Tuesday, August 31, 2021 1:06 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP Approval: Isanti Liquor Store Opening
Importance: High

City of Isanti

Gross Payroll	103,569.08
Social Security & Medicare	5,811.95
Public Employees Retirement	10,930.51
Total City Expense	120,311.54

Pay Date 9/17/2021

Pay Period 19 (8/29-9/11/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
09/21	09/08/2021	56647	2807	DAUDT, BRANDON	602-20200	174.11-	V
09/21	09/08/2021	56682	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	2,550.00	
09/21	09/08/2021	56683	1231	ACE SOLID WASTE INC	101-20200	1,049.24	
09/21	09/08/2021	56684	53	BELLBOY CORPORATION	609-20200	4,849.35	
09/21	09/08/2021	56685	9	BERNICKS PEPSI-COLA	609-20200	797.65	
09/21	09/08/2021	56686	1387	BJORKLUND COMPANIES LLC	101-20200	204.00	
09/21	09/08/2021	56687	120	CONNEXUS ENERGY	602-20200	57.86	
09/21	09/08/2021	56688	918	CRYSTAL SPRINGS ICE	609-20200	378.68	
09/21	09/08/2021	56689	8	DAHLHEIMER DISTRIBUTING CO	609-20200	5,949.24	
09/21	09/08/2021	56690	2807	DAUDT, BRANDON	602-20200	103.79	
09/21	09/08/2021	56691	912	FASTENAL COMPANY	602-20200	212.35	
09/21	09/08/2021	56692	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	176.95	
09/21	09/08/2021	56693	134	GOPHER STATE ONE-CALL INC	601-20200	143.10	
09/21	09/08/2021	56694	2761	GRATITUDE FARMS	101-20200	250.00	
09/21	09/08/2021	56695	160	HAWKINS INC	601-20200	4,491.54	
09/21	09/08/2021	56696	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	61.37	
09/21	09/08/2021	56697	441	J P COOKE CO	101-20200	70.00	
09/21	09/08/2021	56698	7	JOHNSON BROTHERS LIQUOR CO	609-20200	11,558.52	
09/21	09/08/2021	56699	5	KAWALEK TRUCKING	609-20200	179.40	
09/21	09/08/2021	56700	1338	KNIFE RIVER	101-20200	84.00	
09/21	09/08/2021	56701	2145	KODRU MOONEY INC	602-20200	652.52	
09/21	09/08/2021	56702	136	LEAGUE OF MN CITIES	101-20200	7,358.00	
09/21	09/08/2021	56703	1479	LOFFLER -131511	108-20200	129.51	
09/21	09/08/2021	56704	17	MCDONALD DISTRIBUTING CO	609-20200	17,219.05	
09/21	09/08/2021	56705	616	MENARDS - CAMBRIDGE	602-20200	426.04	
09/21	09/08/2021	56706	2978	MILBANK WINWATER WORKS	601-20200	1,898.16	
09/21	09/08/2021	56707	2826	MINOKAW VAR SERVICES	602-20200	9,576.00	
09/21	09/08/2021	56708	194	MN DEPT OF HEALTH	601-20200	23.00	
09/21	09/08/2021	56709	2931	NAGELL APPRAISAL & CONSULTING	101-20200	1,700.00	
09/21	09/08/2021	56710	2018	NORTH FOLK WINERY	609-20200	234.00	
09/21	09/08/2021	56711	283	OLSON POWER & EQUIPMENT	101-20200	69.37	
09/21	09/08/2021	56712	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,841.40	
09/21	09/08/2021	56713	2396	SOUTHERN GLAZERS OF MN	609-20200	5,876.40	
09/21	09/08/2021	56714	1361	STAPLES ADVANTAGE	101-20200	36.96	
09/21	09/08/2021	56715	1820	URBANS HARDWARE INC	601-20200	212.82	
09/21	09/08/2021	56716	686	VERIZON WIRELESS	101-20200	1,460.13	
09/21	09/08/2021	56717	42	VIKING COCA-COLA BOTTLING CO	609-20200	268.40	
09/21	09/08/2021	56718	4	WATSON CO INC	609-20200	3,058.73	
09/21	09/08/2021	56719	1922	WEX BANK	101-20200	4,939.65	
09/21	09/08/2021	56720	3019	WIDSETH SMITH NOLTING & ASSOC INC	609-20200	8,387.50	
09/21	09/08/2021	56721	780	WINE MERCHANTS	609-20200	83.20	
Grand Totals:						98,443.77	

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/21	09/15/2021	56722	494	ALLINA HEALTH SYSTEM	603-20200	50.00
09/21	09/15/2021	56723	3088	ANDERSON, MATTHEW & ABAGAIL	601-20200	328.00
09/21	09/15/2021	56724	53	BELLBOY CORPORATION	609-20200	4,595.60
09/21	09/15/2021	56725	9	BERNICKS PEPSI-COLA	609-20200	899.15
09/21	09/15/2021	56726	2319	BREAKTHRU BEVERAGE OF MN	609-20200	7,533.62
09/21	09/15/2021	56727	3090	BUSCHEK, MICHAEL	601-20200	5.00
09/21	09/15/2021	56728	2487	CAPITOL BEVERAGE SALES	609-20200	101.28
09/21	09/15/2021	56729	1474	CDW GOVERNMENT INC	614-20200	540.75
09/21	09/15/2021	56730	1198	CENTER POINT ENERGY	601-20200	377.05
09/21	09/15/2021	56731	1047	CENTRAL TRUCK SERVICE INC	101-20200	55.00
09/21	09/15/2021	56732	1822	CENTURYLINK BUSINESS SERVICES	101-20200	16.08
09/21	09/15/2021	56733	3092	CHPWS	101-20200	534.60
09/21	09/15/2021	56734	1629	CITY OF ISANTI	505-20200	226.00
09/21	09/15/2021	56735	3083	CLOSING HUB	601-20200	233.31
09/21	09/15/2021	56736	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,957.65
09/21	09/15/2021	56737	1840	DIRTWORKS INC	603-20200	58,659.84
09/21	09/15/2021	56738	55	ECM PUBLISHERS INC	609-20200	166.25
09/21	09/15/2021	56739	3010	EVERPINE LAND HOLDINGS	505-20200	165,284.52
09/21	09/15/2021	56740	1101	FIRST AMERCIAN TITLE INSURANCE CO	601-20200	29.87
09/21	09/15/2021	56741	2028	FURTHER	101-20200	33.00
09/21	09/15/2021	56742	3093	GRALISH, SHAWN	220-20200	91.00
09/21	09/15/2021	56743	739	HACH COMPANY	601-20200	83.00
09/21	09/15/2021	56744	160	HAWKINS INC	602-20200	826.88
09/21	09/15/2021	56745	2302	HOME SECURITY ABSTRACT & TITLE CO	601-20200	101.88
09/21	09/15/2021	56746	1978	JEFF BUSBY ENTERPRISES LLC	920-20200	30,000.00
09/21	09/15/2021	56747	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,883.16
09/21	09/15/2021	56748	5	KAWALEK TRUCKING	609-20200	256.00
09/21	09/15/2021	56749	1479	LOFFLER COMPANIES INC	108-20200	238.45
09/21	09/15/2021	56750	17	MCDONALD DISTRIBUTING CO	609-20200	10,122.46
09/21	09/15/2021	56751	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
09/21	09/15/2021	56752	1536	MINNESOTA DEED	219-20200	833.33
09/21	09/15/2021	56753	194	MN DEPT OF HEALTH	601-20200	23.00
09/21	09/15/2021	56754	176	MN DEPT OF REVENUE	101-20200	35,081.00
09/21	09/15/2021	56755	2842	MN PEIP	861-20200	31,490.22
09/21	09/15/2021	56756	2080	MVTL LABORATORIES INC	602-20200	165.15
09/21	09/15/2021	56757	2992	NEXTERA COMMUNICATIONS	108-20200	247.68
09/21	09/15/2021	56758	3094	NORTH VALLEY, INC	425-20200	306,421.27
09/21	09/15/2021	56759	279	NORTHLAND LANDSCAPING	101-20200	203.65
09/21	09/15/2021	56760	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,836.98
09/21	09/15/2021	56761	12	POSTMASTER	603-20200	130.00
09/21	09/15/2021	56762	2341	RED BULL DISTRIBUTION CO INC	609-20200	146.60
09/21	09/15/2021	56763	2518	SEMLER CONSTRUCTION INC	601-20200	235.59
09/21	09/15/2021	56764	3091	STAGER, MICHAEL & GINGER	601-20200	14.19
09/21	09/15/2021	56765	1361	STAPLES ADVANTAGE	609-20200	270.94
09/21	09/15/2021	56766	2834	SUN MECHANICAL INC	226-20200	812.64
09/21	09/15/2021	56767	2251	TITLE SMART INC	601-20200	12.87
09/21	09/15/2021	56768	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
09/21	09/15/2021	56769	2027	US INTERNET	603-20200	57.80
09/21	09/15/2021	56770	42	VIKING COCA-COLA BOTTLING CO	609-20200	319.80
09/21	09/15/2021	56771	2833	WATERMARK TITLE AGENCY	601-20200	84.24
09/21	09/15/2021	56772	4	WATSON CO INC	609-20200	2,160.84
09/21	09/15/2021	56773	780	WINE MERCHANTS	609-20200	1,360.00
09/21	09/15/2021	56774	3089	WITTE, JAMES & ALEXIS	601-20200	62.39

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						682,381.17

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

RESOLUTION 2021-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR ST. ELIZABETH ANN SETON CHURCH

WHEREAS, the City has received an application for exempt gambling permit from St. Elizabeth Ann Seton to hold an event on December 5, 2021 at 207 Co Rd 23 NW, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $950.00 for the event; 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, Donald Joseph Wagner, 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 applications for an exempt gambling permit is approved for the following date: December 5, 2021 at Elizabeth Ann Seton Church;

This Resolution is hereby approved by the Isanti City Council this 21st day of September 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: September 21,2021
Subject: Resolution 2021-XXX Approving the Development Agreement for Isanti Family Dental

---

Background:
On September 7, 2021 the Council approved the Site Plan for Isanti Family Dental at 401 Cherrywood Street. As part of the development a minor development agreement must be executed. The Development Agreement is attached for consideration.

Request: Consider approving the attached resolution.

Attachments

- Resolution

RESOLUTION 2021-XXX

APPROVING THE DEVELOPMENT AGREEMENT FOR ISANTI FAMILY DENTAL

WHEREAS, Isanti Family Dental, (applicant) has an approved site plan for a dental clinic and an additional retail space at 401 Cherrywood Street NE PID 16.126.0020; and,

WHEREAS, a Development Agreement has been prepared and reviewed by the Applicant and is ready for consideration by the City Council of the City of Isanti;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid and any minor changes to the agreement can be done by the City Administrator.

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 21st day of September 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

CITY OF ISANTI

MINOR DEVELOPMENT AGREEMENT

THIS AGREEMENT (the "Agreement"), is made and entered into this ____ day of September 2021 between the **City of Isanti**, a Minnesota municipal corporation (the "City") and Isanti Family Dental P.L.LC.**,** a Minnesota limited liability company (the "Developer").

RECITALS

WHEREAS, Developer seeks to construct a 4,500 square foot building with a 2,700 square foot dental clinic and an 1,800 square foot commercial tenant space in a freestanding building (the Development) on the property located at 401 Cherrywood Street NE., PID 16.126.0020. Isanti MN, Isanti County Minnesota (the Property); and

WHEREAS, the Property is zoned B-2, General Business District, and the Property is to be developed in accordance with the zoning requirements of that District, subject to the terms and conditions of this Agreement; 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, Developer agrees to comply with the requirements set forth by City Code, City Approvals and Approved plans as defined and enumerated as attached; 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), development of the Property shall adhere to the provisions set forth herein.

2. **Escrow for City Costs and Fees.** Developer shall, contemporaneously with execution of this Agreement, deposit with the City an escrow of $5,000 to cover

the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. Any funds remaining in the escrow account(s) after the completion of the Development shall be refunded to the Developer. In the event the escrow account is depleted, the Developer shall post additional sums of money to replenish the account to a maximum of $5,000 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. **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, unless otherwise stated. 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 reconstruct the sidewalk and create ped ramps onto and across the proposed parking lot entrance, pursuant to the City width, thickness, and design standards and meet all current ADA requirements.

        i. Replace existing sidewalk with minimum 6-inch thick sidewalk through driveways and ped ramps, all other sidewalk can be 4-inch thick.

b. Remove existing curb & gutter & replace with valley gutter or full B618 as needed per City detail provided.

c. All utilities, including electricity, telephone, cable and natural gas, shall be installed underground within platted utility easements or road rights-of-way.

d. Install water service lines, as needed, that pass testing for pressure and bacteria per City and MDH standards.

e. Install sanitary sewer service lines, as needed, that meet City minimum slope and size requirements to provide gravity service to the proposed building.

4. **Erosion Control.** Soil stabilization shall be employed to ensure the integrity of the soils and prevent erosion onto City streets, alley and neighboring parcels.

5. **Lighting.** The Developer shall be financially responsible for the cost of lighting for the Development.

6. **Warranty of Improvements.** The Developer represents and warrants that all the Developer Installed Municipal Improvements made shall be guaranteed to be properly functioning as designed for a period of two 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 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.

7. **Signs and Markings.** All costs associated with markings and signs are to be borne by the Developer. Placement of City signage shall be as directed by the City Engineer. Business signage shall be approved by sign permit.

8. **Miscellaneous Provisions.** The Developer specifically understands that approval for this development is given subject to the following requirements:

   a. Exterior lighting or advertising activities on the site shall comply with City ordinance regarding same.

   b. The Developer shall permit access to the land herein for periodic inspection to assure conformance with the conditions herein.

   c. 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.

9. **Special Provisions.** The following shall apply:

   a. **Liquidated Damages.** The Developer agrees to pay liquidated damages to the City in the amount of $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.

   b. **Sodding and Seeding Requirements.** Prior to issuance of a certificate of occupancy, it shall be the responsibility of the Developer 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.

10. **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 this Agreement and agree to the conditions hereof.

11. **Lien Waivers.** Copies of signed and recorded lien waivers are required from each of the Developer's Contractors and Subcontractors involved in constructing the sidewalks. The Lien Waivers shall be submitted to and approved by the City Engineer prior to accepting the sidewalks and starting the warranty period.

12. **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, and 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.

13. **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.

14. **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:

i. 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.

ii. 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 undertake any one or more of the following:

i. 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.

ii. 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.

iii. The City may draw upon any escrow or financial guarantee established pursuant to this Agreement.

iv. 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 Statutes 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 undertake such public improvements under Minnesota Statutes chapter 429, and waiver of any and all rights to notices, hearings and appeal under said chapter.

15. **Notice and Demands.** 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: Isanti Family Dental P.L.L.C
401 Cherrywood Street NE
Isanti MN 55040

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.

16. **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.

17. **Receipt Acknowledgment.** The City shall acknowledge receipt of the funds received at the time the Development Agreement is signed.

18. **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

Attest:

_____
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

On this _____ day of _____, 2021, before me, a Notary Public, personally appeared Jeff Johnson and Jaden Strand, 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 Clerk and, hereby acknowledge said instrument to be the free act and deed of said City of Isanti.

_____
Notary Public

Isanti Family Dental P.L.L.C

By: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF)

On this _____ day of _____, 2021, before me, a Notary Public, within and for said County and State, personally appeared _____, to me personally known, who, being by me duly sworn did say that he is the _____ of Isanti Family Dental PLLC, named in the foregoing instrument, and that said instrument was signed on behalf of said limited liability company and acknowledged to be the free act and deed of said company.

_____
Notary Public

This document was drafted by:

City of Isanti
1st Avenue North
P O 428
Isanti, MN 55040-0428
Telephone: 763-444-5512

RESOLUTION 2021-XXX

CANCELLING DEFERRED SPECIAL ASSESSEMENT

WHEREAS, the City of Isanti approved, by Resolution 90-34, certain improvement projects pursuant to Minnesota Statutes; and,

WHEREAS, the City of Isanti did construct various improvement projects as hereinafter identified and assessed the benefitted properties by Resolution 91-28; and,

WHEREAS, the assessment for the real property with PID 16.031.0200 ("the Property") was deferred; and,

WHEREAS, the utility service connections that would have activated the deferred assessment were never constructed;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows**:**

1. The deferred assessment on the Property in the amount of $7,863.26 for improvements made in 1990/1991 and first levied in 1992 is cancelled.
2. City staff is directed to record documentation as necessary with the Isanti County Recorder to memorialize the cancellation.

This Resolution is hereby approved by the Isanti City Council this 21st day of September 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Isanti Police Department Monthly Report

August 2021

Reported Crime	Month to Date	Year to Date
Theft	14	73
Assault	3	32
Vandalism/Damage to Property	3	36
Narcotics	1	22
Burglary	0	6
Domestics	4	43
Crim Sex	0	7
Robbery	0	0
Loud Party/Disturbance	6	49
Medical	48	283
Permit to Purchase	8	73
Security Check / Extra Patrol	385	3,085

Traffic Offenses	Month to Date	Year to Date
No Insurance	9	45
DUI	1	14
Accidents	15	76
Hit & Run	1	1
Warrant P/U	7	39
Speed	13	122
DAR/DAS	12	43
Administrative Citations (Including Speed)	8	70

Squad Mileage	Month End Mileage	Month Miles		YTD Miles
Ford Explorer 221	100,642	981		4,841
Ford Explorer 224	99,591	823		6,554
Ford F150 225	48,450	3,409	*	7,178
Chevy Impala 223	Not Available	#VALUE!		#VALUE!
Dodge Durango 226	36246	1,585		10,252
Dodge Durango 227	42,446	1,718		11,038
Dodge Durango 228	22,339	1,668		14,653
Chevy Tahoe 229	9,759	1,112		9,759

* Reflects 2 months. Was out of service for July report

CEZT REPORT AUGUST 2021

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD					76	72	55	42	32	20	11	9
NEW CASES OPENED THIS MONTH					4	17	13	10	12	9	2	9
NEW CRIMINAL CITATIONS ISSUED THIS MONTH					1				1			
NEW ADMIN CITATIONS ISSUED THIS MONTH												
OPEN CASES NOT INCL CITATIONS (End of month)					3	11	2	1	2	3	1	5
OPEN CRIMINAL CITATIONS END OF MONTH					6	5	5	5	5	4	4	4
OPEN ADMIN CITATIONS END OF MONTH												
CASES CLOSED THIS MONTH					12	8	13	11	10	7	6	9
CAN-Proh Animals					2			1				
CCV-Comm Vehicle Storage												
CDO--Dogs						1			1	1		2
CPA-Park & Store. 227-8					1	6	3	4	9	3	1	5
CSN-Snow Removal 216-2-Q										1	1	2
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions					1							
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage							1					
NGR--Grass/weed length. 216-2-H						8	6	1				
Nuisance Junk/rubbish/salvage. 216-2-L						2	2	3	1	3		4
NJU--Junk/Brush												
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates. 216-2-L							1	1		2		
RNT-Unlicensed rental												
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence. 216								1	1	1		
Compliance Letters Mailed this month					3	15	5	4	8	5	1	8
Abated Properties this month					1	2	1					
Admin Hearings Requested												
Admin Hearings Held - positive judgement												
Criminal trials - positive judgement												

CITY OF ISANTI MONTHLY REPORT

August 2021

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	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		
ROOF / SIDING	11	124	$0.00	$0.00	$11.00	$24.00	$880.00	$9,920.00		
DECK	3	23	$0.00	$8,000.00	$3.00	$9.50	$900.00	$6,656.40		
LL FINISH	0	17	$0.00	$7,000.00	$0.00	$1.00	$0.00	$4,278.88		
REMODEL / ADDITION	3	5	$30,000.00	$45,650.00	$26.00	$26.00	$1,440.00	$2,038.20		
GARAGE / SHED	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
MISCELLANEOUS	18	133	$0.00	$65,000.00	$18.00	$38.00	$1,510.00	$13,869.99		
SINGLE DWELLINGS	5	51	$1,132,552.36	$10,008,976.73	$548.48	$1,092.21	$14,341.90	$140,364.90		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	15	106	$0.00	$0.00	$15.00	$29.00	$1,125.00	$7,870.00		
PLUMBING	7	91	$0.00	$0.00	$7.00	$16.00	$618.00	$7,380.00		
RESIDENTIAL TOTAL	**62**	**551**	**$1,162,552.36**	**$10,134,626.73**	**$628.48**	**$1,235.71**	**$20,814.90**	**$192,458.37**		
COMMERCIAL										
NEW BUILDINGS	0	1	$0.00	$1,918,900.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	0	1	$0.00	$100,000.00	$0.00	$0.00	$0.00	$1,815.00		
PLUMBING	0	6	$0.00	$0.00	$0.00	$4.25	$0.00	$770.50		
MECHANICAL	0	4	$0.00	$0.00	$0.00	$5.25	$0.00	$365.38		
ROOF / SIDING	0	2	$0.00	$15,150.00	$0.00	$0.00	$0.00	$1,728.50		
MISCELLANEOUS	5	53	$0.00	$673,390.00	$3.00	$21.68	$429.00	$14,096.90		
COMMERCIAL TOTAL	**5**	**67**	**$0.00**	**$2,707,440.00**	**$3.00**	**$31.18**	**$429.00**	**$18,776.28**		
RESIDENTIAL/COMMERCIAL TOTAL	**67**	**618**	**$1,162,552.36**	**$12,842,066.73**	**$631.48**	**$1,266.89**	**$21,243.90**	**$211,234.65**	**$31,875.00**	**$331,196.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 8/31/2021**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	344	27	0	1	$12,662,701.00	$138,229.51	$209,277.00
2015	311	25	0	0	$6,099,434.06	$109,478.42	$167,643.00
2016	417	49	0	4	$16,709,769.82	$232,549.92	$497,819.88
2017	475	62	0	1	$12,069,661.50	$204,519.45	$489,648.80
2018	492	66	0	2	$17,494,372.86	$269,013.08	$380,152.00
2019	494	57	0	1	$12,851,393.56	$220,335.78	$323,654.00
2020	646	64	0	0	$12,693,163.42	$243,123.22	$364,083.00
2021	618	51	0	1	$12,842,066.73	$211,234.65	$331,196.00

MONTHLY COMPARISON FOR 2021

Month	# Permits	Permit Value	Permit Fees
January	37	$264,490.00	$7,048.43
February	81	$1,945,632.00	$33,478.30
March	72	$404,636.00	$14,229.50
April	101	$2,134,357.00	$37,993.50
May	105	$3,959,650.00	$43,279.90
June	76	$1,730,398.00	$30,338.69
July	76	$1,039,961.00	$20,638.53
August	67	$1,162,552.36	$21,243.90
September	3	$200,390.37	$2,983.90
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	618	$12,842,066.73	$211,234.65

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 15, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.123130

Please find listed below a status report of the current projects in the City of Isanti:

1) **Liquor Store Site**
Parking lot curb & gutter & sidewalk are in. Paving scheduled later this month. The building will continue to be constructed.

2) **Main Street Reconstruction**
Final Paving is scheduled for late September. Work is scheduled to be completed by early October.

3) **Eagle Park Parking Lot Reconstruction**
Final Paving is scheduled for late September. Work is scheduled to be completed by early October.

4) **Heritage Walk Improvements**
Sidewalk is scheduled for late September. Work is scheduled to be completed by early October.

5) **2021 Pavement Management Project**
Mill & Overlay is complete. Sealcoating will be completed this month. All work is scheduled to be completed by the end of the month.

6) **2021 Storm System Management Project**
The Whiskey Road storm sewer is complete. The remaining maintenance items are scheduled to be completed in October.

7) **6th Avenue Rehabilitation**
The rejected sod is scheduled to be replaced by September 17th. Once this sod is accepted the project can be closed out.

8) **Legacy Pines 2nd & 3rd Additions**
Street signs and turf establishment will be addressed this month. The final pavement lift on Eagle Street is scheduled to be completed next spring.

9) **Fairway Greens South Development**
A portion of the project is planned for construction this fall.

10) **Fairway Greens North Development**
A portion of the first addition is planned for construction this fall.

11) **MS4 Implementation**
We will continue to assist the City as requested to meet MS4 requirements.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, OCTOBER 5, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award
1. IRIS Infants Remembered in Silence

G. Approve City Council Minutes
1. September 21, 2021 - Regular Meeting of the City Council
2. September 21, 2021 - Committee of the Whole Meeting
3. August 17, 2021 - Planning Commission Meeting
4. August 24, 2021 – Parks, Recreation and Culture Board Meeting

H. Announcements

1. CITY OFFICES CLOSED	Monday, October 11, 2021 *(In Observance of Columbus Day)*
2. Committee of the Whole	Tuesday, October 19, 2021 at 5:00 p.m.
3. City Council Meeting	Tuesday, October 19, 2021 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, October 19, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2021-XXX Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

Community Development Director Sheila Sellman
2. Resolution 2021-XXX Approving a Comprehensive Land Use Plan Amendment to Change the Designation from General Commercial to Low Density Single Family Residential for PID's 16.134.0030, 16.134.0040, 16.134.0050 and 16.134.0060
3. Purchase Agreement and Development and Subsidy with Rockstad and Co. Relics and Wares to Purchase 102 Dahlin Ave NE, PID 16.047.0120
4. Purchase Agreement with Nick and Drew Enterprises, LLC for the Sale of 400 West Dual Blvd NE, PID 16.053.0070

Parks, Recreation and Events Coordinator Alyssa Olson

5. 2022 Street Dance Location Discussion
6. Resolution 2021-XXX Approving a Special Event Permit Application for the Amphitheater Grand Opening Celebration
7. Resolution 2021-XXX Approving Isanti Light Display Event

Finance Director Mike Betker

8. 2014A Bond Refunding *(Jessica Green)*

L. Approve Consent Agenda

1. Payroll in the Amount of $120,607.51 Accounts Payable in the Amount of $272,112.43 and Third Quarter Payroll for Council/ Boards/ Commissions in the Amount of $8,713.48
2. Resolution 2021-XXX Approving Boards and Commissions to Receive Agenda Packets Digitally Via Email
3. Resolution 2021-XXX Accepting Resignation for Liquor Store Clerk Nicole Bothman
4. Resolution 2021-XXX Approving the Hire of Katie Olsen for Part-Time Liquor Store Clerk II
5. Resolution 2021-XXX Approving the Hire of Kristin Bennett for Part-Time Liquor Store Clerk II
6. Resolution 2021-XXX A Resolution Updating Trunk Oversizing Policy
7. Resolution 2021-XXX Approving Donation Box at Liquor Store
8. Resolution 2021-XXX Objecting to Any Future Mask Mandate

M. Other Communications

1. Draft Minutes for the September 28, 2021 Parks, Recreation and Culture Board Meeting

N. Closed Session

1. Closed Session for Discussions to Purchase Real Property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes 13D.05 Subd3 (c)

Adjournment

RESOLUTION 2021-XXX

F.1.

RECOGNIZING NATIONAL PREGNANCY AND INFANT LOSS REMEMBRANCE DAY

WHEREAS, Infants Remembered In Silence, Inc. (IRIS) and many other nonprofit organizations work with thousands of parents all over Minnesota and across the United States who have experienced the death of a child during pregnancy through early childhood; and,

WHEREAS, many of these parents live in, deliver in, have a child die in, or bury a child in our community; and,

WHEREAS, Infants Remembered In Silence (IRIS) a 501(c)(3) nonprofit organization was founded in 1987, 33 years ago, to offer support for parents whose child/children died from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, birth defects, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), illness, accidents and all other types of infants and early childhood death; and,

WHEREAS, Bereaved parents around the world remember their children annually on October 15 with a candle lighting at 7 p.m. Some will remember their child/children in their homes while others will remember them in small gatherings around the state, across the nation and around the world; and this would unify these parents in tribute to their children; and,

WHEREAS, In 1988 President Ronald Reagan proclaimed October as National Pregnancy and Infant Loss Awareness month;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, In honor of the thousands of children that die each year in Minnesota, Infants Remembered In Silence, Inc. (IRIS) respectfully requests that October 15th, 2021 be recognized as Pregnancy and Infant Loss Remembrance Day.

This resolution was duly adopted by the Isanti City Council this 5th day of October 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, SEPTEMBER 21, 2021 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:02 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon (via Zoom from Subway, 903 Poplar St Leadville, CO 80461 due to hunting), Paul Bergley and Steve Lundeen

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Specialist Ryan Saltis, Finance Director Mike Betker and Chief of Police Travis Muyres

Others Present: Cambridge-Isanti Schools Finance Director Chris Kampa, Cambridge-Isanti Schools Superintendent Nate Rudolph

D. Public Comment
None

E. Adopt Agenda
ADD K.1 Cambridge-Isanti School Referendum Information

Renumbering K.2 Resolution 2021-199 Approving a Special Event Permit Request for the Isanti Liquor Grand Opening Celebration

Motion by Begley, seconded by Lundeen to approve agenda with the modifications listed above. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
1. Mayors Proclamation- MN Manufacturer's Month

Mayor Johnson read the Proclamation.

G. Approve City Council Minutes
1. September 7, 2021 - Regular Meeting of the City Council
2. August 4, 2021 - Economic Development Authority Meeting Minutes
3. August 17, 2021 – Planning Commission Meeting Minutes

Motion by Lundeen, seconded by Bergley to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements
1. Park, Recreation, & Culture Board Meeting Tuesday, September 28, 2021 at 6:00 p.m.
2. City Council Meeting Tuesday, October 5, 2021 at 7:00 p.m.

3. Economic Development Authority Meeting Tuesday, October 5, 2021
(Following the City Council Meeting)

I. Council Committee Reports

Mayor Johnson shared that he attended the last Fire District meeting as the City representative in Councilor Lundeen's absence. Finance Director Mike Betker shared that Fire District is funding for the budget for next year and looking at adding funding for capital improvements. The Fire District has an aging fleet and the overall revenue that they would need to disperse between the City's and Township's would be about 22% and the overall consensus of the board is to keep it 9.99% or less as an increase. The City has already budgeted for most of the increase.

Mayor Johnson stated that it is roughly $2.00 a month and $40.00 a year.

Mayor Johnson further shared that it was also discussed at the Fire District meeting that the Joint Powers Agreement is potentially exhausted and therefore looking for cities to pass a resolution to give them authorization to bill on the City's behalf.

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. Cambridge-Isanti District #911 School Referendum Information

Cambridge-Isanti Schools Superintendent Nate Rudolph, Cambridge Isanti Schools Finance Director Chris Kampa and Nick Izzo, 907 Maplewood Ave shared a PowerPoint presentation in regards to the upcoming school referendum in November.

2. Resolution 2021-199 Approving a Special Event Permit Request for the Isanti Liquor Grand Opening Celebration

City Administrator Josi Wood shared that the Isanti Municipal Liquor Store has submitted a special event permit request to host a Grand Opening Celebration at the new store. The event will take place Thursday, November 18th through Saturday, November 20th, 2021 during regular business hours, from 9:00 a.m. – 10:00 p.m. The event will have food trucks and inflatables setup onsite. There will not be any road closures with an anticipated 2100 people in attendance.

Motion by Bergley, seconded by Lundeen to approve the special event permit application. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. Consider Payroll in the Amount of $120,311.54 Accounts Payable in the Amount of $780,824.94
2. **Resolution 2021-200** Approving Application for an Exempt Gambling Permit for St. Elizabeth Ann Seton Church
3. **Resolution 2021-201** Approving the Development Agreement for Isanti Family Dental

4. **Resolution 2021-202** Cancelling Deferred Assessment

Motion by Bergley, seconded by Lundeen to approve minutes as presented. Motion passed 4-0. Motion carried.

M. Other Communications

1. August Police Department Reports
2. August Code Enforcement Officer Report
3. August Building Inspector Report
4. September Engineering Project Status Report

N. Closed Session

1. Closed Session for Discussions to Sell Real Property PID 16.053.0070, 400 W Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)

   Mayor Johnson stated the Council would be going into closed session for discussions to sell real property PID 16.053.0070, 400 Dual Blvd NE Isanti, MN pursuant to Minnesota Statutes Section 13D.05 Subd3 (c)

   The meeting closed at 7:38 p.m.

   Upon reopening of the meeting at 7:57 p.m., a motion was made by Bergley to negotiate the sale, seconded by Lundeen. Motion passed 4-0. Motion carried.

2. Closed Session for Discussions to Purchase Real Property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes 13D.05 Subd3 (c)

   Mayor Johnson stated that the Council would be going into closed session for discussions to purchase real property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN pursuant to Minnesota Statutes 13D.05 Subd3 (c)

   The meeting closed at 7:59 p.m.

   Upon reopening of the meeting at 8:12 p.m., a motion was made by Lundeen to negotiate the purchase of said property, seconded by Bergley. Motion passed 4-0. Motion carried.

Adjournment

A motion was made by Lundeen, seconded by Bergley to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 8:13 p.m.
Respectfully Submitted,

Jaden Strand

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, SEPTEMBER 21, 2021 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:02 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon (attended via Zoom from Subway, 903 Poplar St Leadville, CO 80461 due to hunting), Paul Bergley and Steve Lundeen

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, City Clerk Jaden Strand, City Attorney Joe Langel, Finance Director Mike Betker, Public Services Director Matt Sylvester, Parks, Recreation and Events Coordinator Alyssa Olson, City Engineer Jason Cook and Chief of Police Travis Muyres

Others Present: Leroy Johnson, Elaine Fischer and Anthony Hanson

D. Public Comment
None

E. Committee Meeting Items

1. Public Works Updates

- The 2021 Pavement Management Project has begun with spot curb replacement and crack filling being complete. The sealcoating and the pavement overlay will be completed in the coming weeks.
- A crosswalk was added to 3rd Avenue at Eagle Street and Bluebird Ct. The painting and signs for the crosswalk will be completed soon.
- Street painting has been completed.
- Public Works have been fogging for mosquitos and will continue through September.
- The 2021 Storm System Management Project is now completed.
- Annual maintenance of the air release valves have been completed for the third time this year.
- Sewer jetting has begun and this year crews will be jetting mainly gravity areas out to the main lift station.
- The Minnesota Department of Natural Resources continues to have the area in a moderate drought phase and are asking communities to conserve water. Over the last 3 months the City has averaged 1,089,000 gallons per day.

- Well 2 was sounding phase fail alarms after the rehab work was completed last Spring. Connexus Energy was called and they replaced the Transformer for the Wellhouse.
- Curious Creatures has been attended well this past Summer.
- The Compost Site is open and has been picking up with the cooler weather. The Sunday hours will begin October 25th with the compost site closing on November 8th for the season.
- The Farmer's Market is open through September 25 and has also been very well attended.
- The Isantian has been completed and posted on the City's website.
- The VFW declined the equipment in the VFW Park. Public Works will be notifying residents by letter and removing that equipment this fall.
- The pine tree out front at City Hall was removed and a Rose Garden was added in its place with a plaque. The plaque describes how fires in 1916 left employ lots with debris until the Isanti Community Club came together and planted a Rose Garden in its place. At the time the Rose Garden was one of two in the state.

2. Holiday Lights Event

- Concepts were shared with the Committee in regards to the holiday lights event.
- **Concept one includes:** Free public event that focuses on market-style activities such as vendor booths, ice skating, and photos with Santa with limited focus on light displays. This concept would utilize the grass area to the South of the BMX Arena with a groomed path to the Pleasure Rink. This event would be a standard community festival that would likely draw in Isanti County residents and would run for one weekend (Friday – Sunday) in December. Attendance would be free with an option to charge a minimal fee for parking. This style of event allows attendees to come and go as they please, and has the potential for return visits with increased sales for vendors. Production costs are minimal and would include setup/tear down, overnight security, onsite utilities and storage. Partner opportunities would range from trade/donations to a top tier at $2,500.

  This event style would incur the least display and production costs, but also has the lowest potential for revenue and attendance.

Estimated Costs		**Yr. 2**	
10 Light Displays	$21,000	Addtl Light Displays	$ 3,000
Production Costs	$17,000	Production Costs	$17,000
(Labor, security, power, storage, etc)		*(Labor, security, power, storage, etc)*	
Concept 1 Initial Expenses	**$38,000**	**Annual Expenses**	**$20,000**
Estimated Revenue	$17,000	Estimated Revenue	$17,000
Net Cost	**$21,000**	**Net Cost**	**$ 3,000**

- **Concept two includes:** Ticketed walk-through experience that focuses on one-sided light displays and includes market-style activities such as vendor booths and photo opportunities. This event would be similar to Bentleyville with wire display

lighting and would likely draw an audience from neighboring counties, as well as partner opportunities at the county level. This concept would utilize the grass area to the South of the BMX Arena, but would be fully enclosed to secure features. Increased production costs would include fencing, overnight security, storage, operations staff (ticketing, greeters, etc.), and general event utilities. Recommended timeline would be to host this style event for one full week (Saturday – Saturday) in December. Ticket fees, paid parking and partner revenue would help offset costs. Partner opportunities would range from trade/donations to a top tier at $5,000.

Estimated Costs		**Yr. 2**	
13 Light Displays	$ 57,000	Addtl Light Displays	$ 8,000
Production Costs	$50,000	Production Costs	$50,000
(Labor, security, power, storage, etc)		*(Labor, security, power, storage, etc)*	
Concept 2 Initial Expenses	**$107,000**	**Annual Expenses**	**$ 58,000**
Estimated Revenue	$84,000	Estimated Revenue	$84,000
Net Cost	**$ 23,000**	**Potential Profit**	**$26,000**

Estimated Costs		**Yr. 2**	
15 Light Displays	$100,000	Addtl Light Displays	$10,000
Production Costs	$54,000	Production Costs	$54,000
(Labor, security, power, storage, etc)		*(Labor, security, power, storage, etc)*	

- Recommendation from Committee is for the location of the light display to be on the Amphitheater side of Bluebird Park and bring to City Council for vote whether or not to incorporate into the 2022 budget

3. Sewer and Water Oversizing Policy Discussion
- Currently, the Fairway Greens South development is required to oversize their pipes for future development to the Northeast of their subject site.
- In policy right now it says that the City can provide a credit to someone that oversize's the pipe up to 10% which would equate to approximately $1000.00.
- For Fairway Greens South to oversize the pipe it is approximately $23,000.00 to $30,000.00. Typically done in the surrounding cities is that if the City does require oversizing the pipe for future development, they City participates in the cost by either giving a better credit or pay the entire difference.
- Consensus from Committee is for Community Development Director Sheila Sellman and City Engineer Jason Cook to rewrite Sewer and Water policy and then work with applicant to calculate numbers specifically for this project.

4. Digital Agenda Packets for All Boards and Committees Discussion
- Currently, City Council and Committee of the Whole receive agenda packets digitally via email.
- The Parks, Recreation and Culture Board, Economic Development Authority and Planning Commission members at large receive paper copies of the agenda packet delivered to their residence.

- Consensus from Committee is for all boards and committees to receive agenda packets via email and provide paper copies of agenda packets at the board or committee members seated location only if requested.

5. Anti-Mask Mandate Discussion *(Councilmember Bergley)*
- Two resolutions were shared with the Committee in regards to objecting to any future mask mandate.
- Resolution 5.A. is Councilmember Bergley's draft and Resolution 5.B. is Attorney Joe Langel's draft.
- Recommendation from Committee is to bring Resolution 5.B. to City Council for consideration.

6. VFW Park Fence Discussion
- Upon approval to remove the playground and park equipment at the VFW Park, the VFW has requested to keep the fence that surrounds the property intact as a donation. The VFW is looking to use the renewed space for recreational opportunities, such as volleyball court or bean bag area and would keep the space enclosed.
- The fence is approximately 365 ft along the perimeter of the park. The estimated cost to the VFW to replace the fence if it was removed would be approximately $3000.00 (including materials and labor.)
- The fence line also encloses multiple residential properties. Keeping the fence intact would eliminate the burden on those residents to have to replace the fencing to enclose their properties.
- Due to the age of the fence, there is little to no value to the City.
- Recommendation from Committee it to leave the fence for the VFW.

7. Water Meter Replacement Update
- Water meters are scheduled to be replaced in 2022. The City will be split into 12 zones with each zone representing one month.
- Each zone will average about 185 meters. Residents in each zone will be notified by letter 2 months in advance to schedule their appointment.
- Residents will be given the option to call or email Utility Billing to schedule appointment.
- If residents do not call to schedule their appointment, they will receive a door posting stating City Code and that they must comply with the meter replacement. The door posting will be drafted at a later date.
- Staff is requesting a 2-hour window between 8:00 a.m. and 2:00 p.m. for each appointment. The meter replacement should not take more than 30 minutes to complete.
- Public Works will be performing the standard 5/8"-3/4" residential meter replacement but that leaves about 100 meters that are 1" and larger that staff is considering contracting out. They may take more plumbing to be completed because of their size.
- The water meter replacement project will be completed in 2022.

8. Gravel Road Maintenance Discussion

- City of Isanti and Isanti Township had a joint jurisdiction road agreement on Polk Street, South of South Passage, 3rd Avenue and 299th. The agreement was for what maintenance to be done on what roads because half is owned by the Township and half is owned by the City.
- Public Works has been maintaining Polk and the Township has been maintaining the gravel roads.
- 299th needs gravel and staff will continue to work with the Township on budgeting for gravel for future years.

9. Bandshell Naming and Celebration Discussion

- Construction has begun on the bandshell in Bluebird Park and should be completed by the end of September. When the construction is complete the bandshell will need an official name to be used across marketing materials and in rental applications.
- Staff collected some name suggestions from the Parks, Recreation and Culture Board, Mayor Johnson and area schools to help guide the discussion.
- The Parks, Recreation and Culture Board has also suggested that a grand opening celebration be used to officially open the bandshell and announce its name.
- Staff shared that the Lions Club was interested in donating to the amphitheater.
- Recommendation from Committee is to have a grand opening held on a weekend with a school band and for the Lions Club to partake in the naming of the bandshell along with a substantial donation.

10. Park Lease Update- Mattson Park

- Staff looked into Mattson Park and how the City acquired the land. The land was obtained in lieu of park fees for park dedication. It was an out lot; part of the plat and it was given to the City so those fees did not get paid as part of that development when it was established.
- If the City was to vacate the land, the property would go back to the original owner or successor. Therefore, it is not able to be leased and the City Attorney recommended that the City not vacate the land.
- Staff recommended that the resident partake in our Adopt a Park program as an alternative.
- There was no recommendation from the Committee for Staff to look into this further.

11. BMX/ Bluebird Park Bathrooms Vandalism

- The bathrooms have been vandalized numerous times. The vandals are doing a significant amount of damage which is costing the City money.
- Staff also shared concern for the amphitheater once it is built and recommended that the City install cameras.
- Recommendation from Committee is for staff to look into purchasing cameras for the Bluebird Park as well as exterior for City Hall.

F. Adjournment
Meeting was adjourned at 6:42 p.m.

Respectfully Submitted.



Jaden Strand
City Clerk

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, August 17, 2021

Immediately following the 7:30 P.M Budget Work Session;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 8:28 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Dan Collison, Arissya Simon, Alexander Collins.
     Members Absent: None
     Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis, City Engineer Jason Cook
   - D. Agenda Modifications: None
   - E. Adopt the Agenda
     Motion to adopt the agenda by Lundeen, second by Collison motion passes 7-0.

2. **Meeting Minutes**
   - A. Approval of Minutes from the July 20, 2021 Planning Commission Meeting motion by Lundeen, second by Collison motion passes 7-0.

3. **Public Hearing**

   A. Request by Thunder Brothers Brewery for approval of a Conditional Use Permit under City Ordinance 445, Section 21, Article 2, said request is for a Microbrewery in the General Business District, Highway 65 Overlay located at 801 Highway 65 NE. Saltis explained the Conditional Use Permit request to allow for a Microbrewery in the B-2 General Business zoning district. Thunder Brothers is planning to move all of their brewing operations into a leased-out space in the building located at 801 Highway 65 NE owned by the CBD Joint. The change of use for the building will require the applicants to apply for any building permits related to the new use, subject to review by City Staff. Representatives from Thunder Brothers Brewery were present at the meeting and available for questions. The Planning Commission asked why they are planning to move locations for the brewery. The representatives of Thunder Brothers said that they will move into the new space to gain more square footage and provide visibility from Highway 65. There was no one else from the public present at the public hearing to speak on the topic. Motion for approval of the Microbrewery with conditions by Lundeen, second by Gordon, motion passed 7-0.

   B. Request by BA Development, LLC for approval of Site Plans under City Ordinance 445 Section 18, said request is for a Dental Clinic and Commercial Tenant building located at 401 Cherrywood St NE. Saltis presented the Site Plans for a proposed dental clinic and commercial tenant building located on a vacant parcel at 401

Cherrywood St NE. The plans included a drive thru lane for the commercial tenant side of the building in which the applicants would have to apply for a Conditional Use Permit in the General Business District. Conditions for approval listed in the Staff Report included identifying on the site plans where there will be lighting, the configuration of the outdoor patio area, a new trash enclosure location, a widened drive aisle on the west of the building, and City Engineer's comments. A representative from Isanti Dental was present for the meeting and available for questioning. The Planning Commission asked if the conditions for approval were reasonable and could be met. The representative said that she is able to meet all of the conditions for approval. There was no one else from the public present at the public hearing to speak on this item. Motion to approve the site plans with conditions listed in the staff report and City Engineer's Memo dated 7-29-2021 by Lundeen, 2nd by Collison, motion passes 7-0.

C. Request by City of Isanti for Preliminary and Final Plat under City Ordinance 536, to create two lots located at 10 6th Ave SE. Sellman presented the proposed subdivision of the liquor store site into two parcels. The current site is five acres in size and is looking to be split with Lot 1 consisting of 3.96 acres and Lot 2 consisting of .67 acres. Lot 1 is the liquor store site; Lot 2 would be a buildable lot for a future business which may need a shared parking agreement with the liquor store. The planning commission asked the potential size of a building on lot 2 in which Jason Cook responded by saying that there would be room for a building roughly 1,500 to 2,000 square feet, depending on what is configured around the ponding. There was no one from the public present at the public hearing to speak on this item. Motion to approve the Preliminary and Final Plat to create two lots by Collision, 2nd by Collins, motion passes 7-0.

5. **Other Business:** None
6. **Discussion Items:** None
7. **Adjournment:** Motion by Bergley, 2nd by Collison to adjourn, motion passed 7-0 meeting adjourned at 8:45 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
August 24,2021

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: Aaron Zdon, Zachary Gahm, Dan HinnenKamp and Mayor Jeff Johnson
Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator

Agenda/Modifications: None

2. Meeting Minutes: Motion by Gahm; second by HinnenKamp to approve meeting Minutes from July 27, 2021. Motion passed 4-0.

3. Movie Nights Plan: Olson shared the list of movies and dates that have been selected and secured for the 2021/2022 City Movie Night calendar. Olson requested the Board's ideas on how to improve attendance at these events after poor attendance and multiple cancellations in the last season. Zdon mentioned reaching out to previous organizations that have 'hosted' nights in the past to see if they would be interested in doing so again. Gahm recommended reaching out to the local area schools and putting a flyer in kids' bags to promote the events. Olson will be reaching out to both groups to garner interest.

4. Amphitheater Naming: Olson shared that the new bandshell in Bluebird Park will not be ready for the September 11 Street Dance as anticipated. Board members recommended creating a Fall-style festival as a grand opening celebration that would prelude a potential larger Fall event next year. Notes were made to include vendors and a possible performance and dedication. Olson noted that any dollars spent would need to come from current budget. On naming, Johnson suggested a name in recognition of Council member Lundeen's efforts to forward this project. Zdon mentioned requesting the schools enter names for the Council to approve, similar to how the resting areas in Legacy Park were named. Names would be gathered in September and brought to the next Board meeting to discuss. Olson will reach out to the area schools for name suggestions and will bring all options back to the Board and Council for consideration in September.

5. Eagle Park Updates: Olson shared an update on the Main Street Improvement project that impacts Eagle Park, expanding the park footprint. Olson noted additions like removing mulch perimeter, adding another seating area, adding perennial plants and flower beds and adding permanent game elements. Olson mentioned any upgrades should be minimal cost and minimal maintenance. HinnenKamp mentioned creating a "Railroad Viewing Park" that would include a viewing platform and schedule for trains. Board agreed that would be an interesting idea and would be unique to our area. HinnenKamp noted a similar location he visited attracted a lot of visitors. Olson and HinnenKamp will research this idea to see if it would be a viable option and bring value to the community.

6. Tree Plan: Olson shared that a number of trees have been removed from both Bluebird and Mattson Parks that need to be replaced. There are also a number of vacant areas throughout the City's parks that need shade cover or beautification. Olson will be putting together a tree plan in the Fall for next year and requested direction on types of trees or styles the Board would like to see included. Olson also noted that any trees not on the current zoning approval list would just need approval from the Council. Zdon recommended looking at the past tree plan to view previous placement suggestions. Johnson mentioned we applied for a state grant and Olson shared details of what that would allow us to accomplish, should we be approved. The funding would allow for 15-20 trees to be added in the next 3 years under that program. Of the list provided, the Board identified 6 trees – Cedar, Eastern Red; Hickory, Bitternut; Ironwood; Japanese Lilac Tree; Serviceberry, Allegheny; and Linden, American – that would be preferred to include in future tree plans. Gahm mentioned Bluebird needing large shade trees for coverage and the CISC complex is in need of shade coverage as well and should be considered as the tree plan develops.

7. Department Updates: Olson shared updates on August events, including Curious Creatures, Farmers Market and Street Dance. The Street Dance having a celebration for Grace McCallum went well despite morning rain. Gahm noted he really enjoyed the event and the band. Olson mentioned the band is on the short list for next year as they had the best crowd response yet. Olson shared the event was picked up by

both local, state and inter/national media. Olson shared she is working on incorporating a 9/11 tribute at the September event. Johnson requested the fire truck from the Fire District. Gahm suggested connecting with the Cambridge recruiting center. Olson noted she has requested presence and ideas from local first responder and veteran groups to enhance a tribute. HinnenKamp recommended asking vendors to incorporate a patriotic element to their offerings. Zdon mentioned having the VFW present the flag or the National Anthem with their color guard.

Olson shared the Farmers Market vendors are still hit or miss on satisfaction. Olson noted the new vendors are doing very well, whereas some of the returning vendors have not done as well this year, especially the ones selling soaps, jams/jellies and salsas. Specialty products and produce appear to be doing the best onsite. Olson shared the goal is to move the Farmers Market to the new liquor store location and she will be looking at the feasibility of that and those options in the coming months. Johnson suggested bringing food trucks onsite to which Olson noted that is an option she has looked at and will be looking to incorporate next year.

Holiday Lights event options will be presented to the City Council during Septembers COW meeting. Olson described briefly the 4 tiers of options that will be presented, from a free open festival to enclosed ticketed events. Suggestions to include local businesses and sponsors in the event were noted and Olson confirmed that each option would include sponsorship opportunities. HinnenKamp suggested that we pave our own path with a new event to eliminate some comparisons to other events. Gahm noted disliking the standard drive-thru option, which the Board agreed was not the ideal direction. He also mentioned people aren't likely going to want to attend if it's just a 5-minute drive-thru with nothing to do afterwards. HinnenKamp shared his hesitation to charge for a Christmas event, but that fees do hinder unfavorable attendees and offer opportunities to take cost burden off of taxpayers.

Olson shared that Family Day plans are underway. Zdon noted that two years ago attendance was good. Olson noted she has assumed the same from signup lists, but doesn't have any recorded attendance. Olson will work with the schools to give flyers to students as the event gets closer.

Adjournment: Motion by Johnson, second by Gahm to adjourn the August 24, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 7:13 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

K.1.

RESOLUTION 2021-XXX
Amending Resolution 2021-188

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2021

WHEREAS, the City is required to make certain official appointments at the beginning of each year and throughout the year as needed; 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 2021:

Committee of the Whole	Mayor and Council
Economic Development Authority	Mayor and Council
Parks, Recreation & Culture Board	Mayor, Alternate Gordon
Planning Commission	Mayor and Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Bergley
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor- Guest Representative
Weed Inspector	Mayor

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

3. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2021:

Zachary Gahm	*(Appointed 6-15-2021; term expiration 12-31-2023)*
Aaron Zdon	*(term expiration 12-31-2022)*
Tressa Hunting	*(Appointed 9-8-2021; term expiration 12-31-2021)*
Dan HinnenKamp	*(Appointed 7-6-2021; term expiration 12-31-2022)*
Jeffrey Johnson	**Council Representative** (term *expiration 12-31-2021)*
Open Seat	**Student Representative** *(term expiration 12-31-2021)*

4. That the City Council designates the following individuals to the Planning Commission for year 2021:

Mayor and City Council:	
Jeffrey Johnson	(*Appointed 1-5-2021; term expiration 12-31-2021)*
Dan Collison	(*Appointed 1-5-2021; term expiration 12-31-2021*)
James Gordon	(*Appointed 1-5-2021; term expiration 12-31-2021*)
Paul Bergley	(*Appointed 1-5-2021; term expiration 12-31-2021*)
Steve Lundeen	*(Appointed 1-5-2021; term expiration 12-31-2021*)
Appointed Members:	
Alexander Collins	*(Appointed 5-7-2019; term expiration 12-31-2021)*
Arissya Simon	*(Appointed 1-7-2020; term expiration 12-31-2022)*

5. That the City Council Economic Development Authority Board membership terms are as follows for year 2021:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Dan Collison	*(Appointed 1-5-2021; term expiration 12-31-2021)*
James Gordon	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Paul Bergley	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Steve Lundeen	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Appointed Members:	
Justin Nielsen	*(Appointed 2-18-2020; term expiration 12-31-2024)*
Luke Merrill	*(Appointed 1-5-2021; term expiration 12-31-2026)*

This Resolution is hereby approved by the Isanti City Council this 5th day of October 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: October 5, 2021
Subject: Resolution 2021-XXX approving a Comprehensive Land Use Plan Amendment to change the designation from General Commercial to Low Density Single Family Residential for PID's 16.134.0030, 16.134.0040, 16.134.0050, 16.134.0060

Overview/Background:
A Comprehensive Land Use Plan Amendment has been requested to change the designation of four parcels from General Commercial to Low Density Single Family Residential. This item was discussed at the September 21, 2021 Planning Commission Meeting. It was addressed that the concept plan for the site layout will not be reviewed at this stage of the process, but was shown to the Planning Commission to explain the ultimate goal of the site and why a comprehensive land use plan amendment is needed. The applicant, Kevin Johnson was present at the meeting and available for questions. The Planning Commission asked the applicant how many lots he intended on developing out of the parcels. Kevin responded and said that the concept plan shows 38 lots in total but is subject to change due to engineering comments. It was reiterated that the only item in question is to change the parcels designation in the Comprehensive Plan from General Commercial to Low Density Residential. A surrounding property owner, John Landsom was present at the public hearing and expressed that he is in favor of the comprehensive land use plan amendment and that he would rather have houses surrounding his property rather than commercial buildings. The Planning Commission made a motion to approve the Comprehensive Land Use Plan Amendment, the motion passed 6-0.

Request:
Approval of a Comprehensive Land Use Plan Amendment to change the designation from General Commercial to Low Density Single Family Residential for PID's 16.134.0030, 16.134.0040, 16.134.0050, 16.134.0060.

Attachments:

- Planning Commission Memo dated 9/21/2021
- Resolution

RESOLUTION 2021-XXX

APPROVING A COMPREHENSIVE LAND USE PLAN AMENDMENT FOR PROPERTIES WITH PID 16.134.0030, 16.134.0040, 16.134.0050, AND 16.134.0060, FROM GENERAL COMMERCIAL TO LOW DENSITY RESIDENTIAL

WHEREAS, Kevin Johnson (applicant) has requested approval for a Comprehensive Land Use Plan Amendment for properties with PID 16.134.0030, 16.134.0040, 16.134.0050, and 16.134.0060; and,

WHEREAS, PID 16.134.0030, 16.134.0040, 16.134.0050, and 16.134.0060 are currently guided in the Comprehensive Land Use Plan as General Commercial; and,

WHEREAS, the designation of these parcels shall be changed to be guided for Low Density Residential; and,

WHEREAS, under Isanti Zoning Code Section 21, Article 1 a Comprehensive Land Use Amendment is required to obtain approval of the Planning Commission and City Council; and,

WHEREAS, the Planning Commission and City Council have considered possible adverse effects of the proposed amendment and the judgement of the Planning Commission and City Council with regard to the application shall been 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.

WHEREAS, the City of Isanti Planning Commission recommended approval of the Comprehensive Land Use Plan Amendment on September 21, 2021; and,

WHEREAS, the City of Isanti City Council reviewed the requested Comprehensive Land Use Plan Amendment at its regularly scheduled meeting on October 5, 2021;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it adopts the Comprehensive Land Use Plan Amendment.

This Resolution is hereby approved by the Isanti City Council this 5th day of October 2021

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

A Community For Generations.
Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: September 21, 2021

SUBJECT: Request by Kevin Johnson for a Comprehensive Land Use Plan Amendment, said request is to change the designation from General Commercial to Low Density Single Family Residential for PID's 16.134.0030, 16.134.0040, 16.134.0050, 16.134.0060.

Overview/Background
The applicant, Kevin Johnson is requesting to change the Comprehensive Land Use Plan designation of four parcels from General Commercial to Low Density Single Family Residential. The applicant is proposing to develop these sites as residential and would need the Comprehensive Land Use Plan designation to be changed in order to do so. If the Comprehensive Land Use Plan is amended, they would then need to rezone the site. Vacant land and single-family houses are located to the south of the site. Prairie Senior Cottages is located to the west of the proposed site and Krayola Kids daycare is to the northeast of the site.

The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Comprehensive Land Use Plan Amendment. Comprehensive Plan Amendments require a 2/3 majority vote by City Council for approval (4 out of 5 members approving).

Analysis
Purpose of Comprehensive Land Use Plan:
A comprehensive plan is an expression of the community's vision for the future and a strategic map to reach that vision. Comprehensive planning is an important tool for cities to guide future development of land to ensure a safe, pleasant, and economical environment for residential, commercial, industrial, and public activities. In addition, planning can help:

- Preserve important natural resources, agricultural land, and other open lands.
- Create the opportunity for residents to participate in guiding a community's future.
- Identify issues, stay ahead of trends, and accommodate change.
- Ensure that growth makes the community better, not just bigger.
- Foster sustainable economic development.
- Provide an opportunity to consider future implications of today's decisions.
- Protect property rights and values.

- Enable other public and private agencies to plan their activities in harmony with the municipality's plans.

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 Land Use 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.

Natural Resources: Isanti's Comprehensive Land Use Plan recognizes the need to preserve and protect the natural resources of the area including watercourses, wetlands, woodlands and sensitive environmental assets. These parcels that are in review of the Comprehensive Land Use Amendment are located in an area designated for preservation of woodlands. Trees that are removed from the parcel in potential future development will need to follow the tree preservation and planting regulations.

Housing Needs: Isanti's Comprehensive Land Use Plan addresses a need for housing on the east side of the city. The applicant is proposing low density single family lots on the proposed parcels. Any future development in this area will need to provide buffers to surrounding land uses that are inconsistent in land uses.

Low Density Residential Standards: The applicant is proposing to develop the parcels as low-density residential housing. This category identifies both existing and potential future low-density residential development within the timeframe of this comprehensive plan update. Low density single family residential land use will take up the majority of new land acreage added to the city. Housing density in this classification is 0-3 units per acre. This is in conformance with the 2007 comprehensive plan and a density of 3 units per acre would allow reasonable retention of natural systems as land is developed for this purpose. Allowances for greater density by planned unit developments should be considered to maximize the amount of land that could be left in natural state. This is also beneficial when the need for storm water retention or flood plain systems (along existing creeks/waterways) is required.

The concept plan shows a density of 2.4 units/acre which is consistent with the Low-Density designation. The future lots shall have to follow the regulations set forth by either the R-1, R-2, R-

3A, Zoning Districts. A rezoning application will be needed at the time of preliminary plat submittal to designate which zoning district the desired lots will follow.

Roadways: According to the Comprehensive Land Use Plan Transportation Maps, there are plans to extend 7th Avenue NE to the south. Rough sketches provided by the applicant show housing lots over this potential road extension. The roadways are not considered at the time of a Comprehensive Land Use Plan Amendment but should be addressed at the time of Rezoning and Preliminary Plat Submittal.

Staff Recommendation: The Comprehensive Land Use Plan housing goals identifies the east side of Highway 65 for residential development. The recent plats approved on that side of Highway 65 have been for low density single family traditional development and one plat was developed with detached townhome similar to this concept plan. If this designation changes to residential a buffer to the commercial developments should be required as part of the development. Staff recommends approval of the amendment and will review the merits of the development when rezoning and plat applications are made.

Attachments

- Concept Plan
- Applicant Letter

This is a request for a change in zoning from commercial to residential on the following parcels:

The attached layout is for a preliminary discussion and can be modified with any agreed upon changes made thereto by city personnel or from engineering firms etc. If the zoning change is granted the owner will replat the entire property to accomplish the layout.

Owner moved back to the Isanti area in 1986 at which time the only properties on 65 within the city limits would have been the two gas stations and the burger top. In 35 years it appears that less than half of the property zoned commercial as set forth in the cities comprehensive plan has been developed.

It appears that the majority of the recent building in the commercial zone has highway 65 exposure, None of the proposed property is located on highway 65. This fact seriously impacts the ability of the owner to sell or otherwise develop this area. From what the owner has been able to develop, the present cost of commercial construction and the potential rents derived therefrom would not make for a bankable loan due to a short fall of cash flow.

If approved it does not appear that the owner will request any variances as to lot size and set back however that may change based on the results of engineering issues that may arise.

Reasons to approve the request

With the increased cost of lot development the proposed change is able to utilize the cities present infrastructure and thus insure a successful project. It has yet to be determined what associated costs may be attributed to this development due to use and sizing of the infrastructure. The lot costs in the area are only able to garner a certain price based on competition from the surrounding municipalities.

This is not considered spot zoning as there is housing stock to the south and east of the property and potentially to the north.

An association would be formed for this development which would result in consistent management of the outside appearance of the homes and what might be stored outside on the property.

Meets the needs of the City of Isanti 10 year housing plan.

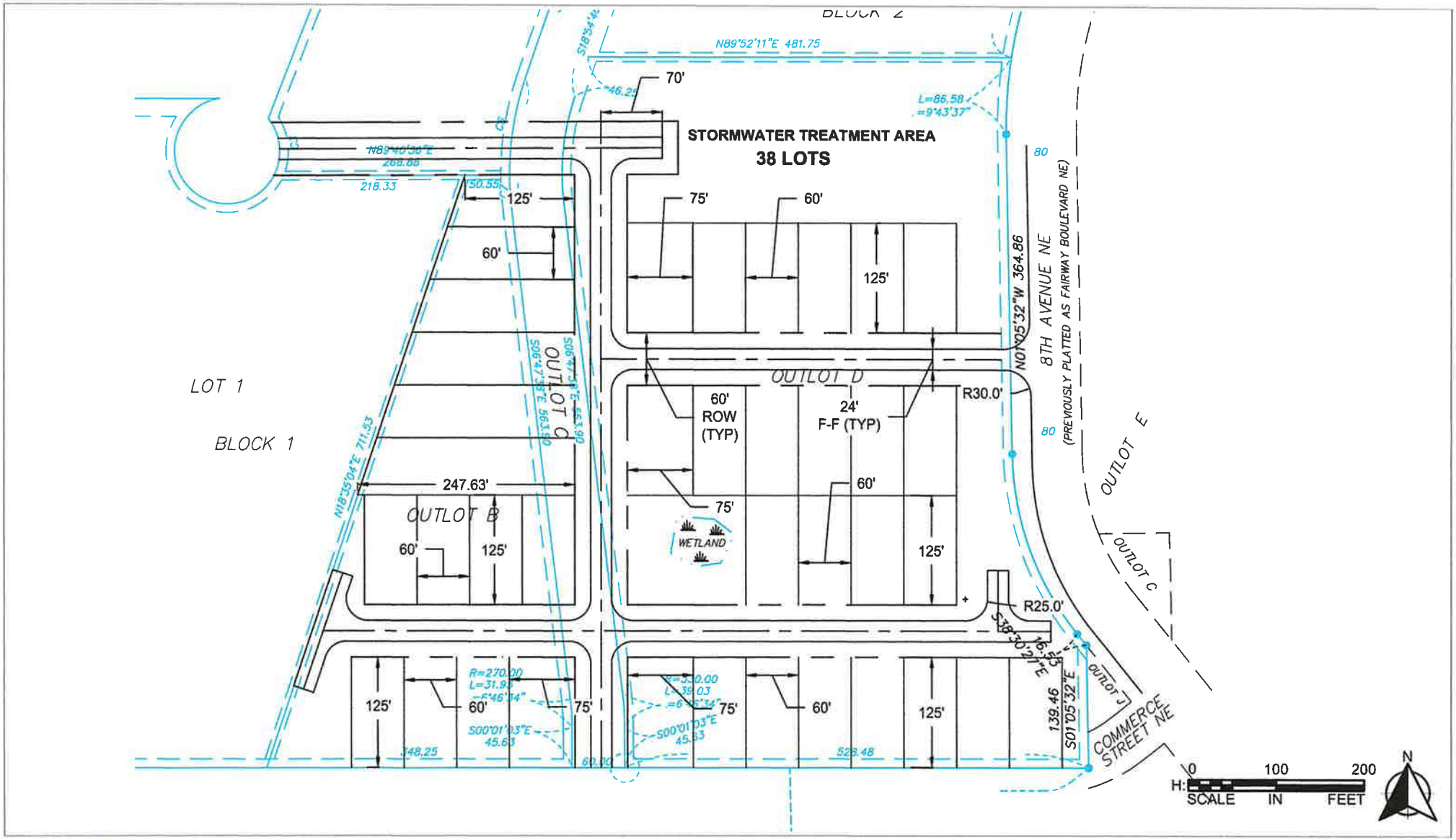
Provides for much needed lots and housing for what most likelihood will be seniors or empty nest individuals.

The sample housing foot print would be an improvement over the housing stock that was built slab on grade by the school on highway 5.

A perm or other blockage would be a part of the western boundary providing a noise barrier for the residences. The perm would be located where the pipeline is presently located.

The proposed layout illustrates that this development will have an access to the south similar to what is on the present plat.

There is presently a storm water pond on the property which can be expanded and create a natural separation from this development and the day care.



wsb

WSB PROJECT NO : 018333-000
AUGUST 16, 2021

JOHNSON SUBDIVISION
SITE PLAN
CLIENT NAME

EXHIBIT 1

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: October 5, 2021
Subject: Purchase Agreement and Development and subsidy with Rockstad and Co. Relics & Wares to purchase 102 Dahlin Avenue NE PID 16.047.0120

Background:
Community Development Director Sellman has been working with the owner of Rockstad and Co. Relics & Wares that is currently located at 401 East Dual Blvd who has been looking to relocate. In 2016 the city received the subject site by donation and demolished the building. The demolition cost was $25,950. The site is 6,750 square feet and zoned B-1 downtown overlay. General retail is a permitted use. Based on the proposed use this location and lot size are a great location.

The owner proposes to build a multi-tenant space with her retail and DIY in one portion and lease out the other spaces. The owner hosts classes/workshops, popup boutiques and other events. This would be a great continuation of the shops downtown and add more events and traffic to the area. Offering this lot for $1 will keep this business in the community.

Request: Consider approving the purchase agreement and business subsidy agreement

Attachments
- Proposal
- Purchase Agreement
- Business Subsidy Agreement



This letter serves as a proposal to purchase by Amy Rockstad, for the real property as noted above(the "Property") from the City of Isanti.

1. Total purchase price: One dollar($1.00)
2. The intent for the building will be a retail brick & mortar with a DIY studio.
3. Building to include 2-4 rental spaces.
4. 4-8 employees, currently employing 3 people.
5. Timeline will need to be flexible, will build once cost of lumber comes down. Ideal timeline to be open summer 2022.

I currently own and operate Rockstad and Co Relics & Wares located at 401 E. Dual Blvd Isanti. I also have a DIY workshop where I provide the community with various classes, workshops, pop up boutiques and events. My intention for this lot would be to create a charming place for the community to do some shopping along with the opportunity to learn something new.

Thank you for your consideration.

Amy Rockstad

PURCHASE AGREEMENT

This Agreement is entered into by and between the **City of Isanti** , a Minnesota municipal corporation ("Seller"), and **Rockstad and Co. Relics & Wares**, a corporation under the laws of Minnesota ("Buyer").

1. **EFFECTIVE DATE.** The effective date of this Agreement is September 21, 2021 (the "Effective Date").

2. **SALE OF PROPERTY.** Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller the Property legally described as follows:

   Lot 006, Block 003, Lindbergs Addition, County of Isanti, State of Minnesota
   Isanti County PID Number: 16.047.0120

   Property Address: 102 Dahlin Ave N.E., Isanti, MN 55040

3. **PURCHASE PRICE.** The purchase price for the Property is $1.00 (the "Purchase Price").

4. **EARNEST MONEY.** None.

5. **SURVEY.** Buyer may, at Buyer's expense, obtain a survey (the "Survey") from a duly licensed surveyor. If so obtained, a copy shall be provided to Seller within 30 days of receipt by Buyer.

6. **TITLE COMMITMENT.**

   a. Seller makes no representations or warranties with respect to the status of title to the Property. Within 30 business days after the Effective Date, Buyer may, at Buyer's expense, obtain a commitment from Escrow Agent to issue an owner's policy of title insurance insuring Buyer's title to the Property (the "Title Commitment") and deliver the Title Commitment and copies of or internet access to copies of all recorded documents referenced in the Title Commitment to Buyer.

   b. Buyer shall have until the date 30 days after the receipt of the Title Commitment to review Title and to give Seller written notice of (i) any defects in the marketability of Seller title to the Property or any encumbrances on Seller's title to the Property that are objectionable to Buyer, and (ii) the specific actions Buyer requests that Seller take with respect to each such defect or encumbrance (a "**Title Objection Notice**"). Any

CITY OF ISANTI

DEVELOPMENT AND SUBSIDYAGREEMENT FOR ROCKSTAD AND CO. RELICS & WARES

This Agreement (hereinafter the "Agreement") is entered into this 21st day of September, 2021 by and between the **City of Isanti**, a Minnesota municipal corporation (the "**City**") and **Rockstad and Co. Relics & Wares**, a corporation under the laws of Minnesota (the "**Developer**").

1. Subject Property. Developer is, or will be, the owner of the Subject Property legally described as Lot 6, Block 3, Lindbergs Addition, County of Isanti, State of Minnesota, PID Number 16.047.0120, located at 102 Dahlin Ave. N.E., Isanti, MN 55040. Sale of the Subject Property by the City to Developer at a price below market value is the subsidy contemplated by this Agreement.

2. Conditions of Approval. The City has approved development of the Subject Property, as subsidized by the City, subject to satisfaction of the following conditions:

   a. The Developer's Execution of this Agreement. That the Developer enter into this Agreement.

   b. Marketable Title. That the Developer obtain, and retain, title to the Subject Property**.**

   c. Proof of Authority. That the Developer provide proof that its governing board authorized the Developer's execution of this Agreement. This proof of authority may be satisfied by providing the City with a certified copy of the minutes of the governing board.

   d. Site Plan. That Developer's site plans, as required by the Isanti City Code, be completed by Developer and reviewed and approved by the City.

3. The Plans. The term "Plans" as used in this Agreement means the Site Plans prepared by Developer. The Plans are subject to: (a) Planning Commission review; (b) approval of the City Council; and (c) such further revisions as the Developer may propose and the City approves. The Plans shall not be attached to this Agreement but are in the City's files.

4. Required Private Improvements. The private improvements the Developer will construct or install are as follows:

   a. Sanitary sewer
   b. Water
   c. Storm drainage facilities
   d. Stormwater maintenance
   e. Parking lot
   f. Concrete curb and gutter
   g. Lot grading
   h. Landscaping

5. Payment of Development Fees. Developer shall, contemporaneously with execution of this Agreement, deposit with the City an escrow of $5,000 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. Any funds remaining in the escrow account(s) after the completion of the Development shall be refunded to the Developer. In the event the escrow account balance is reduced to $1,000 or less, the Developer shall post additional sums of money to replenish the account to a maximum of $2,000 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. Sanitary Sewer Connection (Trunk) Fees, Water Connection (Trunk) Fees are collected at the time the building permit is issued.

6. Developer Defaults. If the Developer defaults in the performance of one or more of the Developer's obligations under this Contract, i) the City gives the Developer 30 days' written notice of the default and ii) the Developer fails to cure the default within said 30 days, then the City may pursue any and all remedies available at law or in equity including, but not limited to, the following:

   a. The City may, at its option, perform or engage one or more third parties to perform the Developer's obligations. If, in the reasonable judgment of the City's staff, the Developer's default creates an immediate risk to public health or safety, the City may perform or engage one or more third parties to perform the work before the City provides the notice described in the initial paragraph of this Section, but the City must use commercially reasonable efforts to notify the Developer as promptly as possible that the City is undertaking to perform the Developer's obligation or obligations. If the City performs one or more obligations of the Developer, the Developer

must reimburse the City for any costs or expenses the City incurs, including costs and expenses for City staff time, to perform the work within 30 days after the City notifies the Developer, in writing, of the costs and expenses the City incurred to perform the work. If the Developer does not reimburse the City within said 30 day period, the City may pursue any remedies available to the City either at law or in equity or, in the alternative, the City may draw on the financial guaranty the Developer has provided to the City pursuant to this Agreement to reimburse itself for the expenses the City incurs to perform the work. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court Order for permission to enter the Developer Property. As an alternative to seeking recovery from the Developer or the financial guaranty, the City may levy special assessments against the Developer Property in accordance with Minnesota Statutes Section 429, and the Developer, for itself and its successors in title, hereby expressly waives any and all substantive and procedural objections or defenses the Developer may have to such special assessments;

b. The City may commence an action in Isanti County District Court to pursue any remedy available to the City at law or in equity including, but not limited to, injunctive relief;

c. The City may refuse to grant building permits for improvements to be constructed on the Subject Property until the Developer has cured all of its defaults; and

d. The City may draw upon all or any portion of the financial guaranty the Developer has provided to the City and (i) use all or any portion of the proceeds from the financial guaranty to reimburse the City pursuant to subsection (a) above; (ii) use all or any portion of the proceeds from the financial guaranty to satisfy any judgment the City obtains against the Developer pursuant to subsection (b) above; (iii) use all or any portion of the proceeds to reimburse the City pursuant to Section 11 (j) below; and (iv) hold all or any portion of the proceeds for a reasonable time for the future application as described in subsections (i), (ii) and (iii) of this paragraph.

7. Business Subsidy. As a condition of developing the Subject Property, Developer and City agree to the following terms:

a. Subsidy. Developer acknowledges and agrees that it received a business subsidy from the City in the form of a reduced purchase price for the Subject Property. The Subject Property is valued at $18,900. The City sold the Subject Property to Developer for $1. The value of the subsidy is the difference between the appraisal value and the purchase price.

b. Public Purpose. The public purposes for granting the subsidy are to create jobs within the City of Isanti and to increase the City's tax base.

c. Subsidy Goals. Developer shall create a minimum of 5 full-time, or full-time equivalent, jobs within two years of the date of this Agreement. All jobs shall meet or exceed State minimum wage requirements. Developer shall continue to meet or exceed said employment goals for at least five years after the date of this Agreement. In the event these requirements are not met, Developer shall pay the City the amount of the subsidy in a single lump sum payment or as otherwise agreed to in writing by the parties.

d. Statement of Need. Developer represents that without the business subsidy contemplated by this Agreement, Developer would not relocate its existing business to the City.

e. Reporting. Developer shall provide reports to the City as required by Minnesota Statutes section 116J.994, subdivision 7, on forms provided by the City.

8. Miscellaneous.

a. Invalidity of Any Section. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

b. Written Amendments Only. The action or inaction of the City or the Developer shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties, and approved by a resolution of the City Council. The City's or the Developer's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

c. Compliance with Laws and Regulations. The Developer represents to the City that the Site Plan complies with all City, County, State, and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. If the City determines that the site plan does not comply, the City may, at its option, refuse to allow any construction or development work on the Subject Property until the Developer does comply. Upon the City's demand Developer shall cease work until there is compliance.

d. Mailbox Locations. If the Developer desires to construct a mailbox within the public right of way, the Developer agrees that the placement of a mailbox along public streets is subject to the approval by the Postmaster. Utility locates will be necessary.

e. Not applicable.

f. Construction, Hours and Entrance Signs. The City restricts construction and delivery hours to Monday through Friday 7:00 a.m. to 9:00 p.m., weekends and holidays, 8:00 a.m. to 8:00 p.m. The Developer is required to provide a sign at each entrance point stating delivery and construction operation hours. Said signs are not to exceed 80 square feet in size and must be clearly visible at all times during the construction period.

g. Construction Site Maintenance. The Developer shall adhere to all of the City ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc. The City reserves the right to withhold permits, inspections, or certificates of occupancy to correct violations relating to construction site maintenance.

h. Estimated Cost. It is understood and agreed that cost amounts set forth in this Agreement as to the Required Private Improvements, unless qualified as fixed amounts, are estimated. The Developer agrees to pay the entire cost of said improvements including interest, engineering and legal fees related thereto.

i. Plat Approval Expenses. Not applicable.

j. Reimbursement to the City. The Developer agrees to reimburse the City for all costs incurred by the City in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.

k. Certificate of Occupancy. The term "Certificate of Occupancy" as used in this Agreement shall be defined as a document issued by the City's Building Official, which authorizes the structure to be used for its intended purposes.

l. Notices. Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

To Developer:
Amy Rockstad
22215 Cedar Dr NW
Oak Grove 55011

To The City:
Josi Wood
City Administrator
City of Isanti
110 1st Ave. N.W.
Isanti, MN 55040

[The remainder of this page is intentionally left blank.]

The Developer**:**

Rockstad and Co. Relics & Wares.

By:_____
Amy Rockstad
Its: _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by Amy Rockstad, _____ of Rockstad and Co. Relics & Wares., a corporation under the laws of the State of Minnesota on behalf of the corporation.

_____
Notary Public

The City**:**

City OF ISANTI

By:_____
Its: Mayor

By:_____
Its: City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The forgoing instrument was acknowledged before me on this_____ day of_____ 2021, by Jeff Johnson and Jaden Strand, the Mayor and the City Clerk, respectively, of the City of Isanti, a municipal corporation organized under the laws of the State of Minnesota on behalf of the City.

_____

Notary Public

This document drafted by:
Ratwik, Roszak & Maloney, P.A
730 Second Ave. S., Suite 300
Minneapolis, MN 55402

PURCHASE AGREEMENT

This Agreement is entered into by and between the **City of Isanti** , a Minnesota municipal corporation ("Seller"), and **Rockstad and Co. Relics & Wares**, a corporation under the laws of Minnesota ("Buyer").

1. **EFFECTIVE DATE.** The effective date of this Agreement is September 21, 2021 (the "Effective Date").

2. **SALE OF PROPERTY.** Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller the Property legally described as follows:

   Lot 006, Block 003, Lindbergs Addition, County of Isanti, State of Minnesota
   Isanti County PID Number: 16.047.0120

   Property Address: 102 Dahlin Ave N.E., Isanti, MN 55040

3. **PURCHASE PRICE.** The purchase price for the Property is $1.00 (the "Purchase Price").

4. **EARNEST MONEY.** None.

5. **SURVEY.** Buyer may, at Buyer's expense, obtain a survey (the "Survey") from a duly licensed surveyor. If so obtained, a copy shall be provided to Seller within 30 days of receipt by Buyer.

6. **TITLE COMMITMENT.**

   a. Seller makes no representations or warranties with respect to the status of title to the Property. Within 30 business days after the Effective Date, Buyer may, at Buyer's expense, obtain a commitment from Escrow Agent to issue an owner's policy of title insurance insuring Buyer's title to the Property (the "Title Commitment") and deliver the Title Commitment and copies of or internet access to copies of all recorded documents referenced in the Title Commitment to Buyer.

   b. Buyer shall have until the date 30 days after the receipt of the Title Commitment to review Title and to give Seller written notice of (i) any defects in the marketability of Seller title to the Property or any encumbrances on Seller's title to the Property that are objectionable to Buyer, and (ii) the specific actions Buyer requests that Seller take with respect to each such defect or encumbrance (a "**Title Objection Notice**"). Any

defects in or encumbrances on Seller's title that Buyer does not identify in a timely Title Objection Notice are each a "**Permitted Exception**." Within three business days after Seller's receipt of a Title Objection Notice from Buyer, Seller will notify Buyer, in writing, of the actions, if any, that Seller is willing to take with respect to each of the matters identified in the Title Objection Notice and the time frame in which Seller will take those actions ("**Seller's Title Notice**"). If Seller's Title Notice indicates that Seller unconditionally agrees to make Seller's title to the Property marketable on or before the closing date established pursuant to Section 10, the parties shall proceed to closing pursuant to the terms of this Agreement. If Seller's Title Notice indicates that Seller does not unconditionally agree to make Seller's Title to the Property marketable on or before the closing date established in Section 10, Buyer may, at any time with three business days after Buyer's receipt of Seller's Title Notice, terminate this Agreement by written notice to Buyer in which case this Agreement is terminated ("**Buyer's Title Termination Notice**"). If Buyer does not deliver a Buyer's Title Termination Notice to Seller within the three business days after Buyer's receipt of Seller's Title Notice, than Seller must perform in accordance with Seller's Title Notice, Buyer shall be deemed to have waived Buyer's objections to the extent Seller has not agreed to address them in Seller's Title Notice, the matters to which Buyer objected and Seller did not agree to resolve are deemed Permitted Exceptions, and the parties shall proceed to Closing in accordance with the terms of this Agreement and the terms of Seller's Title Notice.

7. **RIGHT OF ENTRY.** Buyer (and its employees, agents, and contractors) may enter the Property for the purpose of conducting soil tests, environmental tests and additional survey work, subject to the following conditions:

    a. Within one week after the termination of this Agreement, if either Seller or Buyer terminate this Agreement in accordance with the provisions hereof prior to Closing, Buyer must repair and or restore any damage Buyer or its employees, agents or contractors cause to the Property and remove any personal property, refuse or debris Buyer or its employees, agents or contractors brought onto or authorized third parties to bring onto the Property.

    b. Buyer must defend and indemnify Seller from and against and hold Seller harmless Seller from all "Claims," as defined in Section 10, arising out of, resulting from or relating to any loss of or damage to any property or business or out of any injury to or death of any person, if the loss, damage, injury, or death arises or is alleged to arise either directly or indirectly and either wholly or in part from: (a) any action or omission of Buyer or its employees, agents, or contractors, while on the Property pursuant to this Section; or (b) actions or omissions of Buyer or Buyer's employees, agents, or contractors that cause or result in the release of any Hazardous Substance onto the Property or onto other property.

    c. Buyer must comply with and shall cause it employees, agents, and contractors to comply with all applicable laws, while on the Property.

d. Other than a standard Phase 1 environmental assessment, Buyer may not commence any environmental testing on the Property until Buyer submits a work plan for such testing to Seller and Seller approves the work plan, in writing. Seller may not unreasonably withhold, condition or delay Seller's approval of a work plan.

e. Buyer must, promptly and without demand from Seller, provide Seller with true and complete copies of all draft and final reports relating to Buyer's geotechnical and environmental investigations and testing of the Property including, without limitation, any reports relating to any Phase I Environmental Site Assessment of the Property.

f. The cost of any test or additional survey work will be borne solely by Buyer.

8. PROPERTY SOLD AS IS. Subject to Buyer's right to terminate this Agreement pursuant to Section 9, Buyer agrees to accept the Property in its current condition, including, without limitation, its current environmental and geological condition, and in an "AS-IS" and with "ALL FAULTS" condition. Buyer's payment of the Purchase Price at Closing constitutes Buyer's acknowledgment and agreement that:

a. Seller has not made any written or oral representations or warranties of any kind with respect to the Property (including without limitation express or implied warranties of title, merchantability, or fitness for a particular purpose);

b. Buyer has not relied on any written or oral representation or warranty made by Seller, its agents or employees with respect to the condition or value of the Property;

c. Buyer has had an adequate opportunity to inspect the condition of the Property, including without limitation any environmental testing, and to inspect documents applicable thereto, and Buyer is relying solely on such inspection and testing; and

d. The condition of the Property is fit for Buyer's intended use.

e. Buyer accepts all risk of Claims (including without limitation all Claims under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation) whether past, present or future, existing or contingent, known or unknown, arising out of, resulting from or relating to the condition of the Property, known or unknown, contemplated or uncontemplated, suspected or unsuspected, including without limitation the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated from or to the Property.

9. INSPECTION PERIOD.

a. Except as otherwise provided in Section 6, Buyer shall have **90 days from the Effective Date** (the "**Inspection Period**") to investigate the Property and determine, in Buyer's sole judgment, whether (i) the condition of the Property is suitable to Buyer's intended use; and (ii) Buyer will be able to obtain all governmental approvals (including, but not limited to, approvals necessary to subdivide and re-plat the Property, if applicable) and utilities necessary for Buyer's intended use of the Property. Buyer acknowledges and agrees that Seller has not made any covenants, representations or warranties regarding Buyer's ability to obtain governmental approvals from the City of Isanti or any other governmental entity. The City of Isanti will review, consider and act on any applications Buyer submits to the City for governmental approvals in accordance with City Code.

b. Buyer may, at any time on or before 5:00 p.m. on the last day of the Inspection Period, terminate the Agreement by written notice to Seller based on Buyer's determination, in Buyer's sole and absolute discretion, that the condition of the Property is not suitable for Buyer's intended use or that Buyer may not be able to obtain all governmental approvals and utilities necessary for Buyer's intended use of the Property. In addition, this Agreement automatically terminates at 5:00 p.m. on the last day of the Inspection Period unless, prior to that time Buyer delivers a written notice of Buyer's intention to proceed (a "**Notice to Proceed**") to Seller.

10. DEFINITIONS. As used in this Agreement:

"**Claim**" or "**Claims**" means any and all liabilities, suits, claims, counterclaims, causes of action, demands, penalties, debts, obligations, promises, acts, fines, judgments, damages, consequential damages, losses, costs, and expenses of every kind (including without limitation any attorney's fees, consultant's fees, costs, remedial action costs, cleanup costs and expenses which may be related to any claims).

"**Environmental Law**" means the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), 42 U.S.C. § 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq., the Federal Water Pollution Control Act (the Clean Water Act), 33 U.S.C. § 1251 et seq. the Clean Air Act, 42 U.S.C. § 7401 et seq., and the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq., all as amended from time to time, and any other federal, state, local or other governmental statute, regulation, rule, law or ordinance dealing with the protection of human health, safety, natural resources or the environment now existing or hereafter enacted.

"**Hazardous Substance**" or "**Hazardous Substances**" means any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical, substance or material listed or identified in or regulated by any Environmental Law.

11. **RELEASE.** By accepting the deed to the Property, Buyer, for itself, its directors, officers, stockholders, divisions, agents, affiliates, subsidiaries, predecessors, successors, and assigns and anyone acting on its behalf or their behalf hereby fully releases and forever discharges Seller from any and all Claims (including without limitation all Claims arising under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation), past, present and future, known and unknown, existing and contingent, arising out of, resulting from, or relating to the condition of the Property, and Buyer hereby waives any and all causes of action (including without limitation any right of contribution) Buyer had, has or may have against Seller and anyone acting on its behalf with respect to the condition of the Property, whether arising at common law, in equity or under a federal, state or local statute, rule or regulation. The foregoing shall apply to any condition of the Property, known or unknown, contemplated or uncontemplated, suspected or unsuspected, including without limitation the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated from or to the Property.

12. **NOTICES.** Notices permitted or required by this Agreement must be in writing and shall be deemed given when delivered in legible form to the party to whom addressed. Notices may be sent by certified mail or e-mail. Notices are effective two business days after they are mailed via certified mail, return receipt requested or, if sent by email, upon email transmission (provided that any email transmission that occurs after 5:00 pm Pacific Time will be deemed provided on the following day). If delivered at the Closing, a notice shall be deemed given when hand-delivered to the party's representative at the Closing. The business addresses of the parties are as follows:

Seller: Josi Wood
City Administrator
City of Isanti
110 1st Ave. N.W.
Isanti, MN 55040
Email: jwood@cityofisanti.us

Buyer: Amy Rockstad
22215 Cedar Dr NW
Oak Grove MN 55011

Email:relicsandwares@gmail.com

Notices not given in the manner or within the time limits set forth in this Agreement are of no effect and may be disregarded by the party to whom they are directed.

13. **CLOSING.** This transaction shall close within 30 days after Buyer delivers a Notice to Proceed to Seller or on such earlier date as Seller and Buyer may establish by mutual, written agreement. The Closing shall take place at City offices or at some other place as the parties may mutually agree prior to such date. At the option of either Party, the

executed closing documents, Purchase Price and closing costs may be deposited with the City to avoid the necessity for a Closing at which the Parties are present.

a. **Seller's Obligations at Closing.** At Closing, Seller must deliver to Escrow Agent, for delivery to Buyer:

    i. A limited warranty deed, duly executed and acknowledged on behalf of the City, conveying title to the Property, subject to (A) Building, Subdivision and Zoning Ordinances; (B) Matters that would be disclosed by an accurate survey of the Property; and (C) matters that constitute Permitted Exceptions pursuant to Section 6.

    ii. A certified copy of a duly adopted Resolution authorizing Seller's sale of the Property to Buyer; and

    iii. Seller's affidavits, well disclosure certificate (if required), settlement statement approved by Seller and Buyer, and any other documents required by the Escrow Agent.

b. **Buyer's Obligations at Closing.** At Closing, Buyer must:

    i. Provide the Purchase Price; and

    ii. File or cause Escrow Agent to file an Electronic Certificate of Real Estate Value, if required and necessary.

c. **Closing Costs.**

    i. At Closing, the following Seller closing costs and expenses must be paid from the Purchaser Price or, if the Purchase Price is not sufficient, paid by Seller:

        1. Seller's own attorney's fees.
        2. The cost of real estate broker commission fees as prescribed in Section 14, if any.

    ii. At Closing Buyer must pay the Purchase Price to Seller and the following costs and expenses:

        1. Property taxes payable 2020, if any.
        2. Buyer's own attorney's fees.
        3. All closing fees.
        4. Documentary and recording fees for the deed(s).
        5. State deed tax.
        6. The cost of the title commitment.

7. The cost of the owner's title insurance policy, if Buyer elects to purchase an Owner's title insurance policy.

d. **Possession.** Seller must deliver possession of the Property to Buyer at Closing.

14. REAL ESTATE BROKERS. Seller and Buyer represent and warrant to each other that they have dealt with no brokers, real estate agents, finders or the like in connection with this transaction. Seller and Buyer agree to indemnify each other and to hold each other harmless against all claims, damages, costs or expenses of or for any broker's fees or commissions resulting for their actions or agreements regarding the execution or performance of this Agreement, other than the fees payable to Seller's Broker, and will pay all costs of defending any action or lawsuit brought to recover any such fees or commissions incurred by the other party, including reasonable attorney's fees.

15. ASSIGNMENT. This Agreement may not be assigned without the written consent of the non-assigning Party.

16. THIRD PARTY BENEFICIARY. There are no third-party beneficiaries of this Agreement, intended or otherwise.

17. JOINT VENTURE. Seller and Buyer, by entering into this Agreement and completing the transactions described herein, shall not be considered joint ventures or partners.

18. CAPTIONS. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement.

19. ENTIRE AGREEMENT / MODIFICATION. This written Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the Property. There are no verbal agreements that change this Agreement and no waiver or modification of any of its terms will be effective unless in writing executed by the parties.

20. BINDING EFFECT. This Agreement binds and benefits the Parties and their successors and assigns.

21. CONTROLLING LAW. This Agreement is made under the laws of the State of Minnesota and such laws will control its interpretation.

22. REMEDIES.

a. If Buyer fails to perform any of the terms or conditions of this Agreement within the specified time limits, Seller may declare this Agreement terminated pursuant to Minnesota Statutes section 559.21. Seller's sole remedy in the event of Buyer's default is retention of the Earnest Money, if any, unless Buyer defaults under Section 7 or 11 of this Agreement, in which case Seller may retain the Earnest money or suspend the performance of its obligations under this Agreement and commence an action in Isanti County District Court to recover its actual damages arising from the default.

b. If Seller fails to perform any of the terms or conditions of this Agreement within the specified time limits, Buyer may, as its sole remedy, declare this Agreement terminated, or, in the alternative, Buyer may have this Agreement specifically enforced and recover any incidental damages. Buyer waives all claims for consequential damages against Seller based on Seller's breach or alleged default hereunder.

23. WAIVER. Failure of Seller or Buyer to insist upon the performance of any of the covenants, agreements and/or conditions of this Agreement or to exercise any right or privilege herein shall not be deemed a waiver of any such covenant, condition or right.

24. SURVIVAL OF TERMS AND CONDITIONS. The terms and conditions of this Agreement shall survive and be in full force and effect after the delivery of the deed and shall not be deemed to have merged therein.

25. SEVERABILITY. Each provision of this Agreement shall apply to the extent permitted by applicable law and is intended to be severable. If any provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the legality or validity of the remainder of the Agreement.

26. CONSTRUCTION. The Parties acknowledge that this Agreement was initially prepared by Seller solely as a convenience and that all Parties and their counsel hereto have read and full negotiated all the language used in this Agreement. The Parties acknowledge that because all Parties and their counsel participated in negotiating and drafting this Agreement, no rule of construction shall apply to this Agreement to construe ambiguous or unclear language in favor of or against any Party.

27. COUNTERPARTS; DIGITAL COPIES. This Agreement may be executed in any number of counterparts and the signature pages of the separate counterparts combined into a single copy of this Agreement which will then constitute a fully executed version of this Agreement. A facsimile, .pdf file or digital copy of a signed counterpart or of an assemblage of counterparts of this Agreement shall be deemed to be an original thereof.

28. CONSTRUCTION DEADLINE. Buyer shall devote the Property to its intended use (retail store) or begin work on the improvements to the Property to devote it to that use,

within two years after closing. In the event the above deadline is not met, Seller may cancel the sale and title shall return to Seller. Title to the Property may not be transferred by Buyer within one year of purchase without consent of Seller.

29. **TIME PERIODS.** The time for performance of any obligation or taking any action under this Agreement shall be deemed to expire at 5:00 p.m. Central Time on the last day of the applicable time period provided for in this Agreement. If the time for the performance of any obligation or taking any action under this Agreement expires on a Saturday, Sunday or legal holiday, the time for performance or taking such action shall be extended to the next succeeding day which is not a Saturday, Sunday or legal holiday.

SELLER: The City of Isanti

By: _____ Dated: _____, 2021
Jeff Johnson, Mayor

By: _____ Dated: _____, 2021
Josi Wood, City Administrator

BUYER: Rockstad and Co. Relics & Wares

By: _____ Dated: _____, 2021
Amy Rockstad

Its: _____

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: October 5, 2021
Subject: Purchase Agreement with Nick & Drew Enterprises, LLC for the sale of 400 West Dual Blvd NE PID 16.053.0070

Background: At the September 7, 2021 City Council meeting the Council directed staff to list the current liquor store (400 West Dual Blvd) for sale. On September 14, 2021 an offer came in for Nick and Drew's Discount Food grocery store. The offer is for $400,000 for the building and land, not including any items currently in the store (the appraisal has the land and building valued at $400,000). Staff has worked out a purchase agreement that is before you for consideration. The sale is contingent on the city securing a new location for the police department, with an anticipated close date of December 17, 2021. As proposed the city will be responsible for obtaining a Title Commitment and split the cost of a survey. It is advantageous to have a survey as there is development potential on the greenspace that his being sold.

If the sale is accepted and the buyer wants to buy some of the items currently in the liquor store a different agreement will be worked out.

Nick and Drew are brothers and grew up in the Isanti area and graduated from Cambridge Isanti High School. In 2017 they opened their first Discount Food Store in Lindstrom MN which has been a huge success so they are looking to expand and Isanti is where they want to be.

Request: Consider approving the Purchase Agreement

Attachments

- Purchase Agreement

PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT (this "Agreement") is made and entered effective as of the date upon which this Agreement is signed by all parties hereto (the "Acceptance Date"), by and between **CITY OF ISANTI**, a Minnesota municipal corporation ("Seller"), and **NICK & DREW ENTERPRISES, LLC**, a Minnesota limited liability company or its assigns ("Purchaser"). Seller or Purchaser may be individually referred to herein as a "party" or collectively as the "parties."

RECITALS

A. Capitalized terms not otherwise defined in this Agreement shall have the meaning ascribed to them in Exhibit A.

B. Seller is the owner of the real property located at 400 West Dual Boulevard Northeast, Isanti, Isanti County, Minnesota 55040, legally described as set forth on Exhibit B (the "Real Property") and includes the following, if in Seller's possession: (a) plans and specifications, as well as all other drawings and specifications for all improvements located on the Real Property; (b) all governmental consents, authorizations, variances, waivers, licenses, approvals and permits relating to the Property to the extent assignable; and (c) all warranties owned or obtained by Seller with respect to any improvements to the Real Property (collectively, the "Property").

C. Seller desires to sell and Purchaser desires to purchase the Property on the terms set forth herein.

AGREEMENTS

The parties, intending to be legally bound, hereby agree as follows:

1. Purchase and Sale. Subject to the terms and conditions hereinafter set forth, Seller agrees to sell, assign, convey and transfer to Purchaser, and Purchaser agrees to purchase and accept the Property, free and clear of all Liens, except for the Permitted Exceptions.

2. Purchase Price, Manner of Payment and Pro-rations.

   2.1. Purchase Price and Manner of Payment. The Purchase Price for the Property shall be Four Hundred Thousand United States Dollars ($400,000.00). The Purchase Price, subject to pro-rations and adjustments (as provided for in this Agreement) will be paid as follows:

      2.1.1. Twenty-Five hundred United States Dollars ($2,500.00) shall be payable within five (5) days of execution of this Agreement as an earnest money deposit (the "Earnest Money"), to be held in escrow by the Title Company pending Closing. The Earnest Money will be refundable to Purchaser if Purchaser terminates this Agreement pursuant to the terms hereof, or payable to Seller as liquidated damages in the event of a default by Purchaser as set forth in this Agreement.

2.1.2. At Closing, Purchaser shall pay to Seller, in immediately available funds, the Purchase Price minus the Earnest Money (the "Purchaser Closing Payment"), subject to pro-rations, credits, confirmations and adjustments provided for in this Agreement.

2.2. Pro-rations and Credits.

2.2.1. General. Seller and Purchaser will make the pro-rations set forth in this Agreement as a credit or debit to the Purchase Price. For purposes of calculating pro-rations, Purchaser shall be deemed to be in title to the Property for the entire Closing Date. All pro-rations shall be made on the basis of the actual number of days of the year and month that shall have elapsed prior to the Closing Date.

2.2.2. Real Estate Taxes and Special Assessments. The parties shall prorate all real estate taxes due and payable for the Property in the year in which the Closing occurs as of the Closing Date, utilizing actual final tax bills, if available prior to Closing. If final real estate tax bills are not available, the parties shall pro-rate real estate taxes on the basis of the projected real estate taxes if a projection is available from the applicable taxing authority or, if a projection is not available, on the basis of the most recent final real estate tax bills. Seller shall pay all real estate taxes due prior to the Closing Date (including any fines, interest or penalties thereon due to non- payment). Seller shall pay all levied Special Assessments.

2.2.3. Utilities. The Seller and Purchaser will use commercially reasonable efforts to obtain final readings of any water, gas, electric or other utility meters for utilities serving the Property as of the Closing Date and to transfer all utility accounts to Purchaser as of the Closing Date. Thereafter, Seller and Purchaser shall pay all invoices related to such party's period of ownership directly to the applicable utility provider. If any such readings cannot be obtained as of the Closing Date, charges for unread utilities shall be prorated at Closing based upon a per diem charge, using the most recent period for which such readings are available.

2.2.4. Corrections. In the event any pro-rations made pursuant hereto prove to be incorrect for any reason whatsoever, or in the event the pro-rations set forth above are estimated on the most currently available (rather than based on the actual final) bills, either party shall be entitled to an adjustment to correct the same provided that it makes written demand on the other by December 31, 2021.

2.3. Pro-ration Statement. As soon as reasonably possible prior to Closing, Seller and Purchaser shall prepare a joint statement of the pro-rations required by this

subsection ("Pro-ration Statement"), and shall deliver the Pro-ration Statement to Title Company for use in preparing the final settlement statements.

3. Purchaser's Due Diligence and Contingencies; Seller's Contingencies. Purchaser will be allowed to conduct the following Due Diligence at Purchaser's sole cost and expense:

3.1.1. Review the Deliverables. Within five (5) days following the Acceptance Date, Seller will deliver to Purchaser the Deliverables. If this Purchase Agreement is terminated for any reason, Purchaser agrees to return all hard copies of the Deliverables and such other documentation to Seller within forty-eight (48) hours of such termination;

3.1.2. Perform physical inspections of the Property (including the roof, the electrical, mechanical and structural elements, the HVAC system and all other building systems) including the right to enter the Property at reasonable times;

3.1.3. Perform Phase I environmental review of the Property;

3.1.4. Perform such other inspections and investigations with respect to the Property as the Purchaser deems necessary or appropriate;

3.1.5. Obtain all approvals Purchaser deems necessary; and

3.1.6. To decide, in Purchaser's sole and absolute discretion, whether the Property is satisfactory.

3.2. During the pendency of this Agreement, Purchaser or its designated representatives shall, at reasonable times, have access to the Property and other due diligence materials to conduct, at Purchaser's sole cost and expense, its Due Diligence with respect to the Property; provided, however, that Purchaser: (i) will promptly repair any damage resulting from any such inspections and restore the Property to its condition prior to such inspections; and (ii) will not permit any inspections, investigations or other due diligence activities to result in any Liens being filed against the Property and will, at its sole cost and expense, promptly discharge of record any such Liens that are so filed or recorded. Purchaser's liabilities under this Section survive Closing or earlier termination of this Agreement.

3.3. On or before the expiration of the Review Period, ending November 1, 2021, Purchaser, in its sole and absolute discretion, has the right to terminate this Agreement.

3.4. The Agreement can be canceled by either party if a financing commitment cannot be obtained within 30 days of acceptance of this Agreement. Following the Acceptance Date, Purchaser shall make timely application for financing.

3.5. The Purchaser, in its sole and absolute discretion, has the right to terminate this Agreement at any time prior to the Closing Date if Purchaser or an affiliate of the Purchaser has not received such approvals as may be necessary for Purchaser or an affiliate of Purchaser to operate a food store at the Property.

3.6. If Purchaser notifies Seller of the termination of this Agreement pursuant to Sections 3.3, 3.4 or 3.5 above, this Agreement shall terminate upon the date of Purchaser's notification to Seller, Purchaser shall be entitled to the return of the Earnest Money and neither party will have any further rights against the other.

3.7 Sale of the Property is contingent on Seller entering into a purchase agreement prior to the Closing Date for the site of the City's new Police Station.

4. Title

4.1. Title Commitment. Seller, at its cost and expense, shall:

4.1.1. Obtain a commitment for the Title Policy (the "Title Commitment") to be issued by Title Company, and shall provide a copy of the Title Commitment, together with copies of all title exception documents or electronic access thereto, to Purchaser within ten (10) days of the Acceptance Date;

4.1.2. Obtain and deliver to Purchaser within ten (10) days of the Acceptance Date, the results of a judgment and lien search conducted on Seller; and

4.1.3. Obtain and provide to purchaser and Title Company the survey of the real property by November 1, 2021. If a survey is not avialble the Seller and Purchaser shall each pay for one-half of the cost of the survey.

4.2. Review Period. No later than the end of the Review Period (the "Title Review Period"), Purchaser will deliver to Seller, in writing, any objections to the Title Commitment ("Objections"). Should Purchaser fail to timely notify Seller of any Objections, Purchaser will be deemed to have waived any such Objections, except any Required Removal Items.

4.3. Response. If Purchaser notifies Seller within the Title Review Period of Objections, then within ten (10) days after Seller's receipt of Purchaser's notice ("Seller's Title Response Period"), Seller will notify Purchaser in writing ("Seller's Title Response Notice") of the Objections which Seller agrees to satisfy on or prior to the Closing, at Seller's sole cost and expense, and of the Objections that Seller cannot or will not satisfy. Notwithstanding the foregoing sentence, Seller will, in any event, be obligated to cure all: (i) Liens against the Property or (ii) Liens that have been voluntarily placed against the Property by Seller after the Acceptance Date and that will not otherwise be satisfied on or before the Closing ((i) and (ii) collectively, the "Required Removal Items"). If Seller chooses not to satisfy all or any of the

Objections that Seller is not obligated to satisfy and to which Purchaser was entitled to object, Purchaser has the option of either: (i) terminating this Agreement by giving written notice of termination to Seller, whereupon Purchaser will be entitled to the return of the Earnest Money and this Agreement will be terminated without any obligations surviving hereunder, except those expressly stated to survive termination; or (ii) elect to close, in which case Purchaser will be deemed to have waived such Objections and such Objections will become "Permitted Exceptions."

5. Representations, Warranties and Covenants

5.1. Representations and Warranties. Seller, City of Isanti hereby represents and warrants for benefit of Purchaser as of the date hereof and as of the Closing as follows:

5.1.1. Seller is a municipal corporation duly organized, validly existing and in good standing under the laws of the State of Minnesota.

5.1.2. All documents executed by Seller which are to be delivered to Purchaser at the Closing are duly authorized, executed, and delivered by Seller, are legal, valid, and binding obligations of Seller, are sufficient to convey title, and do not violate any provisions of any agreement to which Seller is a party or to which it is subject.

5.1.3. The execution of this Agreement by Seller, the consummation of the transactions herein contemplated, and the execution and delivery of all documents to be executed and delivered by Seller, have been duly authorized by all requisite action on the part of Seller.

5.1.4. Neither the execution of this Agreement nor the carrying out of the transactions contemplated herein will result in any violation of the instruments pursuant to which Seller was organized and/or operates; and no consent or approval of any governmental agency, body or officer or third party is required for the execution of this Agreement or the carrying out of the transactions contemplated herein.

5.1.5. Seller is not a foreign person (as defined in Section 1445 of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder) and Seller is a "United States Person" as such term is defined in Section 7701(a)(30) of the Internal Revenue Code of 1986, as amended.

5.1.6. There is no contract or agreement in effect relating to the Property (whether for management, leasing, operations, goods, services or otherwise) for which Purchaser will be bound or that will encumber the Property following the Closing that cannot be terminated without penalty upon thirty (30) days' notice.

5.1.7. There are no claims, demands, damages, litigation, actions, causes of action or claims of third parties that have been asserted, nor is there any pending or, to

their knowledge, threatened litigation or other proceeding against Seller or the Property or any part thereof.

5.1.8. There are no options, rights of first refusal, outstanding leases, options or rights to lease, occupancy agreements, rights of first refusal to lease, letters of intent to lease or rental agreements with respect to the use and or occupancy of the Property.

5.1.9. Seller has fee title to the Real Property free and clear of all Liens, except for the Permitted Exceptions.

5.1.10. Seller has received no notice from any governmental authority or other person regarding any condemnation or eminent domain proceeding with regard to the Real Property.

5.1.11. To the best of Seller's knowledge, Seller is in full compliance with, and is not in violation of or liable under, any Environmental Law. Seller has received no citation, directive, inquiry, notice, order, summons, warning or other communication that relates to Hazardous Substances, or any alleged, actual, or potential violation or failure to comply with any Environmental Law, or of any alleged, actual, or potential obligation to undertake or bear the cost of any liability with respect to the environmental condition of the Real Property.

5.1.12. Seller has received no notice of or otherwise has no knowledge of any claims, encumbrances, or other restrictions of any nature arising under or pursuant to any Environmental Law with respect to or affecting the Real Property.

5.1.13. To Seller's actual knowledge, there are no Hazardous Substances present on or in the Real Property, including any Hazardous Substances contained in barrels, above- ground or underground storage tanks, landfills, land deposits, dumps, equipment (whether movable or fixed) or other containers, either temporary or permanent, and deposited or located in land, water, sumps, or any other part of the Real Property, with the exception of substances used on the Property in connection with cleaning and maintenance in the ordinary course of business.

5.1.14. To the best of Seller's knowledge, there has been no release of a Hazardous Substance at or from the Real Property.

5.1.15. Seller has received no notice of, nor are they aware of, any actual or threatened reduction or curtailment of any utility service now supplied to the Real Property.

5.1.16. Seller has received no notice of, nor to the best of its knowledge, there are no actual or threatened cancellations or suspensions of any certificates of occupancy for all or any portion of the Real Property.

5.1.17. Seller has received no notice of, nor are they aware of, any actual or pending special assessments or reassessments of the Real Property.

5.1.18. Seller has not executed any other contracts for the sale of the Property, and Seller has not granted any rights of first refusal or options to purchase the Property or any other rights that might prevent the consummation of this Agreement.

5.1.19. To the best of their knowledge, there are no "wells" on the Property within the meaning of Minnesota Statutes § 103I.235. This statement is intended to satisfy the requirements of Minnesota Statutes § 103I.235.

5.1.20. To the best of their knowledge, no methamphetamine production has occurred on the Property. This statement is intended to satisfy the requirements of Minnesota Statutes § 152.0275 Subd. 2(m).

5.1.21. To the best of their knowledge, no aboveground or underground tanks are located in or about the Property, or have been located under, in or about the Property or have subsequently been removed or filled.

5.1.22. Solely for the purposes of satisfying any applicable requirements of Minn. Stat. § 115.55, Seller discloses and certifies that:

5.1.23.1. Sewage generated on the Property goes to a facility permitted by the Minnesota Pollution Control Agency; and

5.1.23.2. Seller has no knowledge of the existence of an abandoned individual sewage treatment system on the Property.

5.1.23. Each and every warranty and representation set forth above will be true as of the date of this Agreement and as of the Closing Date. At Closing, Seller will execute and deliver to Purchaser a certificate (the "Bring Down Certificate") restating and updating through Closing the warranties and representations set forth above, and acknowledging that the same will survive Closing. No statement contained in this Agreement or in any certificate, schedule, list, exhibit, document, agreement or other instrument furnished by Seller to Purchaser in connection with this Agreement or the transactions contemplated hereby contains or will contain any untrue statement of any material fact or fails or will fail to state a material fact necessary in order to make the statements contained herein or therein not false or misleading. The Deliverables provided to Purchaser by Seller are true and correct copies of those documents in possession of Seller.

5.1.24. To the extent allowed by law, Seller, City of Isanti, agrees, to indemnify Purchaser its successors and assigns, against, and will hold Purchaser, its

successors and assigns, harmless from, any losses, expenses or damages, including reasonable attorneys' fees, that Purchaser incurs if any of the above representations and warranties is discovered to have been untrue or inaccurate as of the Closing Date.

EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT OR IN SELLER'S DOCUMENTS, SELLER MAKES NO WARRANTY OR REPRESENTATION, EXPRESSED OR IMPLIED OR ARISING OUT OF OPERATION OF LAW, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OR CONDITION, HABITABILITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURUPOSE OF THE PROPERTY. EXCEPT AS HEREIN EXPRESSLY STATED, PURCHASER IS PURCHASING THE PROPERTY BASED UPON ITS OWN KNOWLEDGE, INVESTIGATION AND INQUIRY AND IS NOT RELYING ON ANY REPRESENTATION OF SELLER OR ANY OTHER PERSON AND IS AGREEING TO ACCEPT THE PURCHASE OF THE PROPERTY "AS-IS", "WHERE-IS", "WITH ALL FAULTS", AND, UPON CLOSING, PURCHASER SHALL ASSUME RESPONSIBILITY FOR THE PHYSICAL CONDITION OF THE PROPERTY, SUBJECT TO THE EXPRESS REPRESENTATIONS HEREIN CONTAINED.

5.2. Covenants.

5.2.1. Seller will continue to maintain the Property in good working order, condition and repair.

5.2.2. Seller will not enter into any service, maintenance or management agreements with respect to the Property other than in the ordinary course of business provided that any such contract shall be terminable upon thirty (30) days' notice, without penalty, by Purchaser.

5.2.3. On or before the Closing Date, Seller shall pay all contractors, subcontractors, laborers and material suppliers that have performed work upon the Property.

5.2.4. Seller will deliver to Purchaser good and marketable fee title, free and clear of all Liens to the Property, subject only to the Permitted Exceptions, at the Closing.

5.2.5. Each and every covenant of Seller set forth in this Section 5.2 will be satisfied as of the Closing Date.

6. Closing Costs. The parties will bear the following costs:

6.1. Seller will pay: (i) all real estate transfer fees and deed taxes in connection with the transfer of the Real Property; (ii) all costs and expenses incurred in connection with the removal of Liens, the curing of title defects and problems, and other such similar matters; (iii) one-half (1/2) of any closing and/or escrow fees of the Title Company; and (iv) all other costs and expenses that are allocated to Seller under the other provisions of this Agreement.

6.2. Except as specifically set forth in this Agreement, Purchaser will pay: (i) all costs and expenses in connection Purchaser's Due Diligence; (ii) the premiums for the Mortgagee's and Owner's Title Policy; (iii) one-half (1/2) of any closing and/or escrow fees of the Title Company, and (iv) all other costs and expenses that are allocated to Purchaser under the other provisions of this Agreement.

7. Closing.

7.1. Closing Conditions. The Closing will occur on the Closing Date, at which time possession of the Property shall be immediately delivered to Purchaser. The Closing will not occur hereunder unless and until all of the following conditions precedent are satisfied (or, as to the negative covenants, continue to be true and correct), and/or waived by Purchaser in its sole and absolute discretion, in writing:

7.1.1. The representations and warranties of Seller made herein will be true and correct, Seller will have performed all covenants and agreements made herein and Seller will have delivered to Purchaser all of the Seller Closing Documents required pursuant to Section 7.2.1 hereof;

7.1.2. As of the Closing Date, no litigation, proceedings, governmental investigations or inquiries, or other such legal or administrative proceedings of any kind or nature shall have been commenced, or shall be pending, with regard to the Property, and/or with regard to Seller (if the same would materially impact Seller's ability to close the sale of the Property to Purchaser on the terms specified in this Agreement, and/or otherwise adversely affect Purchaser as the successor owner of the Property);

7.1.3. Seller shall convey good and marketable fee simple title to the Property free and clear of all Liens and subject only to the Permitted Exceptions.

7.2. Closing Procedures. The Closing will be held on the Closing Date at 10:00 a.m. Minneapolis time at the offices of the Title Company or at such other place as the parties may agree. Title Company will close the transaction in accordance with the provisions of this Agreement. Both parties will pay their respective costs by wire transfer or other immediately available funds to the Title Company. At Closing, the following will occur:

7.2.1. Seller will execute and deliver, or cause to be executed and delivered (as the case may be) to Purchaser the following documents all in form acceptable to Purchaser and its counsel (collectively, the "Seller Closing Documents"):

7.2.1.1. Evidence of Seller's authority to perform its obligations under this Agreement;

7.2.1.2. The Deed;

7.2.1.3. The Bring Down Certificate;

7.2.1.4. Seller's signed counterpart to a General Assignment in form attached hereto as Exhibit C;

7.2.1.5. A non-foreign affidavit or a qualifying statement sufficient in form and substance to relieve Purchaser of any and all obligations to deduct, withhold or pay any amount of tax pursuant to Section 1445 of the Code, or a statement from Seller authorizing Purchaser to deduct and withhold taxes as required by Section 1445 of the Code;

7.2.1.6. Any and all other documentation reasonably required by the Title Company, to close the transaction contemplated hereunder and to cause the Title Policy to be issued and delivered to Purchaser; and

7.2.1.7. Seller's signed counterpart to the closing statements in customary form together with such other documents as are reasonably necessary to consummate the Closing.

7.2.2. Purchaser will deliver the Purchaser Closing Payment to Title Company (subject to pro-rations and adjustments), and shall execute and/or deliver, or cause to be executed and delivered (as the case may be) to Seller the following documents (collectively, the "Purchaser Closing Documents"):

7.2.2.1. Any documentation reasonably required by Title Company, to close the transaction contemplated hereunder and to cause the Title Policy to be issued and delivered to Purchaser;

7.2.2.2. Purchaser's signed counterpart to a General Assignment in form attached hereto as Exhibit C;

7.2.2.3. Purchaser's signed counterpart to the closing statements in customary form together with such other documents as are reasonably necessary to consummate the Closing.

7.2.2.4. Purchaser shall deliver the Purchaser Closing Payment required by Section 2.1.2 hereof by wire transfer or other immediately available funds.

8. Brokers. The parties each represent and warrant to the other that there are no real estate brokers, salespersons or finders involved in this transaction.

9. Notices. All notices or other communications hereunder to either party shall be: (i) in writing and sent via email, with evidence of transmittal; (ii) overnight commercial courier service or United States Express Mail; or (iii) personal delivery, and in each case shall be deemed to be given on the earlier of actual receipt or one business day after sent and addressed:

If to Purchaser: Nick & Drew Enterprises, LLC
13815 240th St. North
Scandia, MN 55073
Email: esslinglawoffice@gmail.com

If to Seller: City of Isanti
Josi Wood, City Administrator
110 1st Ave. Northwest
Isanti, MN 55040
Email:

10. Casualty and Condemnation.

10.1. If all or any part of the Property is substantially damaged ("substantially damaged" as used herein meaning the aggregate cost of repair or replacement is $50,000.00 or more) by fire, casualty, the elements or any other cause, Seller shall immediately give notice to Purchaser, and Purchaser shall have the right to terminate this Agreement, which right must be exercised by Purchaser within ten (10) days of the date that Purchaser is notified of the casualty event in writing by Seller. If Purchaser notifies Seller in writing of the termination of this Agreement pursuant to this Section 10.1, this Agreement shall terminate and in such event, except for obligations under this Agreement that expressly survive termination, neither party will have any further rights against the other and the Earnest Money shall be returned to Purchaser. In the event the Purchaser does not elect to terminate this Agreement, or fails to provide written notice to Seller of its intent to terminate within the ten (10) day period provided above, Purchaser will be deemed to have elected to proceed to Closing and Seller will assign to Purchaser, at the Closing, all of Seller's rights to insurance proceeds resulting from such casualty event and the Purchaser Closing Payment shall be reduced by any insurance deductible.

10.2. In the event proceedings to condemn the Property or any portion thereof are commenced before the Closing Date, Seller shall immediately give notice to Purchaser, and Purchaser shall have the right to terminate this Agreement, which

right must be exercised by Purchaser within ten (10) days of the date that Purchaser is notified of such condemnation proceedings by Seller. If Purchaser notifies Seller in writing of the termination of this Agreement pursuant to this Section 10.2, this Agreement shall terminate and in such event, except for obligations under this Agreement that expressly survive termination, neither party will have any further rights against the other and the Earnest Money shall be returned to Purchaser. In the event the Purchaser does not elect to terminate this Agreement, or fails to provide written notice to Seller of its intent to terminate within the ten (10) day period provided above, Purchaser will be deemed to have elected to proceed to Closing and Seller will assign to Purchaser, at the Closing, all of Seller's rights, title and interest in and to any condemnation proceeds payable with respect to the Property.

11. Purchaser's Representations and Warranties. Purchaser represents and warrants to Seller as follows:

11.1. Purchaser is a limited liability company duly organized, validly existing and in good standing under the laws of the State of Minnesota.

11.2. Purchaser has full power and right to enter into and perform its obligations under this Agreement and the other agreements contemplated herein to be executed and performed by it.

12. Remedies.

12.1. If Seller fails to perform any of the covenants of this Agreement, or Seller otherwise defaults hereunder, including a failure to close, Purchaser, following thirty (30) days written notice to Seller (a "Notice of Default") (if Seller has not cured the alleged default) shall have as its sole and exclusive remedies:

12.1.1. the right of specific performance of all provisions of this Agreement so long as an action therefore is served on Seller within sixty (60) days of the notice of default; or

12.1.2. the right to terminate this Agreement in which event (i) the Earnest Money shall be returned to Purchaser and (ii) Seller shall pay to Purchaser, upon demand, all actual out-of-pocket third party costs and expenses incurred by Purchaser in connection with this Agreement and in pursuit of the transaction contemplated by this Agreement including, without limitation, costs and expenses of consultants, contractors, agents, proposed lenders, attorneys and accountants; however, in no event shall the aggregate costs to be paid by Seller exceed Five Thousand Dollars ($5,000).

12.2. If Purchaser breaches any of its obligations hereunder or this Agreement prior to Closing, Seller may, following thirty (30) days' written notice if Purchaser has not

cured such breach, declare a forfeiture hereunder, terminate this Agreement and retain the Earnest Money as liquidated damages, unless Purchaser breaches Paragraph 3.2, in which case Seller may suspend performance of its obligations and commence an action to recover its actual damages plus costs and attorney's fees.

12.3. Notwithstanding the foregoing, with regard to any default by Seller or Purchaser of any obligation that explicitly survives Closing, the non-defaulting party will have the right to specifically enforce the subject terms and provisions of this Agreement and/or recover any damages to which it may be entitled at law (including, without limitation, reasonable attorneys' fees and the reasonable costs of investigation) and/or pursue any other remedy available at law or equity.

12.4. In the event of a termination of this Agreement for any reason, the parties shall execute a Purchase Agreement Cancellation Agreement and Purchaser shall execute and forward to Seller a Quit Claim Deed conveying any interest it may have acquired in the Real Property to Seller.

13. Miscellaneous.

13.1. Defined Terms. Any capitalized terms set forth in this Agreement or any Exhibit or Schedule attached hereto has the meaning set forth in Exhibit A to this Agreement or as otherwise defined in this Agreement or any Exhibit or Schedule hereto.

13.2. Governing Law. This Agreement will be construed, governed and enforced in accordance with laws of the State of Minnesota.

13.3. Savings Clause. If any provision of this Agreement or the application thereof to any person or circumstance are to any extent held void, invalid or unenforceable, then the remainder of this Agreement or the application of such provision to persons or circumstances other than those as to which it is held void or invalid or unenforceable will not be affected thereby and each and every other provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

13.4. Pronouns and Plurals. Unless otherwise indicated to the contrary herein by context or use thereof: (i) the words "herein," "hereto," "hereof," and words of similar import refer to this Agreement as a whole and not to any paragraph or section hereof; (ii) the word "including" means "including, but not limited to"; (iii) masculine gender also includes the feminine and neutral genders and vice versa; and (iv) words importing the singular shall also include the plural, and vice versa.

13.5. Entire Agreement. This Agreement constitutes the entire Agreement between the parties with respect to the sale of the Property and supersedes any other previous agreement, oral or written, between the parties. This Agreement cannot be changed, modified, waived or terminated orally but only by an agreement in writing signed by the parties hereto. This Agreement will be binding upon the parties hereto and

their respective heirs, executors, personal representatives and permitted successors and assigns.

13.6. Time of the Essence. Time is of the essence in regards to this Agreement and each provision hereof; provided, however, that if any date herein set forth for the performance of any obligations by Seller or Purchaser or for the delivery of any instrument or notice as herein provided should not be on a business day, the compliance with such obligations or delivery shall be deemed acceptable on the next following business day.

13.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute but one and the same instrument. Executed copies of the signature pages of this Agreement transmitted electronically in Portable Document Format ("PDF") shall be treated as originals, fully binding and with full legal force and effect, and the parties waive any rights they may have to object to such treatment.

13.8. Mutual Cooperation. Each of the parties agrees that upon request from the other party following the Closing and without further consideration, such party will do, execute, acknowledge and deliver or cause to be done, executed, acknowledged and delivered all such further acts or instruments as shall be reasonably requested by a party in order to effect or carryout the transactions contemplated herein provided the same do not impose any obligations or liabilities upon the party not contemplated in this Agreement.

13.9. Waiver. Failure of either parties to insist, in any one or more instances, upon strict performance of any term and condition of this Agreement, will not be construed as a waiver or relinquishment of such term, condition, or option in the future.

13.10. Assignment. Purchaser may, at any time, assign its rights under this Agreement without the consent of Seller. Any assignment by Seller is of its intent in this Agreement shall not relieve Seller of its obligations under this Agreement and to perform its terms as provided herein.

13.11. Seller's Knowledge. As used in this Agreement, the phrase "to Seller's knowledge" or "to the best of Seller's knowledge" (and any such similar language) shall mean information that is known by the Seller, the managers of the Seller or the Seller's agents involved in the management of the Property.

(signature page to Purchase Agreement)

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates set forth below, the latter of which dates being the Acceptance Date.

Seller:

Dated: September ___, 2021

City of Isanti

_____

By:_____

Its: _____

ATTEST:

By: _____

Its: City Administrator

Purchaser:

Dated: September 14, 2021

Nick & Drew Enterprises, LLC

_____

By: Nick Fowler

Its: Manager and Owner

EXHIBIT A
DEFINITIONS

In addition to the capitalized terms defined in the Agreement, the following terms shall have the meanings set forth below when used in the Agreement:

"Applicable Laws" means all laws, rules, regulations, requirements, statutes, codes, ordinances or orders of the United States of America, State of Minnesota, County of Isanti, City of Isanti, or other governmental body having jurisdiction over the Seller and/or the Property, which are applicable with regard thereto and any Permitted Encumbrance and other recorded documents, master plan, and/or agreements with any governmental body effecting the Property.

"Closing" means the consummation of the transactions contemplated by this Agreement.

"Closing Date" means, December 17, 2021, unless otherwise agreed to by the parties, provided, however, that Purchaser may, upon notice to Seller prior to, December 17, 2021, change the Closing Date to a later date, but no later than, January 31, 2022.

"Closing Documents" means the Seller Closing Documents and the Purchaser Closing Documents.

"Deed" means a General Warranty Deed conveying to Purchaser good, marketable and insurable fee simple title to the Real Property, free and clear of all Liens except the Permitted Exceptions.

"Deliverables" means any and all documents pertaining to the Property in Seller's possession or control, which Seller shall be obligated to deliver to Purchaser, to the extent not already delivered, within five (5) days of the Acceptance Date, including, without limitation, the following:

- A copy of any inspection reports related to the Property;
- A copy of any environmental or engineering reports related to the Property
- Any correspondence and notices relating to the Property from governmental bodies, including any notices involving use or restrictions on the Property;
- Copies of any applications or requests to governmental bodies relating to the Property;
- Any current contracts for goods and services provided to the Property;
- Any survey of the Property;
- Plans and Specifications for the Property;
- Copy of the Seller's most recent title insurance policy and any encumbrance documents for the Property; and
- A list of personal property owned by Seller used at the Property.

"Due Diligence" means Purchaser's inspection of the Property, title review and review of environmental matters, all as set forth in Sections 3 and 4 of this Agreement.

"Environmental Laws" means all laws, ordinances, statutes, codes, rules, regulations, agreements, judgments, orders or decrees, now or hereafter enacted, promulgated, or amended, of the United States of America, the states, the counties, the cities, or any other political subdivision in which the Real Property is located, and any other political subdivision, agency or instrumentality exercising jurisdiction over the Seller, the Real Property or the use of the Real Property, relating to pollution, the protection or regulation of human health, or the environment, or the emission, discharge, release or threatened release of pollutants, contaminants, chemicals or industrial, toxic or hazardous substances or waste Hazardous Materials into the environment, including without limitation, ambient air, surface water, ground water or land or soil, except as may have been generated during Seller's ordinary course of business.

"Hazardous Materials" means: (i) those substances included within the definitions of "hazardous substances," "hazardous materials," "toxic substances," or "solid waste" in the Comprehensive Environmental Response Compensation and Liability Act of 1980 (42 U.S.C. § 9601 et seq.) ("CERCLA"), as amended by Superfund Amendments and Reauthorization Act of 1986 (Pub. L. 99-499 100 Stat. 1613) ("SARA"), the Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6901 et seq.) ("RCRA"), and the Hazardous Materials Transportation Act (49 U.S.C. § 1801 et seq.), and in the regulations promulgated pursuant to said laws, all as amended; (ii) those substances listed in the United States Department of Transportation Table (49 CFR 172.101 and amendments thereto or by the Environmental Protection Agency (or any successor agency) as hazardous substances (40 CFR Part 302 and amendments thereto)); (iii) any material waste or substance which is: (A) designated as a "hazardous substance" pursuant to Section 311 of the Clean Water Act, 33 U.S.C. § 1251 et seq. (33 U.S.C. § 1321) or listed pursuant to Section 307 of the Clean Water Act (33 U.S.C. § 1317) or (B) radioactive materials; (iv) those substances included within the definitions of "hazardous substances", "hazardous materials", "toxic substances" or "solid waste" in the Hazardous Waste Management Act of 1978; (v) those substances identified as hazardous or toxic by the state of Minnesota or its agencies or quasi-agencies; and (vi) asbestos and asbestos containing materials in any form, whether friable or non-friable, polychlorinated biphenyls, radon gas; any of which substances described in clauses (i) through (vi) above is present in such quantities as to require reporting, investigation or remediation under any applicable Environmental Laws, causes or threatens to cause a nuisance on the Real Property or adjacent property or poses or threatens to pose a hazard to the health or safety of persons on the Real Property or adjacent property, or which, if it emanated or migrated from the Real Property could constitute trespass.

"Lien" means any interest in an asset securing an obligation owed to, or a claim by, any person other than the owner of the asset, whether such interest is based on the common law, statute, or contract, whether such interest is recorded or perfected, and whether such interest is contingent upon the occurrence of some future event or events or the existence of some future circumstance or circumstances, including the lien or security interest arising from a mortgage, deed of trust, encumbrance, pledge, hypothecation, assignment, collateral assignment, deposit arrangement, security agreement, conditional sale or trust receipt, or from a lease, consignment, or bailment for security purposes and also including encroachments.

"Permitted Exceptions" means any matters which Purchaser approves in writing or be deemed to have approved pursuant to the terms of this Agreement.

"Special Assessments" mean those assessments arising out of and required to be paid with respect to the Real Property.

"Survey" means a current ALTA/NSPS survey of the Property.

"Title Company" means Land Title, Inc., as agent for a title insurance company reasonably acceptable to Purchaser.

"Title Policy" means an ALTA 2006 Owner's Policy of Title Insurance in the amount of the Purchase Price, subject only to the Permitted Encumbrances, and including such endorsements as the Purchaser shall require in its sole and absolute discretion.

[Remainder of page intentionally left blank]

EXHIBIT B
LEGAL DESCRIPTION

Lot 005 Block 002 of DUAL INSDUSTRIAL PARK
P.I.D. 16-053-0070

[Remainder of page intentionally left blank]

EXHIBIT C
FORM OF GENERAL ASSIGNMENT

THIS GENERAL ASSIGNMENT ("Assignment"), is made, entered into and effective as of _____, 2021, by and between City of Isanti, a Minnesota municipal corporation ("Assignor"), and Nick & Drew Enterprises, LLC, a Minnesota limited liability company ("Assignee").

RECITALS

WHEREAS, Assignor has simultaneously herewith conveyed to the Assignee all of Assignor's right, title and interest in and to the premises located as set forth on Exhibit A attached hereto (the "Real Property"), and in connection therewith, Assignor has agreed to assign to Assignee all of Assignor's right, title and interest in and to any: (a) plans and specifications, as well as all other drawings and specifications for all improvements located on the Real Property; (b) all governmental consents, authorizations, variances, waivers, licenses, approvals and permits relating to the Property to the extent assignable; and (c) all warranties owned or obtained by Assignor with respect to any improvements to the Real Property (collectively, "Other Assets"), pursuant to that certain Purchase Agreement, dated as of _____, 2021, by and between Assignor and Assignee ("Purchase Agreement"). All capitalized terms used in this Assignment, but not defined herein, will be deemed to have the respective meanings set forth in the Purchase Agreement.

AGREEMENTS

NOW THEREFORE, in consideration of the sum of Ten Dollars ($10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. Assignor hereby assigns unto Assignee, all of the right, title and interest, if any, of Assignor in and to the Other Assets.

2. To have and to hold the same unto Assignee, its successors and assigns from and after the date hereof.

3. This Assignment is binding upon and shall inure to the benefit of Assignor and Assignee and their respective successors, assigns and legal representatives.

4. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute but one and the same instrument. Executed copies of the signature pages of this Agreement sent by facsimile or transmitted electronically in either Tagged Image File Format ("TIFF") or Portable Document Format ("PDF") shall be treated as originals, fully binding and with full legal force and effect, and the parties waive any rights they may have to object to such treatment.

IN WITNESS WHEREOF, the parties hereto have executed this Assignment as of the date first above written.

Assignor:

Dated: _____, 2021

City of Isanti

_____
By: _____
Its: _____

ATTEST:

By: _____
Its: City Clerk

Assignee:

Nick & Drew Enterprises, LLC

Dated: _____, 2021

_____
By:_____
Its: _____

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson – Parks, Recreation and Events Coordinator
Date: October 5, 2021
Subject: 2022 Street Dance Location

Background

The Downtown Isanti Street Dances have traditionally taken place at Main Street and 1st Avenue. With the construction of the new amphitheater in Bluebird Park, the City has the opportunity to move the Street Dances to the Park for 2022, as has previously been discussed.

As part of the construction of the amphitheater, Isanti Electric is wiring electricity to the unit to power future events and will need to ensure enough power is available for associated event production, including for band and vendor needs. As such, the Council will need to determine if the Street Dance events will be moving to the Park in 2022 so that staff can allocate the necessary resources to appropriately plan for future production needs.

Request

City staff is requesting direction on this item.

K.6.

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson - Parks, Recreation, and Events Coordinator
Date: September 21, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Request for the Amphitheater Grand Opening Celebration

---

Background

The City has submitted a special event permit application to host a Grand Opening Celebration at the new amphitheater. The event will tentatively take place Saturday, October 23, 2021 from 1:00-3:00pm, pending construction completion.

No road closures are being requested and activities will take place on the grass near the amphitheater. Food trucks will be setup onsite. Speakers and a PA system will be used during the event. Event staff will be responsible for cleaning up waste on the property after the event.

The approximate attendance is 100 people. The event is free to attend.

The complete application along with departmental review are attached.

Staff Request

City staff is requesting approval of the Amphitheater Grand Opening Celebration Special Event Permit application and attachments.

Attachments

- Resolution 2021-XXX
- Special Event Application – Amphitheater Grand Opening Celebration

RESOLUTION 2021-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE AMPHITHEATER GRAND OPENING CELEBRATION

WHEREAS, City of Isanti has submitted a Special Event application requesting a permit to host a Grand Opening Celebration at the new amphitheater in Bluebird Park; and,

WHEREAS, the event is tentatively scheduled for October 23, 2021 from 1:00pm to 3:00pm, pending construction completion; and,

WHEREAS, the estimated number of people to be in attendance is 100; and,

WHEREAS, the Special Event Permit application requires a $100 clean up deposit and a $25 daily Vendor Fee, which the organizers have requested be waived for this event; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the special event permit for the Amphitheater Grand Opening Celebration with the following conditions:

- A $100 Cleanup Deposit Fee and daily Vendor Fee of $25 are waived 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 is hereby approved by the Isanti City Council this 5th day of October 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
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 WAIVE
- [ ] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [ ] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [x] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications WAIVE
  - [ ] 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: September 27, 2021

APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

Contact Person: Alyssa Olson

Address: 110 1st Avenue NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 762 - 5754 Fax: ___ - ___ - ___ Cell: ___ - ___ - ___

E-mail: isantiparks@cityofisanti.us

Secondary Contact Person: Matt Sylvester

Address: _____

City: _____ State: _____ Zip: _____

Phone: 763 - 762 - 5757 Cell: ___ - ___ - ___ E-mail: MSylvester@cityofisanti.us

EVENT INFORMATION

Event Name: Bandshell Grand Opening Celebration

Date(s) of Event: Tentative: October 23, 2021

Hours of Event: 1:00-3:00pm

Type of Event: ☑ Open to the Public ☐ Private ☐ Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Event will celebrate the opening of the bandshell with food trucks and entertainment from local organizations.

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):
Bluebird Park

Estimated Number of People in Attendance (includes staff, participants, and spectators):
100

Parking Impact – Describe in detail:
Attendees will use the parking lot at Bluebird Park.

Tents, equipment, amusement rides, etc.
Type: Food trucks
Size: 15' vehicles
Location: Bluebird 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.

Will use existing restrooms

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
None needed

Clean-up Plans – Describe in detail:
Staff will clean up the event space.

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 potentially include school and/or local music groups

Will any other **public addressing system or sound amplification** be used? If so, describe:
Yes, a sound system will be used for performances and announcements.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
No tickets will be sold. Any money collected will be used to offset costs of 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: Alyssa Olson

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: VIA EMAIL (SEE ATTACHED)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: VIA EMAIL (SEE ATTACHED)

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: [signature]

Parks, Recreation and Culture Manager
__X__ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: [signature] Do you anticipate any signage?

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560



Picnic Tables

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: Bandshell Grand Opening Celebration

Date(s) of Event: Tentative: October 23, 2021

Contact Person: Alyssa Olson

Equipment Drop Off/Pick Up Location: Bluebird Park (Bandshell)

Equipment Drop Off Date/Time: 10/23/21 by 12pm

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: 8

Barricades: _____ Stage: _____

Road Closed Signs: _____ No Parking Signs: _____

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

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:
Grand opening celebration with food trucks and light entertainment.

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) AO

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) AO

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) AO

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) AO

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) AO

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) AO

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) AO

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) AO

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) AO

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:

Alyssa Olson

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Alyssa Olson

Title Parks, Recreation and Events Coordinator

Signature Alyssa Olson

Date September 27, 2021

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, September 28, 2021 9:02 AM
To: Isanti Parks
Subject: RE: SEP - Bandshell Grand Opening

Isanti Fire approves the bandshell grand opening just please drop me a quick email when the date is finalized.

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, September 27, 2021 4:39 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - Bandshell Grand Opening
Importance: High

Hi Guys,
Attached is a permit application for our grand opening celebration of the new bandshell. The date is tentative, pending confirmation of when construction will be completed, but I'm hoping to confirm this week.

Let me know if you have any questions. Otherwise, please send me **approval by Wednesday** so I can get it into the next Council meeting.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Travis Muyres
Sent: Tuesday, September 28, 2021 7:25 AM
To: Isanti Parks
Subject: Re: SEP - Bandshell Grand Opening

approve

TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department
401First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Monday, September 27, 2021 4:38 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP - Bandshell Grand Opening

Hi Guys,
Attached is a permit application for our grand opening celebration of the new bandshell. The date is tentative, pending confirmation of when construction will be completed, but I'm hoping to confirm this week.

Let me know if you have any questions. Otherwise, please send me **approval by Wednesday** so I can get it into the next Council meeting.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Memo for Council

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: October 5, 2021
Subject: Resolution 2021-XXX Approving Isanti Light Display Event

---

Background:
Continuing the discussion on producing a holiday lighting event in Isanti. The enclosed proposal includes 2 concepts designed to appeal to different audiences and partners. Both concepts include vendor opportunities and Santa appearances, but differentiate on style and ticketing options. The location of the event would be in Bluebird Park surrounding the new amphitheater.

Concept 1:
Free public event that focuses on market-style activities such as vendor booths, ice skating, and photos with Santa with limited focus on light displays. This event would be a standard community festival that would likely draw in Isanti County residents and would run for one weekend (Friday – Sunday) in December. Attendance would be free with an option to charge a minimal fee for parking. This style of event allows attendees to come and go as they please, and has the potential for return visits with increased sales for vendors. Production costs are minimal and would include setup/tear down, overnight security, onsite utilities and storage. Partner opportunities would range from trade/donations to a top tier at $2,500.

Of the two concepts, this event style would incur the least display and production costs, but also has the lowest potential for revenue and attendance. The majority of the cost burden would be on taxpayers.

Estimated Costs		**Yr. 2**	
10 Light Displays	$21,000	Addtl Light Displays	$ 3,000
Production Costs	17,000	Production Costs	17,000
(Labor, security, power, storage, etc)		*(Labor, security, power, storage, etc)*	
Concept 1 Initial Expenses	**$38,000**	**Annual Expenses**	**$20,000**
Estimated Revenue	17,000	Estimated Revenue	17,000
Net Cost	**$21,000**	**Net Cost**	**$ 3,000**

Concept 2:
Ticketed walk-through experience that focuses on one-sided light displays and includes market-style activities such as vendor booths and photo opportunities. This event would be similar to Bentleyville with wire display lighting and would likely draw an audience from neighboring counties, as well as partner opportunities at the county level. This concept would be fully enclosed to secure features. Increased production costs would include fencing, overnight security, storage, operations staff (ticketing, greeters, etc), and general event utilities. Recommended timeline would be to host this style event for one full week (Saturday – Saturday) in December. Ticket fees, paid parking and partner revenue would help offset costs. Partner opportunities would range from trade/donations to a top tier at $5,000.

Estimated Costs		**Yr. 2**	
13 Light Displays	$ 57,000	Addtl Light Displays	$ 8,000
Production Costs	50,000	Production Costs	50,000
(Labor, security, power, storage, etc)		*(Labor, security, power, storage, etc)*	

Concept 2 Initial Expenses	**$107,000**	**Annual Expenses**	**$ 58,000**
Estimated Revenue	84,000	Estimated Revenue	84,000
Net Cost	**$ 23,000**	**Potential Profit**	**$ 26,000**

Considerations:

- The longer the timeline, the higher the production costs.
- If ticketed, event needs to be worth the price paid.
- Display costs are high upfront, but would decrease YOY.
- Grant opportunities also exist to help offset costs, but event would need to be budgeted ahead of application submission.
- Size of event and concept will determine how much time staff will need to allocate for event, both pre-planning and during.
- Would want to request BMX Arena not plan any events during event window.
- Weather conditions are not guaranteed and there is a risk the event could be cancelled due to severe weather.

Request:

Staff would like direction to move forward with a lighting event for December 2022 and which concept is preferred.

Attachment:

- Event Concept Proposals

RESOLUTION 2021-XXX

APPROVING ISANTI LIGHT DISPLAY EVENT

WHEREAS, the City Council has identified a need and interest in developing a holiday light display event in Isanti to encourage community engagement in the winter and draw new visitors to the City; and,

WHEREAS, staff has developed plans to create a lighting event in Bluebird Park surrounding the amphitheater; and,

WHEREAS, staff will work with businesses and organizations to sell sponsorships, vendor opportunities, and create partnerships for the event; and,

WHEREAS, admission to the event will be _____; and,

WHEREAS, parking for the event will be _____; and,

WHEREAS, staff will create funding source Special Revenue Fund 227 for this event; and,

WHEREAS, staff has estimated costs for producing the event will not exceed _____;

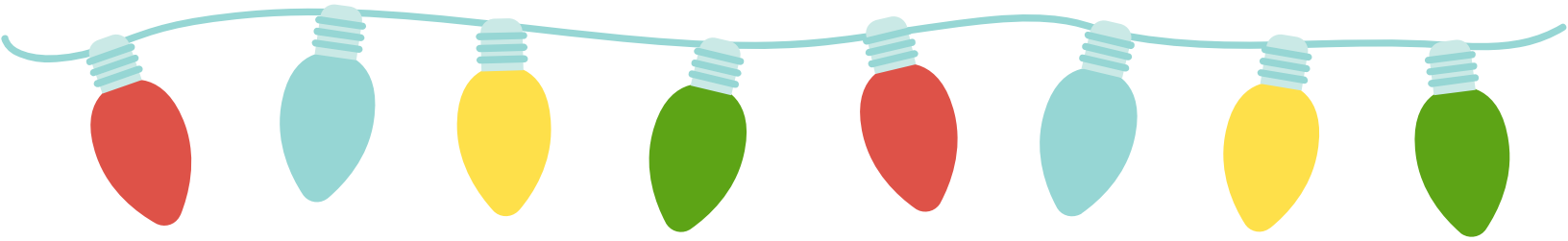
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve the creation of a holiday lighting event at Bluebird Park, to authorize staff to allocate in year 2022 _____ budget for the event, to authorize staff to purchase and rent necessary equipment and features to be included in the event, and to authorize the creation of Special Revenue Fund 227. Authorize the City Administrator to approve major purchases.

This resolution was duly adopted by the Isanti City Council this 5th day of October 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk



Isanti Lights Event Concepts

Concept #1

Community-focused come-as-you-wish festival open to the public.

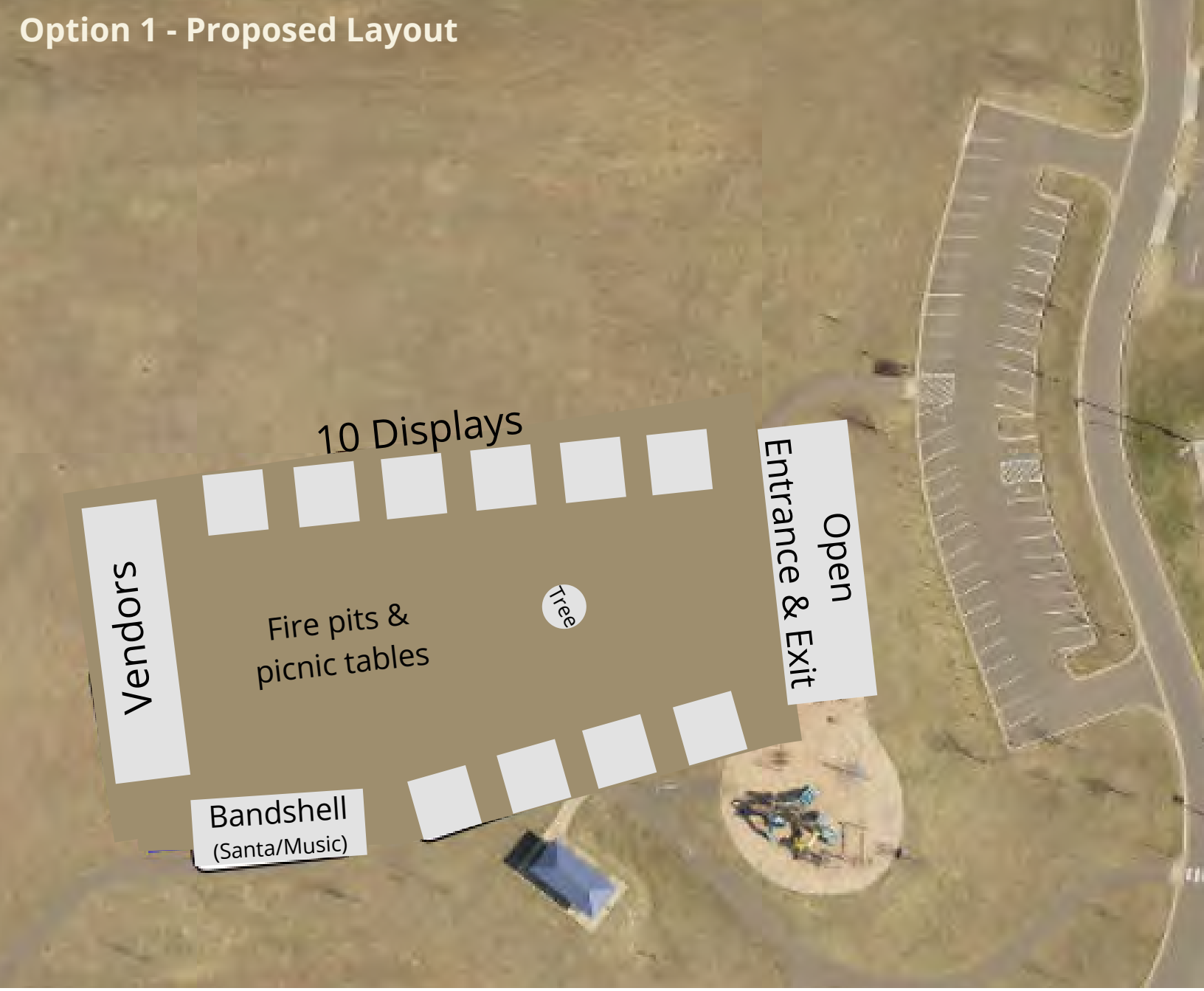
Would include local vendors & partners, a few light displays, and a heavier focus on market-like activities (such as vendors, photos with Santa, ice skating and fire pits).

Proposed Timeframe:
1 Weekend (Fri-Sun)

Price: Free Attendance
Possible paid parking

Est. Cost: $38,000
Est. Revenue: $17,000

Option 1 - Proposed Layout

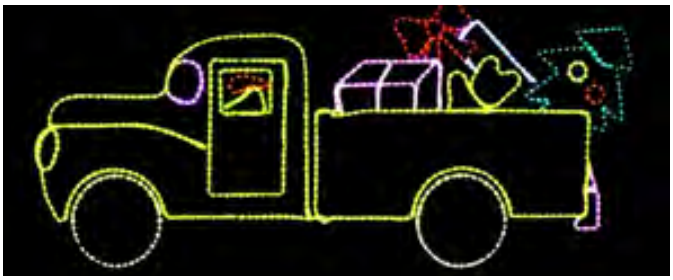


Concept Highlights:
- Non-ticketed event - allow attendees to come and go, return multiple times
- Can include Pleasure Rink/Park features
- Minimal displays needed, 10 plus small centerpiece tree would be appropriate start

Additional Considerations:
- Security would need to be hired to monitor event space after hours
- Opportunity for large sponsors is minimal
- Puts burden on taxpayers

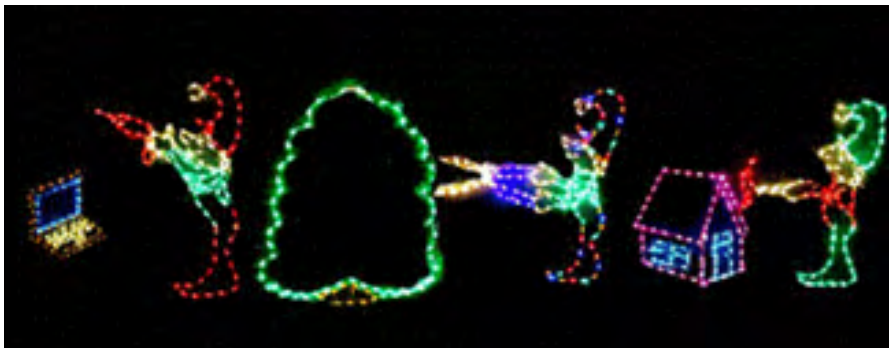
Option 1 - Display Aesthetic





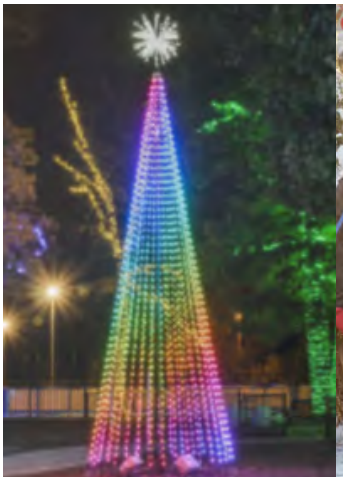


















Concept #2

Walk-through ticketed light experience designed to appeal to a broader County-wide audience.

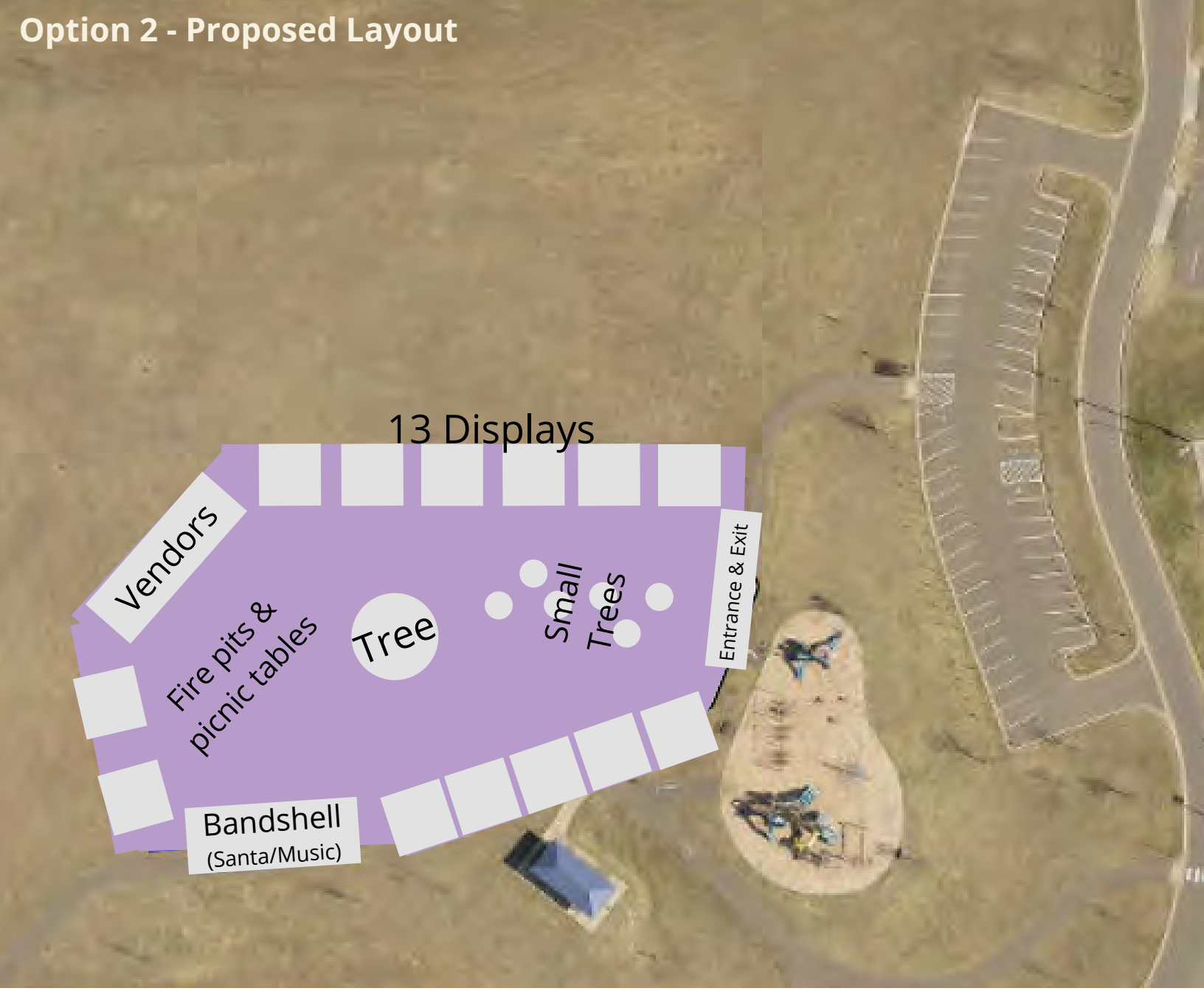
Would include food & product vendors from across the state, local business partners, heavy focus on light displays and interactive activities (such as photos with Santa, photo stations, and fire pits).

Proposed Timeline: 1 Week (Sat-Sat)

Price: Fee to Attend
Paid Parking

Est. Cost: $107,000
Est. Revenue: $84,000

Option 2 - Proposed Layout



Event Highlights:
- Ticketed event
- Displays are 2D (1-sided) structures - Maximum of 13 displays along perimeter (would need to increase each year to fill space or decrease footprint) plus large tree centerpiece
- Vendor opportunities include food and non-food products

Additional Considerations:
- Security would need to be hired for after hours
- Need paid staff or volunteers for ticket taking & customer service
- Fencing or a barrier around perimeter would be needed to prevent free access
- Potential for county-wide audience and corporate sponsor involvement, but won't likely attract major sponsors

Option 2 - Display Aesthetic







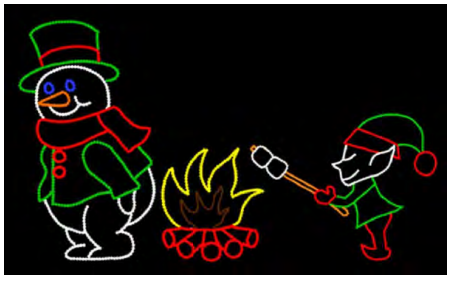




















K.8.

Finance Plan

City of Isanti, Minnesota

$1,510,000
General Obligation Tax Abatement Refunding Bonds, Series 2021A

October 5, 2021

150 South 5th Street, Suite 3300
Minneapolis, MN 55402
612-851-5900 800-851-2920
www.northlandsecurities.com
Member FINRA and SIPC | Registered with SEC and MSRB

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Executive Summary

The following is a summary of the recommended terms for the issuance of approximately $1,510,000 General Obligation Tax Abatement Refunding Bonds, Series 2021A (the "Bonds"). Additional information on the proposed finance plan and issuing process can be found after the Executive Summary, in the Issue Overview and Attachment 4 – Related Considerations.

Purpose	Proceeds from the Bonds will be used to current refund the outstanding maturities of the City's General Obligation Tax Abatement Bonds, Series 2014A and to pay costs associated with the issuance of the Bonds.
Security	The Bonds will be a general obligation of the City. The City will pledge abatement levies and property tax levies for payment of the Bonds.
Repayment Term	The Bonds will mature annually each February 1 in the years 2023 through 2030. Interest on the Bonds will be payable on August 1, 2022 and semiannually thereafter on each February 1 and August 1.
Estimated Interest Rate	True interest cost (TIC): 0.99%
Prepayment Option	The City may decide to add a prepayment option such as the Bonds maturing on February 1, 2030 will be subject to redemption on February 1, 2029 and any day thereafter at a price of par plus accrued interest.
Rating	A rating will be requested from Standard & Poor's (S&P). The City's general obligation debt is currently rated "AA-"by S&P.
Tax Status	The Bonds will be qualified tax-exempt, bank qualified obligations.
Risk Factors	There are certain risks associated with all debt. Risk factors related to the Bonds are discussed in Attachment 6.
Type of Bond Sale	Competitive Sale
Proposals Received	Tuesday, November 16, 2021 at 10:00 a.m.
Council Consideration	Tuesday, November 16, 2021 at 7:00 p.m.

Issue Overview

Purpose

Proceeds from the Bonds will be used to current refund the February 1, 2023 through February 1, 2030 maturities of the City's General Obligation Tax Abatement Bonds, Series 2014A (the "Series 2014A Bonds") on February 1, 2022 (the "Call Date") and to pay costs associated with the issuance of the Bonds. The Bonds have been sized based on the proceeds needed to current refund the outstanding maturities of the Series 2014A Bonds. The table below contains the sources and uses of funds for the bond issue.

Sources Of Funds	
Par Amount of Bonds	$1,510,000.00
Additional required Equity contribution	29,510.00
Total Sources	**$1,539,510.00**

Uses Of Funds	
Deposit to Current Refunding Fund	1,475,000.00
Costs of Issuance	43,100.00
Total Underwriter's Discount (1.100%)	16,610.00
Rounding Amount	4,800.00
Total Uses	**$1,539,510.00**

The Series 2014A Bonds are eligible for prepayment on February 1, 2022. The 2023 through 2030 maturities will be called for prepayment on the Call Date. The City will need to wire a portion of the proceeds of the Bonds to Northland Trust Services, Inc., the Paying Agent on the Series 2014A Bonds prior to the Call Date to prepay the outstanding principal for the 2023 through 2030 maturities. The City will also make the regularly scheduled payment due on February 1, 2022 for payment of the 2022 maturity and accrued interest on the Series 2014A Bonds.

Based on current market conditions, we have estimated total combined savings of $99,170 with a present value of $95,410, for the refunding of the Series 2014A Bonds. The projected annual savings are shown in Attachment 1.

Qualified Private Activity Bonds

The BMX racing facility financed by the Series 2014A Bonds is operated by the 501(c)3 non-profit, Rum River BMX Association; therefore, the Bonds are considered "qualified" private activity bonds. A TEFRA hearing was held prior to the issuance of the Series 2014A Bonds and therefore will not be needed for issuance of the Bonds. Costs of issuance to be financed by proceeds of "qualified private activity bonds" are limited to 2% of the par amount of the bonds to be issued. Based on our current estimates, the City will be required to use approximately $29,510 in cash to cover the disallowed issuance costs.

Authority

The Bonds will be issued pursuant to the authority of Minnesota Statutes, Sections 469.1812 through 469.1815 and Chapter 475.

The hearing requirements of Sections 469.1812 through 469.1815 were met prior to the issuance of the Series 2014A Bonds.

State Law states the total abated taxes in any year cannot exceed the greater of (a) 10% of the City's net tax capacity for the taxes payable year to which the abatement applies, or (b) $200,000. Based on the City's 2021 net tax capacity, the City has authority to approve a total maximum annual amount of $494,769. The maximum amount of abated taxes to be approved for the Bonds is expected to be approximately $200,000, which is less than the total amount of abated taxes the

City may approve pursuant to State Law. The City does not currently have any other bonds secured by an abatement levy.

Structure

The Bonds have been structured to result in relatively level annual savings, preserving the original structure of the Refunded Bonds.

The proposed structure for the bond issue and preliminary debt service projections are illustrated in Attachment 2.

Security and Source of Repayment

The Bonds will be a general obligation of the City. The finance plan relies on the following assumptions for the revenues used to pay debt service, as provided by City staff:

- Tax Abatements. The total amount of the City taxes on the parcels to be included within the abatement area are sufficient to pay annual principal over the remaining 8-year term of the Bonds. When levied, tax abatements are spread over the City's entire general tax base (net tax capacity) the same as a general fund levy. Property within an abatement area pays the same amount of taxes as property outside of an abatement area. There is no different impact on individual property tax statements for property within a tax abatement area compared to other property within the City as a whole.
- Property Taxes. The remaining revenues needed to pay debt service on the Bonds are expected to come from property tax levies. The initial projections show an annual tax levy ranging from approximately $19,949 initially, declining to $11,595 in the final year, is needed to produce the statutory requirement of 105% of debt service, after accounting for abatement collections. The levy may be adjusted annually based on actual monies in the debt service fund. The initial tax levy will be made in 2021 for taxes payable in 2022.

Plan Rationale

The Finance Plan recommended in this report is based on a variety of factors and information provided by the City related to the financed project and City objectives, Northland's knowledge of the City and our experience in working with similar cities and projects. The issuance of General Obligation Tax Abatement Refunding Bonds provides the best means of achieving the City's objectives and cost-effective financing. The City has successfully issued and managed this type of debt for previous projects.

Issuing Process

Northland will receive bids to purchase the Bonds on Tuesday, November 16, 2021 at 10:00 A.M. Market conditions and the marketability of the Bonds support issuance through a competitive sale. This process has been chosen as it is intended to produce the lowest combination of interest expense and underwriting expense on the date and time set to receive bids. The calendar of events for the issuing process can be found in Attachment 5.

Underwriter: Northland Securities, Inc., Minneapolis, Minnesota
Bond Counsel: Taft, Stettinius & Hollister, LLP, Minneapolis, Minnesota
Paying Agent: Northland Trust Services, Inc. Minneapolis, Minnesota

Attachment 1 – Preliminary Debt Service Comparison

Date	Total P+I	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2022	-	188,231.25	212,941.25	188,231.25	(24,710.00)
02/01/2023	195,189.69	-	195,189.69	213,162.50	17,972.81
02/01/2024	198,687.50	-	198,687.50	213,912.50	15,225.00
02/01/2025	188,212.50	-	188,212.50	204,537.50	16,325.00
02/01/2026	187,582.50	-	187,582.50	204,862.50	17,280.00
02/01/2027	196,682.50	-	196,682.50	210,050.00	13,367.50
02/01/2028	205,447.50	-	205,447.50	219,500.00	14,052.50
02/01/2029	198,847.50	-	198,847.50	213,500.00	14,652.50
02/01/2030	191,995.00	-	191,995.00	207,000.00	15,005.00
Total	**$1,562,644.69**	**$188,231.25**	**$1,775,585.94**	**$1,874,756.25**	**$99,170.31**

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	120,120.25
Net PV Cashflow Savings @ 0.745%(Bond Yield).....	120,120.25
Total Cash contribution.....	(29,510.00)
Contingency or Rounding Amount.....	4,800.00
Net Present Value Benefit	$95,410.25
Net PV Benefit / $1,630,122.36 PV Refunded Debt Service	5.853%
Net PV Benefit / $1,475,000 Refunded Principal...	6.468%
Net PV Benefit / $1,510,000 Refunding Principal..	6.319%

Attachment 2 – Preliminary Debt Service Schedules

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
12/16/2021	-	-	-	-	-
08/01/2022	-	-	5,660.94	5,660.94	-
02/01/2023	185,000.00	0.200%	4,528.75	189,528.75	195,189.69
08/01/2023	-	-	4,343.75	4,343.75	-
02/01/2024	190,000.00	0.250%	4,343.75	194,343.75	198,687.50
08/01/2024	-	-	4,106.25	4,106.25	-
02/01/2025	180,000.00	0.350%	4,106.25	184,106.25	188,212.50
08/01/2025	-	-	3,791.25	3,791.25	-
02/01/2026	180,000.00	0.500%	3,791.25	183,791.25	187,582.50
08/01/2026	-	-	3,341.25	3,341.25	-
02/01/2027	190,000.00	0.650%	3,341.25	193,341.25	196,682.50
08/01/2027	-	-	2,723.75	2,723.75	-
02/01/2028	200,000.00	0.800%	2,723.75	202,723.75	205,447.50
08/01/2028	-	-	1,923.75	1,923.75	-
02/01/2029	195,000.00	0.950%	1,923.75	196,923.75	198,847.50
08/01/2029	-	-	997.50	997.50	-
02/01/2030	190,000.00	1.050%	997.50	190,997.50	191,995.00
Total	**$1,510,000.00**	**-**	**$52,644.69**	**$1,562,644.69**	**-**

Date And Term Structure	
Dated	12/16/2021
Delivery Date	12/16/2021
First available call date	2/01/2029
Call Price	100.000%

Yield Statistics	
Bond Year Dollars	$7,048.75
Average Life	4.668 Years
Average Coupon	0.7468656%
Net Interest Cost (NIC)	0.9825102%
True Interest Cost (TIC)	0.9872466%
All Inclusive Cost (AIC)	1.6336620%

Attachment 3 – Estimated Levy Schedule

Date	Total P+I	105% Levy	Less: Abatement Levy	Net Levy	Levy Year	Collection Year
02/01/2022	-	-	-	-		
02/01/2023	195,189.69	204,949.17	185,000.00	19,949.17	2021	2022
02/01/2024	198,687.50	208,621.88	190,000.00	18,621.88	2022	2023
02/01/2025	188,212.50	197,623.13	180,000.00	17,623.13	2023	2024
02/01/2026	187,582.50	196,961.63	180,000.00	16,961.63	2024	2025
02/01/2027	196,682.50	206,516.63	190,000.00	16,516.63	2025	2026
02/01/2028	205,447.50	215,719.88	200,000.00	15,719.88	2026	2027
02/01/2029	198,847.50	208,789.88	195,000.00	13,789.88	2027	2028
02/01/2030	191,995.00	201,594.75	190,000.00	11,594.75	2028	2029
Total	**$1,562,644.69**	**$1,640,776.92**	**$1,510,000.00**	**$130,776.92**		

Attachment 4 – Related Considerations

Bank Qualified

We understand the City (in combination with any subordinate taxing jurisdictions or debt issued in the City's name by 501(c)3 corporations) anticipates issuing $10,000,000 or less in tax-exempt debt during this calendar year. Therefore, the Bonds will be designated as "bank qualified" obligations pursuant to Federal Tax Law.

Arbitrage Compliance

All tax-exempt bond issues are subject to federal rebate requirements which require all arbitrage earned to be rebated to the U.S. Treasury. A rebate exemption the City expects to qualify for is the "small issuer exemption."

Debt Service Fund. The City must maintain a bona fide debt service fund for the Bonds or be subject to yield restriction in the debt service fund. A bona fide debt service fund involves an equal matching of revenues to debt service expense with a balance forward permitted equal to the greater of the investment earnings in the fund during that year or 1/12 of the debt service of that year.

The City should become familiar with the various Arbitrage Compliance requirements for this bond issue. The Resolution for the Bonds prepared by Bond Counsel explains the requirements in greater detail.

Continuing Disclosure

Type: Full
Dissemination Agent: Northland Securities

The requirements for continuing disclosure are governed by SEC Rule 15c2-12. The primary requirements of Rule 15c2-12 actually fall on underwriters. The Rule sets forth due diligence needed prior to the underwriter's purchase of municipal securities. Part of this requirement is obtaining commitment from the issuer to provide continuing disclosure. The document describing the continuing disclosure commitments (the "Undertaking") is contained in the Official Statement that will be prepared to offer the Bonds to investors.

The City has more than $10,000,000 of outstanding debt and is required to undertake "full" continuing disclosure. Full disclosure requires annual posting of the audit and a separate continuing disclosure report, as well as the reporting of certain "material events." Material events set forth in the Rule, including, but not limited to, bond rating changes, call notices, and issuance of "financial obligations" (such as USDA loans, Public Finance Authority loans and lease agreements) must be reported within ten days of occurrence. The report contains annual financial information and operating data that "mirrors" material information presented in the Official Statement. The specific contents of the annual report will be described in the Undertaking that appears in the appendix of the Official Statement. Northland currently serves as dissemination agent for the City, assisting with the annual reporting. The information for the Bonds will be incorporated into our reporting.

Premiums

In the current market environment, it is likely that the proposed pricing will include premiums. A premium price occurs when the underwriter pays the City an amount in excess of the par amount of a maturity in exchange for a higher coupon (interest rate). The use of premiums reflects the underwriter's view on future market conditions, tax considerations for investors and other

factors. Ultimately, the true interest cost calculation ("TIC") will indicate the overall cost to the City, regardless of premium.

A premium price produces additional funds that can be used in several ways:

- The premium means that the City needs less bond proceeds and can reduce the size of the issue by the amount of the premium.
- The premium can be deposited in the Debt Service Fund and used to pay principal and interest.

Northland will work with City staff prior to the day of pricing to determine use of premium (if any).

Rating

A rating will be requested from Standard & Poor's (S&P). The City's general obligation debt is currently rated "AA-" by S&P. The City recently went through the rating process with S&P. It is anticipated that an update will be handled electronically via email correspondence; however, it is possible a short follow-up call will be requested by the rating analyst from S&P. Northland will assist City staff in preparing for and conducting the rating call, as needed.

Attachment 5 – Calendar of Events

The following checklist of items denotes each milestone activity as well as the members of the finance team who will have the responsibility to complete it. *Please note this proposed timetable assumes regularly scheduled City Council meetings.*

October 2021						
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Holiday
Important Date

Date	Action	Responsible Party
October 5, 2021	Review of Finance Plan	Northland, City Council
October 14, 2021	Preliminary Official Statement sent to City for Sign Off and to Rating Agency	Northland, City Staff
Late October-Early November	Rating Call (if needed)	Northland, City Staff, Rating Agency
November 5, 2021	Rating Received	Northland, City Staff, Rating Agency
November 10, 2021	Awarding Resolution sent to City	Northland, Bond Counsel
November 16, 2021	Sale Date Awarding Resolution Adopted 7:00 p.m.	Northland, **City Council Action**
December 16, 2021	Closing on the Bonds (Proceeds Available)	Northland, City Staff, Bond Counsel
February 1, 2022	Series 2014A Bonds Called for Redemption	Paying Agent

Attachment 6 - Risk Factors

Property Taxes: Property tax levies shown in this Finance Plan are based on projected debt service and other revenues. Final levies will be set based on the results of sale. Levies should be reviewed annually and adjusted as needed. The debt service levy must be included in the preliminary levy for annual Truth in Taxation hearings. Future Legislative changes in the property tax system, including the imposition of levy limits and changes in calculation of property values, would affect plans for payment of debt service. Delinquent payment of property taxes would reduce revenues available to pay debt service.

Tax Abatement: The tax abatement levy needs to be calculated annually in accordance with the abatement resolution. The abatement levy must be included in the preliminary levy used for annual Truth in Taxation hearings. A tax abatement levy was authorized as a special levy (not subject to levy limits) under the most recent legislation. Levy limits are not currently enacted. The status of a tax abatement levy under future levy limitations (if any) cannot be predicted.

General: In addition to the risks described above, there are certain general risks associated with the issuance of bonds. These risks include, but are not limited to:

- Failure to comply with covenants in bond resolution.
- Failure to comply with Undertaking for continuing disclosure.
- Failure to comply with IRS regulations, including regulations related to use of the proceeds and arbitrage/rebate. The IRS regulations govern the ability of the City to issue its bonds as tax-exempt securities and failure to comply with the IRS regulations may lead to loss of tax-exemption.

MUNICIPAL ADVISORY SERVICE AGREEMENT
BY AND BETWEEN
THE CITY OF ISANTI, MINNESOTA
AND
NORTHLAND SECURITIES, INC.

This Agreement made and entered into by and between the City of Isanti, Minnesota (hereinafter "City") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "NSI").

WITNESSETH

WHEREAS, the City desires to have NSI provide it with advice on the structure, terms, timing and other matters related to the issuance of the General Obligation Tax Abatement Refunding Bonds, Series 2021A (the "Debt") serving in the role of municipal (financial) advisor, and

WHEREAS, NSI is a registered municipal advisor with both the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB") (registration # 866-00082-00), and

WHEREAS, NSI will act as municipal advisor in accordance with the duties and responsibilities of Rule G-42 of the MSRB, and

WHEREAS, the MSRB provides a municipal advisory client brochure on its website (www.msrb.org) that describes the protections that may be provided by the MSRB rules, including professional competency, fair dealing, duty of loyalty, remedies for disputes and how to file a complaint with an appropriate regulatory authority, and

WHEREAS, the City and NSI are entering into this Agreement to define the municipal advisory relationship at the earliest opportunity related to the inception of the municipal advisory relationship for the Debt, and

WHEREAS, NSI desires to furnish services to the City as hereinafter described,

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NSI

NSI shall provide the City with services necessary to analyze, structure, offer for sale and close the Debt. The services will be tailored to meet the needs of this engagement and may include:

Planning and Development

1. Assist City officials to define the scope and the objectives for the Debt.
2. Investigate and consider reasonably feasible financing alternatives.
3. Assist the City in understanding the material risks, potential benefits, structure and other characteristics of the recommended plan for the Debt, including issue structure, estimated debt service payments, projected revenues, method of issuance, bond rating, sale timing, and call provisions.

4. Prepare a schedule of events related to the issuance process.
5. Coordinate with bond counsel any actions needed to authorize the issuance of the Debt.
6. Attend meetings of the City Council and other project and bond issue related meetings as needed and as requested.

Bond Sale

1. Assist the City with the preparation, review and approval of the preliminary official statement (POS).
2. Assist the City and bond counsel with preparing and publishing the Official Notice of Sale if required by law.
3. Prepare and submit application for bond rating(s) and assist the City with furnishing the rating agency(s) with any additional information required to conduct the rating review. Assist the City with preparing and conducting the rating call or other presentation.
4. Assist the City in receiving the bids, compute the accuracy of the bids received, and recommend to the City the most favorable bid for award.
5. Coordinate with bond counsel the preparation of required contracts and resolutions.

Post-Sale Support

1. Assist the City with the preparation of final official statement, distribution to the underwriter and posting on EMMA.
2. Coordinate the bond issue closing, including making all arrangements for bond printing, registration, and delivery.
3. Furnish to the City a complete transcript of the transaction, if not provided by bond counsel.

There are no specific limitations on the scope of this agreement.

COMPENSATION

For providing these services with respect to the Debt, NSI shall be paid a lump sum of $17,850. The fee due to NSI shall be payable by the City upon the closing of the Bonds.

NSI agrees to pay the following expenses from its fee:

- Out-of-pocket expenses such as travel, long distance phone, and copy costs.
- Production and distribution of material to rating agencies and/or bond insurance companies.
- Preparation of the bond transcript.

The City agrees to pay for all other expenses related to the processing of the bond issue(s) including, but not limited to, the following:

- Engineering and/or architectural fees.
- Publication of legal notices.
- Bond counsel and local attorney fees.
- Fees for various debt certificates.
- The cost of printing Official Statements, if any.
- City staff expenses.
- Airfare and lodging expenses of one NSI official and City officials when and if traveling for rating agency presentations.
- Rating agency fees, if any.
- Bond insurance fees, if any.
- Accounting and other related fees.

It is expressly understood that there is no obligation on the part of the City under the terms of this Agreement to issue the Debt. If the Debt is not issued, NSI agrees to pay its own expenses and receive no fee for any municipal advisory services it has rendered pursuant to this Agreement.

CONFLICTS OF INTEREST

NSI is not aware of any material conflicts of interest that could reasonably be anticipated to impair NSI's ability to provide advice to or on behalf of the City in accordance with the standards of conduct for municipal advisors.

The compensation for services provided in this Agreement is customary in the municipal securities market, but may pose a conflict of interest. Since the fee is payable at closing and only if the Debt is issued, NSI may have an incentive to encourage issuance. Compensation linked to the size of the transaction may provide incentive to increase the amount of the Debt. Compensation considerations will not impair NSI's ability to provide unbiased and competent advice or to fulfill its fiduciary duty to the City. In executing this Agreement, the City acknowledges and accepts the potential conflicts of interest posed by the compensation to NSI.

Northland Capital Holdings is the parent company of NSI. Another subsidiary of Northland Capital Holdings is Northland Trust, Inc. Northland Trust provides paying agent services to issuers of municipal bonds. The City is solely responsible for the decision on the source of paying agent services. Any engagement of Northland Trust is outside the scope of this Agreement. No compensation paid to Northland Trust is shared with NSI.

NSI does not provide executive search, organizational development, compensation systems or other management consulting services that may directly or indirectly affect City staff that recommend the engagement of municipal advisor services and may pose a conflict of interest.

LEGAL AND DISCIPLINARY ACTIONS

There are no legal or disciplinary events reported by the Securities and Exchange Commission contained in Form MA or Form MA-I. The City can find information about these forms and accessing information related to NSI at www.sec.gov/municipal/oms-edgar-links.

SUCCESSORS OR ASSIGNS

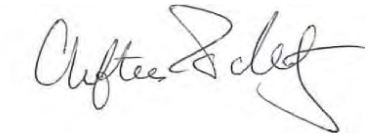
The terms and provisions of this Agreement are binding upon and inure to the benefit of the City and NSI and their successors or assigns.

TERM OF THIS AGREEMENT

This Agreement may be terminated by thirty (30) days written notice by either the City or NSI and it shall terminate sixty (60) days following the closing date related to the issuance of the Debt.

Dated this 5th day of October, 2021.

Northland Securities, Inc.



By: _____

Clifton Schultz, Managing Director

City of Isanti, Minnesota

By: _____

Its: _____

City of Isanti

Gross Payroll	104,245.08
Social Security & Medicare	5,767.97
Public Employees Retirement	10,594.46
Total City Expense	120,607.51

Pay Date 10/1/2021

Pay Period 20 (9/12-9/25/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/21	09/22/2021	56778	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,040.00
09/21	09/22/2021	56779	2312	ADVANTAGE CONSTRUCTION	101-20200	81.00
09/21	09/22/2021	56780	598	ASPEN MILLS INC	101-20200	476.35
09/21	09/22/2021	56781	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	642.67
09/21	09/22/2021	56782	9	BERNICKS PEPSI-COLA	609-20200	582.47
09/21	09/22/2021	56783	368	BILLS QUALITY CLEANING	609-20200	712.00
09/21	09/22/2021	56784	1500	BOLTON & MENK INC	101-20200	60,611.00
09/21	09/22/2021	56785	2020	BOYLE, EUGENE	101-20200	2,560.00
09/21	09/22/2021	56786	1815	CENTURYLINK	609-20200	673.81
09/21	09/22/2021	56787	2751	CMS MONITORING	101-20200	60.00
09/21	09/22/2021	56788	918	CRYSTAL SPRINGS ICE	609-20200	672.49
09/21	09/22/2021	56789	8	DAHLHEIMER DISTRIBUTING CO	609-20200	29,458.45
09/21	09/22/2021	56790	1941	DELTA DENTAL	861-20200	3,440.40
09/21	09/22/2021	56791	897	DVS RENEWAL	101-20200	54.25
09/21	09/22/2021	56792	257	EARL F ANDERSEN - DIV OF SAFETY SIGNS	101-20200	97.45
09/21	09/22/2021	56793	2478	EAST CENTRAL ENERGY	101-20200	42.85
09/21	09/22/2021	56794	16	ELECTRO WATCHMAN INC	609-20200	272.53
09/21	09/22/2021	56795	2794	EMERGENCY EQUIPMENT CONNECTION INC	920-20200	10,262.05
09/21	09/22/2021	56796	3069	FIRST RATE OUTDOORS LLC	101-20200	100.00
09/21	09/22/2021	56797	2028	FURTHER	861-20200	1,500.00
09/21	09/22/2021	56798	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	69.62
09/21	09/22/2021	56799	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	1,177.33
09/21	09/22/2021	56800	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,777.89
09/21	09/22/2021	56801	5	KAWALEK TRUCKING	609-20200	171.00
09/21	09/22/2021	56802	2762	LEGACY SECURITY TECHNOLOGY INC	609-20200	18,279.06
09/21	09/22/2021	56803	3096	MARIE RIDGEWAY LICSW LLC	101-20200	800.00
09/21	09/22/2021	56804	17	MCDONALD DISTRIBUTING CO	609-20200	17,877.35
09/21	09/22/2021	56805	1536	MINNESOTA DEED	219-20200	833.33
09/21	09/22/2021	56806	194	MN DEPT OF HEALTH	601-20200	23.00
09/21	09/22/2021	56807	2124	MOTION PICTURE LICENSING CORPORATION	101-20200	625.59
09/21	09/22/2021	56808	2080	MVTL LABORATORIES INC	602-20200	236.99
09/21	09/22/2021	56809	2553	O'REILLY	101-20200	127.94
09/21	09/22/2021	56810	617	PAUSTIS & SONS	609-20200	1,976.50
09/21	09/22/2021	56811	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,653.14
09/21	09/22/2021	56812	3095	SCHLAUDERAFF, MELISSA	101-20200	250.00
09/21	09/22/2021	56813	315	ST PAUL STAMP WORKS	101-20200	79.20
09/21	09/22/2021	56814	1361	STAPLES ADVANTAGE	609-20200	36.02
09/21	09/22/2021	56815	42	VIKING COCA-COLA BOTTLING CO	609-20200	205.90
09/21	09/22/2021	56816	1286	VINOCOPIA INC	609-20200	1,576.75
09/21	09/22/2021	56817	4	WATSON CO INC	609-20200	1,743.91
09/21	09/22/2021	56818	780	WINE MERCHANTS	609-20200	760.00
09/21	09/22/2021	56819	2009	WOOD, JOSEPHINE	101-20200	144.86
Grand Totals:						172,765.15

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/21	09/29/2021	56820	3098	@TITLE LLC	603-20200	21.35
09/21	09/29/2021	56821	915	ABLE HOSE & RUBBER LLC	603-20200	862.95
09/21	09/29/2021	56822	598	ASPEN MILLS INC	101-20200	312.45
09/21	09/29/2021	56823	9	BERNICKS PEPSI-COLA	609-20200	3,026.56
09/21	09/29/2021	56824	2319	BREAKTHRU BEVERAGE OF MN	609-20200	10,792.37
09/21	09/29/2021	56825	1474	CDW GOVERNMENT INC	614-20200	626.97
09/21	09/29/2021	56826	120	CONNEXUS ENERGY	101-20200	20,330.89
09/21	09/29/2021	56827	1472	CRAWFORDS EQUIPMENT INC	101-20200	194.74
09/21	09/29/2021	56828	8	DAHLHEIMER DISTRIBUTING CO	609-20200	19,984.25
09/21	09/29/2021	56829	16	ELECTRO WATCHMAN INC	609-20200	26.72
09/21	09/29/2021	56830	1320	EXECUTIVE TITLE	601-20200	1.53
09/21	09/29/2021	56831	3069	FIRST RATE OUTDOORS LLC	101-20200	100.00
09/21	09/29/2021	56832	739	HACH COMPANY	601-20200	228.55
09/21	09/29/2021	56833	2302	HOME SECURITY ABSTRACT & TITLE CO	601-20200	30.60
09/21	09/29/2021	56834	114	ISANTI COUNTY RECORDER	505-20200	46.00
09/21	09/29/2021	56835	114	ISANTI COUNTY RECORDER	101-20200	46.00
09/21	09/29/2021	56836	114	ISANTI COUNTY RECORDER	505-20200	46.00
09/21	09/29/2021	56837	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,114.34
09/21	09/29/2021	56838	5	KAWALEK TRUCKING	609-20200	267.00
09/21	09/29/2021	56839	2587	LEAGUE OF MN CITIES INSURANCE TRUST	101-20200	1,000.00
09/21	09/29/2021	56840	17	MCDONALD DISTRIBUTING CO	609-20200	6,729.30
09/21	09/29/2021	56841	616	MENARDS - CAMBRIDGE	609-20200	2,381.36
09/21	09/29/2021	56842	2208	MINNESOTA EQUIPMENT INC	101-20200	68.83
09/21	09/29/2021	56843	1180	MLB PRINTING INC	609-20200	495.00
09/21	09/29/2021	56844	2080	MVTL LABORATORIES INC	602-20200	220.80
09/21	09/29/2021	56845	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,585.76
09/21	09/29/2021	56846	12	POSTMASTER	101-20200	555.00
09/21	09/29/2021	56847	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	1,776.00
09/21	09/29/2021	56848	3099	RESEARCH PARTNERSHIP LLC	505-20200	4,824.50
09/21	09/29/2021	56849	3097	RIVET, ROGER & CARRIE	601-20200	45.61
09/21	09/29/2021	56850	2756	SELLMAN, SHEILA	101-20200	99.24
09/21	09/29/2021	56851	3068	SERVION TITLE	601-20200	38.53
09/21	09/29/2021	56852	2396	SOUTHERN GLAZERS OF MN	609-20200	7,788.49
09/21	09/29/2021	56853	2554	SPECIALTY SOLUTIONS	602-20200	1,770.07
09/21	09/29/2021	56854	73	STAR	609-20200	674.73
09/21	09/29/2021	56855	2156	SUMMIT FIRE PROTECTION	101-20200	8.00
09/21	09/29/2021	56856	1290	THE AMBLE GROUP	101-20200	786.98
09/21	09/29/2021	56857	1503	THE AMERICAN BOTTLING COMPANY	609-20200	189.50
09/21	09/29/2021	56858	2944	UNIFIRST CORPORATION	609-20200	719.98
09/21	09/29/2021	56859	42	VIKING COCA-COLA BOTTLING CO	609-20200	197.00
09/21	09/29/2021	56860	4	WATSON CO INC	609-20200	1,920.83
09/21	09/29/2021	56861	3019	WIDSETH SMITH NOLTING & ASSOC INC	609-20200	412.50
Grand Totals:						99,347.28

RESOLUTION 2021-XXX

APPROVING BOARDS AND COMMISSIONS TO RECEIVE AGENDA PACKETS DIGITALLY VIA EMAIL

WHEREAS, the City of Isanti has determined it is in the City's best interest to send boards and committee agenda packets digitally via email; and,

WHEREAS, printed copies of agenda packets are available at City Hall upon request; and,

WHEREAS, the City of Isanti will have a cost savings for sending packets digitally; and,

WHEREAS, the City of Isanti will have a cost savings for staff time;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that all agenda packets for boards and committees shall be sent digitally via email;

This Resolution is hereby approved by the Isanti City Council this 5th day of October 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

ACCEPTING RESIGNATION FOR LIQUOR STORE CLERK NICOLE BOTHMAN

WHEREAS, part-time Liquor Store Clerk II, Nicole Bothman submitted proper notice of resignation on September 22, 2021; and,

WHEREAS, the effective date of this resignation is October 4, 2021; and,

WHEREAS, Nicole Bothman is not leaving employment in good standing as she did not resign per current personnel policy with two-week notice;

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 Nicole Bothman is hereby effective October 4, 2021.

2. That Human Resources Director and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 5th day of October 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE HIRE OF KATIE OLSEN FOR PART-TIME LIQUOR STORE CLERK II

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk II position; and,

WHEREAS, Katie Olsen was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk II position and has successfully passed a background check and reference check;

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

1. That Katie Olsen has been selected for the Part-Time Liquor Store Clerk II position.
2. That Katie Olsen was eligible to start in the position on September 29, 2021.
3. That Katie Olsen shall start at Step 1 of the wage scale at $14.47 per hour.
4. This position is part time and not eligible for benefits.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer and place a copy of this resolution in the employee's personnel file for future reference

This Resolution is hereby approved by the Isanti City Council this 5th day of October 2021.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE HIRE OF KRISTIN BENNETT FOR PART-TIME LIQUOR STORE CLERK II

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk II position; and,

WHEREAS, Kristin Bennett was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk II position and has successfully passed a background check and reference check;

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

1. That Kristin Bennett has been selected for the Part-Time Liquor Store Clerk II position.
2. That Kristin Bennett was eligible to start in the position on September 29, 2021.
3. That Kristin Bennett shall start at Step 1 of the wage scale at $14.47 per hour.
4. This position is part time and not eligible for benefits.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer and place a copy of this resolution in the employee's personnel file for future reference

This Resolution is hereby approved by the Isanti City Council this 5th day of October 2021.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

UPDATING TRUNK OVERSIZING POLICY

WHEREAS, the City of Isanti finds it is in the best interest for the residents of the city to ensure infrastructure meets the needs for current and future growth of the city; and

WHEREAS, in 2006**,** the city adopted a policy for trunk sewer and water oversizing to enable a developer to recover excess costs incurred to install municipal utilities sized to serve properties not under the control of the developer; and,

WHEREAS, at the September 21, 2021 Committee of the Whole meeting the Committee reviewed the current policy and directed staff to update the policy;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the Policy on Oversizing is hereby approved and shall be attached as a part of this resolution.

This resolution is hereby approved by Isanti City Council this 5th day of October 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Intent:
The purpose of the trunk sewer and water oversizing policy is to enable a developer to recover excess costs incurred to install municipal utilities sized to serve properties not under the control of the developer. The "oversized" portion is the difference between the line size and depth required to serve the developer's property and the line size and depth required by the city to meet future growth demands.

This “oversizing” may also include the costs associated with any utility extensions required by the city that meet the following criteria:

1. The extension falls outside an existing, proposed, or future roadway.
2. The extension falls outside existing or proposed Right-of-Way.
3. The extension has no direct benefit to the developer and would not be needed as part of the project if not for the request of the city.

Utility Sizing:
The actual size of municipal utilities required shall be initially established by the Developer's Engineer in coordination with the City Engineer and follow City standard size and depth of each utility, at a minimum. Final design requirements shall be determined by the City Engineer. Criteria to be used for this determination shall include, but not be limited to the following:

1. Utility Master Plan.
2. Potential future demand on the water, wastewater, or stormwater system as related to the proposed development.
3. Hydraulic design criteria of the water, wastewater, or stormwater system.

City Participation in Oversizing Project:
The City of Isanti may require a developer to install oversized water or wastewater utilities.

1. If an oversizing is required, and the costs meet the definition of eligible project costs as given below, the City may participate in the project costs if the oversizing is required to provide service to the City's existing customers or future service areas.

2. If a Developer is not able or willing to oversize utilities per the City's established policy, the development will be deemed premature per the City's Subdivision Ordinance due to lack of adequate utilities.

Developer Reimbursement:
When the City requires a developer to oversize utilities, the city will pay the difference in costs associated with the oversizing as determined herein.

1. The Development Agreement shall include an estimate of the oversized project costs, prepared by a Professional Engineer and agreed to by the City Engineer.
2. The estimate shall be in the form of the bid tabulation to be used for competitive bidding purposes. The City Engineer’s Estimate shall be used if there is any discrepancy between

the submitted amount and the City Engineer's estimate. The cost estimate shall be attached to the agreement and shall be the maximum amount the City will participate in the project cost.

The final city cost participation shall be based on the lowest of the following costs as approved by the City Engineer:

1. The actual installation costs incurred,
2. The bid received for the oversizing costs,
3. The amount stated in the development agreement,

The developer's engineer shall submit to the City a summary of the final eligible project costs and a bid tabulation for all responding bidders to be reviewed and approved by the City Engineer. Unbalanced bids, as determined by the City Engineer, will not be used to determine oversizing costs. The City Engineer's oversizing cost estimate shall be used if the project was not publicly, competitively bid following State bidding requirements for Cities.

RESOLUTION 2021-XXX

APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 2nd, 2009 City Council approved a donation box policy; and,

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the "MMBA Food Supply Drive"; and,

WHEREAS, proceeds from the "MMBA Food Drive" will benefit Family Pathways Food Shelf;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the "MMBA Food Supply Drive" at the Isanti Liquor Store from October 1st, 2021 through October 31st, 2021.

Adopted by the Isanti City Council this 5th day of October 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk



14th Annual MMBA Food Drive Promotes Community Value

In an effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in a new partnership with Miller Lite is coordinating the *Fourteenth Annual Municipal Liquor Food Drive* **benefiting your local food shelf.**

As in previous years, there will be two competition brackets, based on 2019 annual sales:

$1,000,000 and Above & Below $1,000,000

The individual facility (not city) in each category with the highest weight donated will earn a $1,000 donation to their local food shelf from Miller Lite and MMBA.

In addition:

Through a random drawing, ten $100 donations will be made to food shelves of participating facilities, other than the category winners. So, everyone has a chance to win!

Here are additional details:

- The food drive will run from October 1 – October 31, 2020.
- Each participating MMBA member will collect dry food, can goods & cash for donation to your local food shelf of choice. **Anything your food shelf will accept is eligible to be counted, including, but not limited to, field produce and canned / bottled water.**

NOTE:

Each $1 in cash donations will be counted as 3 pounds of food.

- At the end of the event (November 1), please take the collected food and cash to the food shelf to be weighed. (Contact the MMBA office if you need assistance locating your local food shelf.)

  A week or so after the conclusion of the event, send the MMBA office the information at: kaspszak@outlook.com.

- Coordinate signs with your Miller Lite Distributor.

- Here are some successful ideas to promote the event:

  - ✓ Facility product discount for those donating food
  - ✓ Stapling a flyer to carry-out bags
  - ✓ Displaying the food in the front of the store to catch customer eyes
  - ✓ Reference or total focus in advertising mediums
  - ✓ Miller wholesaler could build a platform of Miller Lite cases for the food to display on, or a wall of cases around an area where donations will be placed.
  - ✓ Local newspaper story
  - ✓ Collect contributions by participating in other community events

Questions:

MMBA: kaspszak@outlook.com
Jon Chance: jonathan.chance@molsoncoors.com

Thanks for your participation!!!!!

RESOLUTION 2021-XXX

OBJECTING TO ANY FUTURE MASK MANDATE

WHEREAS, on July 20, 2020, in response to the COVID-19 pandemic, Governor Tim Walz signed Emergency Executive Order 20-81, mandating the use of face coverings or masks at all indoor businesses and indoor public settings; and,

WHEREAS, While the latest executive order requiring masks expired on May 14, 2021, it is possible that the governor or any other governmental authority will attempt to impose another mask mandate in the future; and,

WHEREAS, The City Council supports individual freedoms and does not agree with government mandates forcing an individual to wear a face covering or mask.

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

The Isanti City Council does not support mask mandates or any other mandate that will infringe on the rights of the residents of Isanti, especially as such mandates are related to COVID-19.

This Resolution is hereby approved by the Isanti City Council this 5th day of October 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
September 28,2021

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: Aaron Zdon, Zachary Gahm, Dan HinnenKamp, Tressa Hunting, and Mayor Jeff Johnson
Staff Present: Matt Sylvester, Public Services Director

Agenda/Modifications: None

3. Meeting Minutes: Motion by Johnson; second by Gahm to approve meeting Minutes from August 24, 2021. Motion passed 5-0.

4. Department Updates: Sylvester shared updates on September events. Curious Creatures was cancelled in September and will likely be cancelled in October due to low attendance. Events are likely conflicting with the preschool schedules.
Final Street Dance was well-attended and included a tribute for the 20th anniversary of 9/11. There were some unfavorable events that took place during, from garbage to youth fights and graffiti that will be addressed in the future. The Mayor noted that many people stayed until the very end of the event. A conversation about moving the event to the park will need to be had in the future to determine if it will deter some of the poor behavior and if it's the right move for the event. Sylvester shared some insight into some of the vandalism occurring throughout the City, including at the BMX bathrooms at Bluebird Park. Hunting shared a desire to create a more inclusive environment at these events and include some songs that may recognize our Native American and non-American residents. An item to discuss inclusivity and equity at future events will be added to the October Board agenda.
The Farmers Market continued to be slow in September with a number of vendors pulling out or not showing. Ms. Olson is looking into options and new guidelines for vendors if the event location moves to the new liquor store site. Gahm mentioned moving the date to a Sunday instead of a Friday and/or changing the timing. Sylvester mentioned competing markets and noted that vendors at our market also attend nearby markets on other days. HinnenKamp noted Coborn's may have objections to moving the market next to their store.
The holiday lights event will be moving to Council for a vote on an option to move forward. The location will be at Bluebird Park at the bandshell. The Mayor suggested the conversation may be geared around whether or not to ticket the event and how much cost the City is willing to take on.
Bandshell construction is ongoing and should be completed in October. Isanti Lions Club are looking to submit a name for the feature along with a monetary contribution. Zdon asked if October 23 is a reasonable date for a grand opening celebration to which Sylvester noted we are hopeful the unit will be completed by then.
December Movie Night was moved due to a scheduling conflict and will now be combined with the Santa event. Gahm mentioned making sure that the schools get flyers with dates for the Movie Nights. HinnenKamp suggested next year it may be a good kickoff event for the holiday lights event.
Sylvester addressed the closing of the BMX restrooms due to vandalism. Ms. Olson is looking into security options to deter future vandalism. Zdon asked if the bathrooms were available still from the inside for the BMX use and Sylvester confirmed they are still open on that end. Although one of the vandals was caught, there have been 4-6 different incidents this year. Incidents are also occurring throughout Bluebird Park so any potential cameras or security measures would need to capture the broad area.
Sylvester also discussed Family Day at Legacy Park. Roughly 40 people attended throughout the day – and increase from previous years - and families were able to make s'mores, crafts and take photos. The event unexpectedly conflicted with the Vikings home opener, which will be taken into consideration for next year.
The grand opening celebration will tentatively take place on October 23 with food trucks, local school performers and entertainment. The Board noted that the date is over MEA weekend, which may impact schedules, but pushing back to Halloween weekend or into November are also not preferable.
HinnenKamp shared additional research on the Eagle Park railroad viewing options. HinnenKamp is interested in reaching out to BNSF and seeing if they would offer any community support for a project like this, as well as the Isanti Historical Society and Isanti County. Zdon suggested HinnenKamp continue to

gather some research and submit to Ms. Olson a week prior to the October meeting to add to the next agenda. Zdon suggested adding a mural on the side of the buildings bordering the tracks.

Adjournment: Motion by HinnenKamp, second by Johnson to adjourn the September 28, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 5-0, meeting adjourned at 6:46 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, OCTOBER 19, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. October 5, 2021- Regular Meeting of the City Council
2. August 17, 2021- Planning Commission

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, October 26, 2021 at 6:00 p.m.
2.	City Council Meeting	Tuesday, November 2, 2021 at 7:00 p.m.
3.	Economic Development Authority Meeting	Tuesday, November 2, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

Jason Cook City Engineer
1. Resolution 2021-XXX Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment on the Main Street Reconstruction Project
2. Resolution 2021-XXX For Hearing on Proposed Assessment on the Main Street Reconstruction Project

L. Approve Consent Agenda
1. Payroll in the Amount of $117,807.41 and Accounts Payable in the Amount of $721,099.93
2. Resolution 2021-XXX Designating Polling Places in the City of Isanti for 2022 Elections
3. Resolution 2021-XXX Accepting Quote for 2022 Actuarial Valuation of Other Post-Employee Benefits and 2023 Reporting Disclosures
4. Resolution 2021-XXX Approving Contract for Liquor Store Mentor and Consulting Services
5. Resolution 2021-XXX Approving the Offer for Assistant Liquor Store Manager

M. Other Communications

1. September Police Department Reports
2. September Code Enforcement Officer Report
3. September Building Inspector Report
4. October Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, October 5, 2021 – 7:00 P.M.
CITY HALL

G.1.

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon Paul Bergley and Steve Lundeen, Dan Collison

Members Absent: None

Staff Present: Human Resources Director Katie Brooks, Community Development Director Sheila Sellman, Finance Director Mike Betker, Assistant Finance Director Pamela Dahlheimer and Chief of Police Travis Muyres

Others Present: Jessica Green

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, seconded by Begley to approve agenda with the modifications listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
1. **Resolution 2021-206** Mayors Proclamation- IRIS Infants Remembered in Silence

Mayor Johnson read the Proclamation.

G. Approve City Council Minutes
1. September 21, 2021 - Regular Meeting of the City Council
2. September 21, 2021 - Committee of the Whole Meeting
3. August 17, 2021 - Planning Commission Meeting
4. August 24, 2021 – Parks, Recreation and Culture Board Meeting

Motion by Lundeen, seconded by Collison to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1. **CITY OFFICES CLOSED** *(In Observance of Columbus Day)*	Monday, October 11, 2021
2. Committee of the Whole	Tuesday, October 19, 2021 at 5:00 p.m.
3. City Council Meeting	Tuesday, October 19, 2021 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, October 19, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

1. **Resolution 2021-204** Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

Councilman Gordan wanted to give up his seat on the Park and Recreation Board to Mayor Johnson.

Motion by Bergley, seconded by Collison to approve Jeff Johnson as the Designee and Jimmy Gordan as the alternate for Park and Recreation Board. Motion passed 5-0. Motion carried.

Community Development Director Sheila Sellman

2. **Resolution 2021-203** Approving a Comprehensive Land Use Plan Amendment to Change the Designation from General Commercial to Low Density Single Family Residential for PID's 16.134.0030, 16.134.0040, 16.134.0050 and 16.134.0060

Community Development Director Sheila Sellman discussed the Comprehensive Dand U Plan Amendment that was discussed at sept 21, 2021 Planning Commission Meeting to change the parcels from General Commercial to Low Density Single Family Residential. Applicant estimates 38 lots. No comments from surrounding cities came in after requesting feedback. A majority vote is required. Mayor Johnson offered discussion on the topic; no discussion took place.

Motion by Lundeen, seconded by Collison to approve. Motion passed 5-0. Motion carried.

3. Purchase Agreement and Development and Subsidy with Rockstad and Co. Relics and Wares to Purchase 102 Dahlin Ave NE, PID 16.047.0120

Community Development Director Sheila Sellman discussed Rockstad and Co Relics and Wares looking to relocate their business. She talked to them about staying in Isanti. They would like to purchase a property for one dollar. The City has about $25,950 in demolition cost into the building. It was donated to the City in 2016. They will have room for additional renters in the new building. Councilmember Lundeen mentioned they are currently renting so now they will be paying tax by owning the property.

Motion by Lundeen, seconded by Gordon to approve. Motion passed 5-0. Motion carried.

4. Purchase Agreement with Nick and Drew Enterprises, LLC for the Sale of 400 West Dual Blvd NE, PID 16.053.0070

Community Development Director Sheila Sellman was directed at the September 7, 2021 City Council meeting to list the current liquor store (400 West Dual Blvd) for sale. On September 14, 2021 and offer came in for Nick and Drews Discount Food grocery store. The offer of $400,000 for the building and land which was the listed appraisal price. Sellman mentioned the purchase agreement was before the City Council, she further stated how the building was a good fit for the grocery store. Any items kept inside the building will be a separate

agreement. Right now, the anticipated closing date will be December 17, 2021. Mayor Johnson asked if the purchase agreement was contingent on the purchase of a building for the Isanti Police Department. Sellman stated yes that was a part of the purchase agreement. Councilmember Bergley clarified about items from inside the building would be a separate agreement, Sellman confirmed and said the Liquor store manager and the potential buyers would have a list and do a walk through to go over items.

Motion by Lundeen, seconded by Bergley and Collision to approve. Motion passed 5-0. Motion carried.

Parks, Recreation and Events Coordinator Alyssa Olson

5. 2022 Street Dance Location Discussion

Park, Recreation and Events Coordinator Alyssa Olson discussed moving the Street Dances to the Blue Bird Park where the new Amphitheater is built. Isanti Electric needs to know if the Dances will be moving so they can install electricity for events and having enough power in 2022. Councilmember Lundeen asked if the Dances do not move if we would need the electricity anyways. Collision and Lundeen feel the power needs to be put in no matter what. They asked to discuss the Street Dance location at the next Committee of the Whole meeting in October. Chief Muyres gave his public safety opinion on having Street Dances in a more "open area." Lundeen asked about selling alcohol in our parks. Olson discussed amending our policy on liquor having a "single point entrance." Councilmember Lundeen suggested "corralling" off an area to make one entrance for a beer garden. Collison asked about how much power is needed for the bands, Olson stated she has asked that information and Isanti Electric will get that information when installing adequate electricity. Decision was to bring the Street Dance discussion to Committee of the Whole and move forward with installing enough electricity in Blue Bird Park for bands.

6. **Resolution 2021-208** Approving a Special Event Permit Application for the Amphitheater Grand Opening Celebration

Park, Recreation and Events Coordinator Alyssa Olsen discussed the Grand Opening Celebration at the new amphitheater tentatively on Saturday October 23, 2021 from 1:00-3:00 pm depending on construction competition.

Motion by Lunden, seconded by Collison to approve the special event permit application. Motion passed 5-0. Motion carried.

7. **Resolution 2021-207** Approving Isanti Light Display Event

Park, Recreation and Events Coordinator Alyssa Olson continued the discussion the Isanti Light Display Event by brining two options (concepts) to the Council for approval.

Option One: Free public event, market style with vendor booths, ice skating and photos with Santa and limited light display, Friday-Saturday in December. Estimated net cost first year $21,000, year two net cost $3,000.

Option Two: Ticketed walk-through event experience that focuses on one-sided light displays, market style activities including vendor booths and photo opportunities. More similar to Bentleyville. Saturday- Saturday (one week duration) in December. Estimated net cost first year $23,000, year two potential profit of $26,000.

The councilmembers discussed opinions and potential success of the event in Isanti compared to other holiday light shows in other cities. Finance Director Mike Betker mentioned Option One would come out of the General Fund and Option Two would come out of a separate revenue fund.

Motion by Lundeen, seconded by Collison and Johnson to move forward with Option Two. Motion passed 3-2 with Gordan and Berley voting nay. Motion carried.

Finance Director Mike Betker

8. 2014A Bond Refunding *(Jessica Green)*

Jessica Green presented a summary of the recommended terms for the issuance of approximately $1,510,000 General Obligation Tax Abatement Refunding Bonds, Series 2021A. Estimated interest rate of 0.99%. Bonds will mature annually 2023-2030 each February 1, payable August 1. Councilmember Bergley asked where the $99,000 will be realized. Mike Betker stated we have a separate debt service fund, 932, the saving will be realized by the projected levies to get smaller and debt service payments would get smaller.

Consensus was to move forward by the council. No motion needed.

L. Approve Consent Agenda

1. Payroll in the Amount of $120,607.51 Accounts Payable in the Amount of $272,112.43 and Third Quarter Payroll for Council/ Boards/ Commissions in the Amount of $8,713.48
2. **Resolution 2021-210** Approving Boards and Commissions to Receive Agenda Packets Digitally Via Email
3. **Resolution 2021-209** Accepting Resignation for Liquor Store Clerk Nicole Bothman
4. **Resolution 2021-211** Approving the Hire of Katie Olsen for Part-Time Liquor Store Clerk II
5. **Resolution 2021-212** Approving the Hire of Kristin Bennett for Part-Time Liquor Store Clerk II
6. **Resolution 2021-214** A Resolution Updating Trunk Oversizing Policy
7. **Resolution 2021-205** Approving Donation Box at Liquor Store
8. **Resolution 2021-213** Objecting to Any Future Mask Mandate

Councilmember Bergley wanted to clarify to the press item L.8 resolution is not anti-mask or anti science, anti-establish mandate, it is a pro-freedom mandate. If people want to or do not want to wear a mask, they have a choice as its their constitutional right.

Motion by Lundeen, seconded by Bergley to approve consent agenda. Motion passed 5-0. Motion carried.

M. Other Communications

1. Draft Minutes for the September 28, 2021 Parks, Recreation and Culture Board Meeting

The meeting moved to closed session at 7:39 p.m

.

N. Closed Session

1. Closed Session for Discussions to Purchase Real Property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN Pursuant to Minnesota Statutes 13D.05 Subd3 (c)

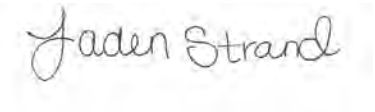
Mayor Johnson stated that the Council would be going into closed session for discussions to purchase real property PID 16.090.0102, 901 E Dual Blvd NE Isanti, MN pursuant to Minnesota Statutes 13D.05 Subd3 (c)

The closed session meeting ended at 8:07 p.m.

Upon reopening of the meeting at 8:08 p.m., no action was taken by City Council. Finance Director Mike Betker was directed to continue negotiations.

Adjournment
A motion was made by Lundeen, seconded by Collison to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 8:09 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, August 17, 2021

Immediately following the 7:30 P.M Budget Work Session;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 8:28 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Dan Collison, Arissya Simon, Alexander Collins.
     Members Absent: None
     Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis, City Engineer Jason Cook
   - D. Agenda Modifications: None
   - E. Adopt the Agenda
     Motion to adopt the agenda by Lundeen, second by Collison motion passes 7-0.

2. **Meeting Minutes**
   - A. Approval of Minutes from the July 20, 2021 Planning Commission Meeting motion by Lundeen, second by Collison motion passes 7-0.

3. **Public Hearing**

   A. Request by Thunder Brothers Brewery for approval of a Conditional Use Permit under City Ordinance 445, Section 21, Article 2, said request is for a Microbrewery in the General Business District, Highway 65 Overlay located at 801 Highway 65 NE. Saltis explained the Conditional Use Permit request to allow for a Microbrewery in the B-2 General Business zoning district. Thunder Brothers is planning to move all of their brewing operations into a leased-out space in the building located at 801 Highway 65 NE owned by the CBD Joint. The change of use for the building will require the applicants to apply for any building permits related to the new use, subject to review by City Staff. Representatives from Thunder Brothers Brewery were present at the meeting and available for questions. The Planning Commission asked why they are planning to move locations for the brewery. The representatives of Thunder Brothers said that they will move into the new space to gain more square footage and provide visibility from Highway 65. There was no one else from the public present at the public hearing to speak on the topic. Motion for approval of the Microbrewery with conditions by Lundeen, second by Gordon, motion passed 7-0.

   B. Request by BA Development, LLC for approval of Site Plans under City Ordinance 445 Section 18, said request is for a Dental Clinic and Commercial Tenant building located at 401 Cherrywood St NE. Saltis presented the Site Plans for a proposed dental clinic and commercial tenant building located on a vacant parcel at 401

Cherrywood St NE. The plans included a drive thru lane for the commercial tenant side of the building in which the applicants would have to apply for a Conditional Use Permit in the General Business District. Conditions for approval listed in the Staff Report included identifying on the site plans where there will be lighting, the configuration of the outdoor patio area, a new trash enclosure location, a widened drive aisle on the west of the building, and City Engineer's comments. A representative from Isanti Dental was present for the meeting and available for questioning. The Planning Commission asked if the conditions for approval were reasonable and could be met. The representative said that she is able to meet all of the conditions for approval. There was no one else from the public present at the public hearing to speak on this item. Motion to approve the site plans with conditions listed in the staff report and City Engineer's Memo dated 7-29-2021 by Lundeen, 2nd by Collison, motion passes 7-0.

C. Request by City of Isanti for Preliminary and Final Plat under City Ordinance 536, to create two lots located at 10 6th Ave SE. Sellman presented the proposed subdivision of the liquor store site into two parcels. The current site is five acres in size and is looking to be split with Lot 1 consisting of 3.96 acres and Lot 2 consisting of .67 acres. Lot 1 is the liquor store site; Lot 2 would be a buildable lot for a future business which may need a shared parking agreement with the liquor store. The planning commission asked the potential size of a building on lot 2 in which Jason Cook responded by saying that there would be room for a building roughly 1,500 to 2,000 square feet, depending on what is configured around the ponding. There was no one from the public present at the public hearing to speak on this item. Motion to approve the Preliminary and Final Plat to create two lots by Collision, 2nd by Collins, motion passes 7-0.

5. **Other Business:** None
6. **Discussion Items:** None
7. **Adjournment:** Motion by Bergley, 2nd by Collison to adjourn, motion passed 7-0 meeting adjourned at 8:45 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

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K.1. & K.2.

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MEMORANDUM

Date: October 12, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Main Street Reconstruction Project
Declare Costs to be Assessed and Call for Hearing on Proposed Assessment
City of Isanti, MN
Project No.: 0R1.123865

The Main Street Reconstruction project has been publicly bid, awarded to the responsible low bidder, and has now been constructed to city standards.

The next step in the MS 429 assessment process is to declare the final costs to be assessed, order preparation of the proposed assessment and hold a public hearing on the assessment.

The final assessments are approximately 18.5% lower than discussed at the improvement hearing with the average assessment being reduced approximately $1,000.

The assessments would be payable through annual installments over a 10-year period at a 2.00% interest rate. This interest rate may be reduced if, at the time of the hearing, a lower rate is obtained.

The public hearing on the proposed assessment will be scheduled for November 16, 2021 at 7:00 pm during the regular City Council Meeting.

As required by the Minnesota State Statute Chapter 429 process, we are requesting that City Council approve the two attached resolutions to proceed with the assessment process.

We will submit a notice of the assessment hearing to the local paper to be published no less than 14 days prior to the hearing. We will also submit individual assessment letters to each property owner no less than 14 days prior to the hearing as well.

I will be at the October 19, 2021 Council meeting if you have any questions.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2021-XXX

DECLARING COST TO BE ASSESSED, AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ON THE MAIN STREET RECONSTRUCTION PROJECT

WHEREAS, a contract has been let for the improvement of Main Street W from Whiskey Road to 4th Avenue NW and the contract price incurred for such improvement is $409,959.96, and the expenses incurred or to be incurred in the making of such improvement amount to $140,347.00 so that the total cost of the improvement will be $550,306.96.

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

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be $416,634.47 and the portion of the cost to be assessed against benefited property owners is declared to be $133,672.49.

2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2022, and shall bear interest at the rate of 2.00% percent per annum from the date of the adoption of the assessment resolution.

3. The city administrator, with the assistance of the city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and they shall file a copy of such proposed assessment in their office for public inspection.

4. The administrator shall upon the completion of such proposed assessment, notify the council thereof.

This resolution was duly adopted by the Isanti City Council this 19th day of October 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

FOR HEARING ON PROPOSED ASSESSMENT
ON THE MAIN STREET RECONSTRUCTION PROJECT

WHEREAS, pursuant to Resolution 2021-XXX of the City Council adopted October 19, 2021, the City Engineer was directed to prepare a proposed assessment of the cost of the improvement of Main Street W from Whiskey Road to 4th Avenue NW. The improvement consisted of street reclamation & bituminous pavement, sidewalk reconstruction, and the replacement of curb & gutter, and

WHEREAS, the City Administrator has notified the council that such proposed assessment has been completed and filed in her office for public inspection.

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

1. A hearing shall be held at 7:00 p.m. on November 16, 2021, in the city hall located at 110 1st Avenue NW to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

2. The city engineer is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

This resolution was duly adopted by the Isanti City Council this 19th day of October 2021.

_____
Attest: Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

City of Isanti

Gross Payroll	101,370.38
Social Security & Medicare	5,647.74
Public Employees Retirement	10,789.29
Total City Expense	117,807.41

Pay Date 10/15/2021

Pay Period 21 (9/26-10/9/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/06/2021	56883	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938.00
10/21	10/06/2021	56884	3038	ALLIANCE BUILDING CORPORATION	609-20200	343,045.00
10/21	10/06/2021	56885	53	BELLBOY CORPORATION	609-20200	3,877.92
10/21	10/06/2021	56886	2853	BENEFIT EXTRAS INC	609-20200	33.00
10/21	10/06/2021	56887	9	BERNICKS PEPSI-COLA	609-20200	1,117.00
10/21	10/06/2021	56888	2609	BETKER, MIKE	101-20200	53.49
10/21	10/06/2021	56889	2487	CAPITOL BEVERAGE SALES	609-20200	122.62
10/21	10/06/2021	56890	1629	CITY OF ISANTI	101-20200	15,293.18
10/21	10/06/2021	56891	120	CONNEXUS ENERGY	920-20200	3,436.03
10/21	10/06/2021	56892	1472	CRAWFORDS EQUIPMENT INC	603-20200	157.31
10/21	10/06/2021	56893	918	CRYSTAL SPRINGS ICE	609-20200	233.08
10/21	10/06/2021	56894	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,403.35
10/21	10/06/2021	56895	2809	DAHLHEIMER, PAMELA	101-20200	135.54
10/21	10/06/2021	56896	3102	DAMA METAL PRODUCTS INC	609-20200	192.38
10/21	10/06/2021	56897	1481	DENNISON TECHNOLOGY GROUP INC	101-20200	119.00
10/21	10/06/2021	56898	2933	FALCON NATIONAL BANK	101-20200	4,151.24
10/21	10/06/2021	56899	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	134.55
10/21	10/06/2021	56900	3069	FIRST RATE OUTDOORS LLC	101-20200	100.00
10/21	10/06/2021	56901	2830	GDO LAW	101-20200	4,083.33
10/21	10/06/2021	56902	1400	GENERAL CODE LLC	101-20200	1,566.00
10/21	10/06/2021	56903	134	GOPHER STATE ONE-CALL INC	601-20200	156.60
10/21	10/06/2021	56904	739	HACH COMPANY	601-20200	261.00
10/21	10/06/2021	56905	3101	HILLIARD, JAMES	505-20200	250.00
10/21	10/06/2021	56906	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,270.70
10/21	10/06/2021	56907	5	KAWALEK TRUCKING	609-20200	235.80
10/21	10/06/2021	56908	1773	KLERSY,SCOT	101-20200	164.99
10/21	10/06/2021	56909	1282	LEAF TOWING & RECOVERY	101-20200	1,113.00
10/21	10/06/2021	56910	1479	LOFFLER -131511	108-20200	96.20
10/21	10/06/2021	56911	17	MCDONALD DISTRIBUTING CO	609-20200	17,424.75
10/21	10/06/2021	56912	2978	MILBANK WINWATER WORKS	601-20200	2,652.28
10/21	10/06/2021	56913	2208	MINNESOTA EQUIPMENT INC	101-20200	116.48
10/21	10/06/2021	56914	2112	MINNESOTA SHERIFFS ASSN	101-20200	160.00
10/21	10/06/2021	56915	2826	MINOKAW VAR SERVICES	614-20200	330.00
10/21	10/06/2021	56916	1180	MLB PRINTING INC	101-20200	65.00
10/21	10/06/2021	56917	1845	MN DEPT OF TRANSPORTATION	425-20200	2,420.99
10/21	10/06/2021	56918	2080	MVTL LABORATORIES INC	602-20200	347.09
10/21	10/06/2021	56919	283	OLSON POWER & EQUIPMENT	101-20200	280.41
10/21	10/06/2021	56920	617	PAUSTIS & SONS	609-20200	754.25
10/21	10/06/2021	56921	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,045.32
10/21	10/06/2021	56922	12	POSTMASTER	101-20200	130.00
10/21	10/06/2021	56923	2630	RAPP, JORDAN	101-20200	214.99
10/21	10/06/2021	56924	2341	RED BULL DISTRIBUTION CO INC	609-20200	398.50
10/21	10/06/2021	56925	1442	ST LOUIS MRO INC	603-20200	45.00
10/21	10/06/2021	56926	315	ST PAUL STAMP WORKS	101-20200	38.80
10/21	10/06/2021	56927	1361	STAPLES ADVANTAGE	101-20200	269.60
10/21	10/06/2021	56928	2156	SUMMIT FIRE PROTECTION	101-20200	8.00
10/21	10/06/2021	56929	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
10/21	10/06/2021	56930	97	TOTAL CONTROL SYSTEMS INC	601-20200	570.00
10/21	10/06/2021	56931	1820	URBANS HARDWARE INC	602-20200	90.22
10/21	10/06/2021	56932	686	VERIZON WIRELESS	101-20200	1,427.57
10/21	10/06/2021	56933	42	VIKING COCA-COLA BOTTLING CO	609-20200	574.75
10/21	10/06/2021	56934	1286	VINOCOPIA INC	609-20200	154.00
10/21	10/06/2021	56935	4	WATSON CO INC	609-20200	2,230.21

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/06/2021	56936	1922	WEX BANK	101-20200	4,621.36
Grand Totals:						450,728.88

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/13/2021	56937	1231	ACE SOLID WASTE INC	101-20200	1,065.33
10/21	10/13/2021	56938	2863	AMAZON CAPITAL SERVICES	108-20200	101.42
10/21	10/13/2021	56939	2850	BEAUDRY OIL & PROPANE INC	101-20200	793.05
10/21	10/13/2021	56940	1485	BECKER, JOSH	101-20200	15.00
10/21	10/13/2021	56941	9	BERNICKS PEPSI-COLA	609-20200	883.99
10/21	10/13/2021	56942	2536	BERRY, JILL	601-20200	17.82
10/21	10/13/2021	56943	368	BILLS QUALITY CLEANING	609-20200	712.00
10/21	10/13/2021	56944	1387	BJORKLUND COMPANIES LLC	101-20200	255.00
10/21	10/13/2021	56945	2319	BREAKTHRU BEVERAGE OF MN	609-20200	4,493.18
10/21	10/13/2021	56946	1198	CENTER POINT ENERGY	601-20200	476.09
10/21	10/13/2021	56947	1822	CENTURYLINK BUSINESS SERVICES	101-20200	22.13
10/21	10/13/2021	56948	1736	COMM OF MMB TREAS DIV	101-20200	540.00
10/21	10/13/2021	56949	2522	COMMUNITY TITLE & ESCROW LLC	601-20200	100.62
10/21	10/13/2021	56950	918	CRYSTAL SPRINGS ICE	609-20200	539.84
10/21	10/13/2021	56951	8	DAHLHEIMER DISTRIBUTING CO	609-20200	22,185.79
10/21	10/13/2021	56952	2028	FURTHER	101-20200	32.20
10/21	10/13/2021	56953	2761	GRATITUDE FARMS	101-20200	250.00
10/21	10/13/2021	56954	739	HACH COMPANY	601-20200	176.44
10/21	10/13/2021	56955	2209	INNOVATIVE OFFICE SOLUTIONS INC	609-20200	144.59
10/21	10/13/2021	56956	114	ISANTI COUNTY RECORDER	505-20200	46.00
10/21	10/13/2021	56957	188	ISANTI COUNTY SHERIFF	101-20200	333.25
10/21	10/13/2021	56958	162	ISANTI RENTAL INC	101-20200	109.99
10/21	10/13/2021	56959	113	ISANTI TIRE & AUTO CARE INC	101-20200	20.00
10/21	10/13/2021	56960	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,907.47
10/21	10/13/2021	56961	2647	JOHNSON CONTROLS	101-20200	578.40
10/21	10/13/2021	56962	5	KAWALEK TRUCKING	609-20200	131.20
10/21	10/13/2021	56963	1773	KLERSY,SCOT	101-20200	15.00
10/21	10/13/2021	56964	17	MCDONALD DISTRIBUTING CO	609-20200	13,345.80
10/21	10/13/2021	56965	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
10/21	10/13/2021	56966	1945	MINNESOTA DEPARTMENT OF LABOR & INDUSTR	101-20200	1,942.52
10/21	10/13/2021	56967	2829	MN DEPT OF COMMERCE	101-20200	143.28
10/21	10/13/2021	56968	194	MN DEPT OF HEALTH	601-20200	5,589.00
10/21	10/13/2021	56969	176	MN DEPT OF REVENUE	101-20200	34,815.00
10/21	10/13/2021	56970	2842	MN PEIP	861-20200	30,051.06
10/21	10/13/2021	56971	1252	MN SECRETARY OF STATE	101-20200	120.00
10/21	10/13/2021	56972	2080	MVTL LABORATORIES INC	602-20200	246.53
10/21	10/13/2021	56973	2992	NEXTERA COMMUNICATIONS	108-20200	243.89
10/21	10/13/2021	56974	3094	NORTH VALLEY, INC	425-20200	128,873.29
10/21	10/13/2021	56975	3063	PARADISE HOMES INC	505-20200	8,000.00
10/21	10/13/2021	56976	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,190.01
10/21	10/13/2021	56977	2324	STEWART TITLE CO	601-20200	154.95
10/21	10/13/2021	56978	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
10/21	10/13/2021	56979	1794	TITAN MACHINERY	101-20200	1,169.23
10/21	10/13/2021	56980	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
10/21	10/13/2021	56981	2027	US INTERNET	603-20200	57.80
10/21	10/13/2021	56982	4	WATSON CO INC	609-20200	1,350.05
10/21	10/13/2021	56983	2009	WOOD, JOSEPHINE	101-20200	1,332.25
Grand Totals:						270,371.05

RESOLUTION 2021-XXX

DESIGNATING POLLING PLACES IN CITY OF ISANTI FOR 2022 ELECTIONS

WHEREAS, Minnesota Statutes § 204B.16 requires the governing body of each municipality to designate, by ordinance or resolution, a polling place for each election precinct; by December 31st of each pre-election year. These polling places are designated for the following calendar year of 2022; and,

WHEREAS, the City Council of the City of Isanti has created Precinct 1 (City Hall) and Precinct 2 (Isanti Community Center) with Official Polling Places, as adopted and designated in Resolution 2015-288; and,

WHEREAS, the City of Isanti Council re-designates a polling place location for each precinct in accordance with all state statutes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, hereby designates the polling places for each precinct as follows:

1. The official Polling Place location for Election Precinct 1 is Isanti City Hall, 110 First Avenue NW, Isanti, Minnesota 55040.

2. The official Polling Place location for Election Precinct 2 is Isanti Community Center, 208.5 First Avenue NW, Isanti, Minnesota 55040.

This Resolution is hereby approved by the Isanti City Council this 19th day of October 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

RESOLUTION ACCEPTING QUOTE FOR 2022 ACTUARIAL VALUATION OF OTHER POST-EMPLOYMENT BENEFITS AND 2023 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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Hildi Inc. for 2022 actuarial valuation of other post-employment benefits in the amount of $2,200.00 and 2023 reporting disclosures services in the amount of $600.00.

This Resolution is hereby approved by the Isanti City Council this 19th day of October, 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

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AGREEMENT FOR CONSULTING SERVICES

This Agreement for Consulting Services ("Agreement") is entered into and dated October 6, 2021 by and between USI Consulting Group, Inc. (USICG - earlier as **Hildi Inc.**) USICG with offices located at 8000 Norman Center Drive, Suite 400, Bloomington, MN 55437 with headquarters at 95 Glastonbury Blvd., Suite 102, Glastonbury, CT 06033 (hereinafter referred to as the "Consultant") and City of Isanti with offices located at 110 1st Avenue NW, Isanti, MN 55040 (hereinafter referred to as the "Company"). Company and Consultant are jointly referred to as the "parties."

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY OF WHICH IS HEREBY ACCEPTED, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Description of Services. Consultant will perform certain services for Company upon terms and conditions specified herein and as such services are more particularly described in Exhibit(s), which are attached hereto and incorporated by this reference.

In Process

2. Prices and Payment. Company agrees to pay Consultant the fees set forth in the applicable Exhibit(s). Consultant anticipates invoicing the Company monthly for services provided. Payment will be due in full within fifteen (15) days of receipt of Consultant's invoice. Company agrees to pay interest on all overdue amounts at a rate of twelve percent (12%) per annum or the rate allowed by law, which ever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts.

3. Travel Expenses. Company agrees to reimburse Consultant for its reasonable and necessary out-of-pocket lodging, transportation, and food incurred at the Company's request. Consultant agrees to provide reasonable expense documentation. Whenever possible, Consultant agrees to take advantage of travel discounts. All air travel by Consultant shall be on major national or regional airlines, and Consultant and its representatives may keep their frequent flier miles earned for their personal usage.

4. Ownership of Work Product. Ownership of, and all rights in, the work product which is the subject matter of this Agreement (the "Work"), including trademarks, patents and copyrights applicable to same, shall belong exclusively to Company. The parties expressly agree to consider as a "work made for hire" any Work ordered or commissioned by the Company which qualifies as such under the United States copyright laws. To the extent that the Work cannot be a "work made for hire" or where necessary for any other reason, Consultant will provide Company with all such assignments of rights, covenants and other assistance which may be required for Company, through trademark, patent or copyright applications or otherwise, to obtain the full benefit of the rights provided for herein. If the Work contains materials previously developed or copyrighted by

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Consultant or others, Consultant grants and agrees to grant to Company, or obtain for Company, an unrestricted, royalty-free license to use and copy such materials. Any license so granted or obtained shall include the right for Company to grant an unrestricted, royalty-free license to any affiliate of Company. Consultant is allowed to retain one copy of the Work for archival purposes. Consultant shall place a copyright notice on the Work at Company's request. The Work shall be considered "Information" under the Section entitled "Nondisclosure."

5. Nondisclosure. Any technical or business information, including, but not limited to, computer programs, files, specifications, drawings, sketches, models, samples, tools, cost data, customer information, financial data, business or marketing plans or other data, whether oral, written or otherwise ("Information"), furnished or disclosed to Consultant hereunder or in contemplation hereof, shall remain Company's property. No license, express or implied, under any trademark, patent or copyright is granted by Company to Consultant by virtue of such disclosure. All such information in written, graphic or other tangible form shall be returned to the Company immediately upon request and copies shall be returned to the Company or, at Company's option, certified by Consultant as having been located and destroyed. Consultant shall be allowed to retain one copy of the Information for archival purposes. Unless such Information was previously known to Consultant free of any obligation to keep it confidential, is lawfully obtained by Consultant from any source other than Company or has been or is subsequently made public by Company or a nonparty to this Agreement, is approved for release by written authorization of the Company, or is required by law to be disclosed in response to a valid order of a court of competent jurisdiction or authorized governmental agency, provided the Company receives adequate notice to allow it to request a protective order and the Consultant reasonably cooperates with the Company's efforts to receive a protective order, it shall be kept confidential by Consultant for the benefit of Company, shall be used only in performing under this Agreement and shall not be used for other purposes except upon such terms as may be agreed upon by Company in writing. Consultant shall take reasonable steps to protect such Information to a similar extent that Consultant protects its own Information.

6. Liability. Consultant shall indemnify Company and its affiliates against, and shall hold Company and its affiliates harmless from, any loss, damage, expense or liability that may in any way arise out of or result from the performance of Consultant hereunder and caused by or resulting from the gross negligence or intentional misconduct of Consultant, including but not limited to any knowing infringement, or claim of infringement, of any patent, trademark, copyright, trade secret or other proprietary right of a third party or of Consultant or anyone claiming through Consultant who may be eligible to terminate any assignment or transfer made hereunder pursuant to the terms of the copyright laws up to the amount paid by the Company to the Consultant under a given applicable Exhibit(s). Consultant shall defend or settle, at its own expense, any action or suit against Company or its affiliates for which it is responsible hereunder.

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Company shall notify Consultant of any such claim, action or suit and shall reasonably cooperate with the Consultant (at Consultant's expense) to facilitate the defense of any such claim.

7. Limitation. In no event shall company or consultant be liable, one to the other, for indirect, special, incidental, or consequential damages arising out of or in connection with the furnishing, performance or use of any products or services provided pursuant to this agreement.

8. Limited Warranties. Consultant warrants and represents that it has full authority to enter into this Agreement and to consummate the transactions contemplated hereby and that this Agreement is not in conflict with any other agreement to which Consultant is a party or by which it may be bound.

   Consultant warrants and represents that Consultant has the proper skill, training and background so as to be able to perform in a competent and professional manner and that all work will be performed in accordance with professional standards in the industry and/or field.

9. Headings. Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.

10. Insurance. Upon request by Company, Consultant shall provide to Company, copies of certificates of insurance evidencing the workers compensation, general liability and automobile insurance coverage that Consultant has in effect and Consultant shall maintain such insurance in effect through the duration of the Agreement.

11. Amendment and Waiver. No provision of this Agreement may be modified, waived, terminated or amended except by a written instrument executed by the parties. No waiver of a material breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or other provisions hereof.

12. Relationship. The Consultant shall be and act as an independent contractor hereunder, and neither Consultant nor any employee, agent, associate, representative or subcontractor shall be deemed to be employees of the Company for any purpose whatsoever.

13. Force Majeure. Neither party will be liable for any failure or delay in performance due to any cause beyond its reasonable control, including, but not limited to acts of nature, strikes, fire, flood, explosion, riots, or wars, provided that personnel changes, including unanticipated employee departures, shall not be considered to be an event or condition of force majeure.

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14. Notices. All notices and other communications required or permitted under this Agreement shall be in writing, and hand delivered or sent by registered or certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either party shall have notified the other party:

If to Company:
Mr. Mike Betker
Finance Director
City of Isanti
110 1st Avenue NW
Isanti, MN 55040

If to Consultant:
USI Consulting Group, Inc. (USICG- earlier as **Hildi Inc.**)
8000 Norman Center Drive
Suite 400
Bloomington, MN 55437
Attn: Jill Urdahl, FSA
Minnesota Practice Leader / Consulting Actuary

In Process

15. Assignment. Consultant shall not assign this Agreement or delegate the services to be performed hereunder, in whole or in part, or any of its rights, interest, or obligations hereunder without Company's express written consent.

16. Law Government. This Agreement shall be governed by the laws of the State of Minnesota, without regard to or application of conflicts of law rules or principles.

17. Taxes. Consultant shall assume full responsibility for the payment of all taxes imposed by any federal, state, local taxes or foreign taxing authority and all contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to performance of services for Company hereunder.

18. Termination. Any Exhibit(s) to this Agreement may be terminated by either party upon thirty (30) days written notice to the other party. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party. Company agrees to pay for all services provided by Consultant and related travel expenses incurred by Consultant through the date of termination of the Exhibit(s) and/or the Agreement as applicable.

19. Entire Agreement. This constitutes the entire agreement between the parties regarding the subject matter hereof. This Agreement shall be binding on the affiliates, administrators, executors, heirs, successors in interest, or assigns of Consultant.

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IN WITNESS WHEREOF, authorized representatives of the Company and the Consultant have executed this Agreement in duplicate.

Company: City of Isanti	**Consultant: USICG (earlier as Hildi Inc.)**
By: _____ (Authorized Signature)	By: Jill Urdahl (Authorized Signature)
Name: Michael Betker (Print or Type)	Name: Jill Urdahl
Title: Finance Director (Print or Type)	Title: Minnesota Practice Leader and Actuary
Date: _____	Date: October 6, 2021

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

In Process

DocuSign Envelope ID: 08415CDB-A7C6-42D7-B979-8943DEB4E6FC

Exhibit 1 to
AGREEMENT FOR CONSULTING SERVICES
Consultant and Rate Schedule

Consultant Representative's Name	Title	Effective Start Date	Expected End Date
USICG (**Hildi Inc.**) Actuaries and Consultants	Consulting Actuaries	January 1, 2022	December 31, 2023

Base Fees

The approximate budget for USICG (Hildi Inc.) consulting services is as follows:

	2022 Fiscal Year	2023 Fiscal Year
GASB 75	$2,200	January 1, 2022 actuarial valuation to be used as base results. GASB 75 disclosures to be developed for the year ending December 31, 2023. Approximately $600

These Base Actuarial Fees include the following:

- An Actuarial Report including all information required by the GASB Statements. USICG (Hildi Inc.) will provide an electronic copy of the actuarial report. One to three hard copies of the report can be sent, too, if requested.
- A results meeting by conference call or video to discuss the results.
- 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.
- Periodic memos and telephone calls to provide updates on developments that may affect future actuarial reports.

All quotes assume the plan provisions and assumptions remain unchanged from the last actuarial valuation or year-end disclosure. Additional charges may occur if there is out of scope work due to an OPEB Trust, changes in funding or investment policy for the OPEBs, changes in plan provisions or assumptions, or changes in the GASB disclosure requirements.

SERVICES OR REQUIREMENTS:

The Agreement for Consulting Services is dated October 6, 2021.

Company: City of Isanti

_____
(Authorized Signature)

_____
(Date)

Consultant: USICG (earlier as Hildi Inc.)

Jill Mudahl
(Authorized Signature)

October 6, 2021
(Date)

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

DocuSign

Certificate Of Completion

Envelope Id: 08415CDBA7C642D7B9798943DEB4E6FC
Status: Delivered
Subject: Please DocuSign: Hildi Inc.USI City of Isanti Consulting Contract 1.1.2022.pdf
Source Envelope:
Document Pages: 6
Signatures: 0
Envelope Originator:
Certificate Pages: 4
Initials: 0
Lori Goble
AutoNav: Enabled
100 Summit Lake Drive, Suite 400
EnvelopeId Stamping: Enabled
Valhalla, NY 10595
Time Zone: (UTC-06:00) Central Time (US & Canada)
lori.goble@usi.com
IP Address: 139.60.216.9

Record Tracking

Status: Original
10/6/2021 2:48:31 PM
Holder: Lori Goble
lori.goble@usi.com
Location: DocuSign

Signer Events	Signature	Timestamp
Michael Betker MBetker@cityofisanti.us Finance Director Security Level: Email, Account Authentication (None)		Sent: 10/6/2021 2:50:38 PM Viewed: 10/6/2021 3:25:24 PM

Electronic Record and Signature Disclosure:
Accepted: 10/6/2021 3:25:24 PM
ID: 4b559c68-11f3-4542-a8c7-6179b97ac227

In Process

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/6/2021 2:50:39 PM
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Electronic Record and Signature Disclosure

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ii. send us an e-mail to michael.pomer@usi.biz and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	•Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

In Process

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.
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In Process

RESOLUTION 2021-XXX

APPROVING A CONTRACT FOR LIQUOR STORE MENTOR AND CONSULTING SERVICES WITH KEVIN CASTELLANO

WHEREAS, the soon to open City liquor store presents new and exciting times of growth and opportunity; and

WHEREAS, the new store is a larger facility that offers additional services such as online ordering and curbside sales and the City seeks to gain 12% market share and grow total revenues by 50% within the first 3 full years of operation; and

WHEREAS, to assist with the transition and facilitate revenue growth at the new liquor store, the City Administrator advised the Liquor Store Manager that the City partner with an experienced Liquor Store Manager to mentor and advise; and,

WHEREAS, funding source is identified as Liquor (609) – Professional Services;

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

1. Hereby enters into the attached contract, Exhibit A, between the City of Isanti and Kevin Castellano for mentor services, with Castellano's hourly rate being $65/hour.
2. Approves and authorizes the City Administrator to sign the contract between the City of Isanti and Castellano.

This Resolution hereby approved by the Isanti City Council this 19th day of October, 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

‘Exhibit A’

This agreement is hereby entered into between the City of Isanti (hereinafter "City") and Kevin Castellano (hereinafter "Consultant") for provision of consulting services related to Liquor Store and Liquor Management matters.

It is understood that Consultant is acting as an independent contractor and the relationship between the parties is merely contractual. Consultant will not be deemed an employee of the City of Isanti.

Consultant hereby agrees to provide the services as Liquor Store Consultant to the City of Isanti as set forth hereto and made a part hereof.

City agrees to compensate Consultant at a rate of $65.00 per hour for services provided by Consultant to City pursuant to the provisions of this contract.

Consultant shall submit bi-weekly work logs setting forth the billable hours for which payment is requested. City shall pay Consultant on a bi-weekly basis.

Either party shall have the right to terminate this contract, with or without cause upon not less than two (2) weeks written notice specifying the effective date of termination. The term of this contract shall commence as of October 19, 2021.

This contract for liquor store consulting services is hereby entered into on the 19th day of October, 2021, between Kevin Castellano and the City of Isanti.

Consultant

By: _____ Date: _____
Kevin Castellano

City of Isanti

By: _____ Date: _____
Josi Wood, City Administrator

RESOLUTION 2021-XXX

OFFERING THE POSITION OF
ASSISTANT LIQUOR STORE MANAGER
TO STEPHEN MILLER

WHEREAS, the City Council of the City of Isanti is required to approve hiring of all employees; and,

WHEREAS, the City Council has approved the Assistant Liquor Store Manager position; and,

WHEREAS, the Interviewing Panel has selected Stephen Miller as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation and reference check;

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

1. Human Resource Director has offered the Assistant Liquor Store Manager position to Stephen Miller for the City of Isanti.
2. This position is full-time, non-exempt, and eligible for all benefits.
3. The expected start date in that position is October 29, 2021.
4. The wage will start at Step 2 of the wage scale at $26.4092 and in 6 months with successfully demonstrated performance review and proficiency will receive Step 3 of the current wage scale.
5. That Stephen Miller will accrue vacation at the first-year rate.
6. Human Resources Director is to complete all required documentation for the completion of the employment offer and place a copy of this Resolution in the employee's personnel file for future reference.

This resolution is hereby approved by the Isanti City Council this 19th day of October 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Isanti Police Department Monthly Report

September 2021

Reported Crime	Month to Date	Year to Date
Theft	8	81
Assault	6	38
Vandalism/Damage to Property	10	46
Narcotics	11	33
Burglary	1	7
Domestics	6	49
Crim Sex	0	7
Robbery	0	0
Loud Party/Disturbance	2	51
Medical	36	319
Permit to Purchase	6	79
Security Check / Extra Patrol	314	3,399

Traffic Offenses	Month to Date	Year to Date
No Insurance	10	55
DUI	4	18
Accidents	8	84
Hit & Run	0	1
Warrant P/U	7	46
Speed	13	135
DAR/DAS	21	64
Administrative Citations (Including Speed)	13	83

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	101,316	674	5,515
Ford Explorer 224	100,144	553	7,107

Ford F150 225	49,275		825	8,003
Chevy Impala 223	100,430	*	669	2,413
Dodge Durango 226	37,695		1,449	11,701
Dodge Durango 227	44,496		2,050	13,088
Dodge Durango 228	24,200		1,861	16,514
Chevy Tahoe 229	11,000		1,241	11,000

* Reflects 2 months. Was out of service for August report

CEZT REPORT SEPTEMBER 2021

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
NEW THIS MONTH				**12**	4	**17**	**13**	**10**	**12**	**9**	**2**	**9**
TOTAL YTD				**83**	**76**	**72**	**55**	**42**	**32**	**20**	**11**	**9**
CARRIED FORWARD FROM PREVIOUS MONTH			6	3	11	2	1	2	3	1	5	5 (2020)
CLOSED THIS MONTH				10	12	8	13	11	10	7	6	9
REMAIN OPEN END OF MONTH (NOT CITATIONS)				6	3	11	2	1	2	3	1	5
NEW CRIMINAL CITATIONS ISSUED THIS MONTH					**1**				1			
OPEN CRIMINAL CITATIONS END OF MONTH				6	6	5	5	5	5	4	4	
CPA-Park & Store. **227-8**				**1**	1	6	3	4	9	3	1	
CSN-Snow Removal **216-2-Q**										1	1	
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
H2O-Water restrictions					1							
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage							1					
NGR--Grass/weed length. **216-2-H**				7		8	6	1				
Nuisance Junk/rubbish/salvage. **216-2-L**				2		2	2	3	1	3		
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates. **216-2-L**							1	1		2		
SGN-Signs												
ZAC-Accessory Building. **445**				1								
ZFE-Fence. **216**								1	1	1		
LETTERS SENT THIS MONTH				8	3	15	5	4	8	5	1	
ABATED PROPERTIES THIS MONTH				3	1	2	1					

M.2.

CITY OF ISANTI MONTHLY REPORT

September 9/30/2021

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	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		
ROOF / SIDING	7	131	$0.00	$0.00	$7.00	$31.00	$560.00	$10,480.00		
DECK	4	27	$0.00	$8,000.00	$4.25	$13.75	$1,027.88	$7,684.28		
LL FINISH	2	19	$0.00	$7,000.00	$2.00	$3.00	$600.00	$4,878.88		
REMODEL / ADDITION	0	5	$0.00	$45,650.00	$0.00	$26.00	$0.00	$2,038.20		
GARAGE / SHED	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
MISCELLANEOUS	16	150	$5,000.00	$70,000.00	$17.50	$55.50	$2,096.95	$16,016.94		
SINGLE DWELLINGS	5	55	$1,030,795.08	$10,839,381.44	$515.40	$1,507.42	$14,351.70	$151,901.70		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	10	116	$0.00	$0.00	$10.00	$38.00	$750.00	$8,620.00		
PLUMBING	7	98	$0.00	$0.00	$7.00	$22.00	$578.00	$7,918.00		
RESIDENTIAL TOTAL	**51**	**602**	**$1,035,795.08**	**$10,970,031.44**	**$563.15**	**$1,696.67**	**$19,964.53**	**$209,618.00**		
COMMERCIAL										
NEW BUILDINGS	0	1	$0.00	$1,918,900.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	2	3	$266,000.00	$366,000.00	$133.00	$133.00	$3,775.20	$5,590.20		
PLUMBING	2	8	$0.00	$0.00	$13.00	$17.25	$390.00	$1,160.50		
MECHANICAL	1	5	$0.00	$0.00	$56.88	$62.13	$0.00	$365.38		
ROOF / SIDING	0	2	$0.00	$15,150.00	$0.00	$0.00	$0.00	$1,728.50		
MISCELLANEOUS	3	56	$0.00	$673,390.00	$2.00	$23.68	$269.50	$14,366.40		
COMMERCIAL TOTAL	**8**	**75**	**$266,000.00**	**$2,973,440.00**	**$204.88**	**$236.06**	**$4,434.70**	**$23,210.98**		
RESIDENTIAL/COMMERCIAL TOTAL	**59**	**677**	**$1,301,795.08**	**$13,943,471.44**	**$768.03**	**$1,932.73**	**$24,399.23**	**$232,828.98**	**$31,875.00**	**$356,696.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 9/30/2021

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	387	29	0	2	$13,786,410.00	$157,271.66	$237,723.17
2015	358	31	0	0	$7,057,395.06	$128,158.63	$199,575.00
2016	457	55	0	4	$19,529,839.23	$267,818.54	$593,615.88
2017	543	71	0	2	$13,702,145.50	$233,158.67	$563,646.80
2018	492	66	0	2	$17,494,372.86	$269,013.08	$380,152.00
2019	548	66	0	1	$14,767,299.80	$254,006.19	$368,861.00
2020	865	73	0	1	$17,874,667.43	$314,955.52	$430,870.00
2021	677	55	0	1	$13,943,471.44	$232,828.98	$356,696.00

MONTHLY COMPARISON FOR 44469

Month	# Permits	Permit Value	Permit Fees
January	37	$264,490.00	$7,048.43
February	81	$1,945,632.00	$33,478.30
March	72	$404,636.00	$14,229.50
April	101	$2,134,357.00	$37,993.50
May	105	$3,959,650.00	$43,279.90
June	76	$1,730,398.00	$30,338.69
July	76	$1,039,961.00	$20,638.53
August	67	$1,162,552.36	$21,243.90
September	59	$1,301,795.08	$24,399.23
October	3	$0.00	$179.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	677	$13,943,471.44	$232,828.98

M.3.

BOLTON & MENK
Real People. Real Solutions.

M.4.
7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: October 13, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.123130

Please find listed below a status report of the current projects in the City of Isanti:

1) **Liquor Store Site**
Final lift of pavement scheduled later this month. The building is scheduled to be completed in early November.

2) **Main Street Reconstruction**
Work is scheduled to be completed this month.

3) **Eagle Park Parking Lot Reconstruction**
Work is scheduled to be completed this month.

4) **Heritage Walk Improvements**
Work is scheduled to be completed this month.

5) **2021 Pavement Management Project**
Work is scheduled to be completed this month.

6) **2021 Storm System Management Project**
Work will continue on the apron restorations this month.

7) **6th Avenue Rehabilitation**
The rejected sod has been replaced. Once this sod is accepted the project can be closed out.

8) **Legacy Pines 2nd & 3rd Additions**
Street signs and turf establishment will be addressed this month. The final pavement lift on Eagle Street is scheduled to be completed next spring.

9) **Fairway Greens South Development**
A portion of the project is planned for construction this fall.

10) **Fairway Greens North Development**
The First Addition Phase 1 work has begun and will continue through next month.

11) **MS4 Implementation**
We will continue to assist the City as requested to meet MS4 requirements.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

11-2-21 City Council Meeting was cancelled.

This was due to the ISD #911 School Referendum voting.

All Items moved to the 11-16-21 City Council meeting.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, NOVEMBER 2, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes
1. October 19, 2021- Regular Meeting of the City Council
2. October 19, 2021- Committee of the Whole Meeting
3. September 28, 2021 – Parks, Recreation and Culture Board Meeting

H. Announcements

1. CITY OFFICES CLOSED	Thursday, November 11, 2021 *(In Observance of Veterans Day)*
2. Committee of the Whole	Tuesday, November 16, 2021 at 5:00 p.m.
3. City Council Meeting	Tuesday, November 16, 2021 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, November 16, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

L. Approve Consent Agenda
1. Accounts Payable in the Amount of $1,171,841.88 Payroll in the Amount of $120,430.77
2. Resolution 2021 XXX Extending the Recording of Final Plat for Fairway Greens South
3. Resolution 2021 XXX Authorizing a Reduction in the Letter of Credit for Fairway Greens North
4. Resolution 2021 XXX Approving the Re-Hire of Becky Whitman for Liquor Store Clerk I
5. Liquor Store Dress Code Amendment
6. Resolution 2021 XXX Repeal City Policies that are No Longer Applicable
7. Resolution 2021 XXX Authorizing the Establishment of Permit and Plan Review Fee Refund Policy
8. Resolution 2021 XXX Approving Amendments to the Revolving Loan Fund Policy
9. Resolution 2021 XXX Adopting Finance Related Policies
10. Resolution 2021 XXX Approving Archery Hunting Regulations
11. Resolution 2021 XXX Closing Debt Service Fund 929
12. Resolution 2021-XXX Forgiving Interfund Loan Payable from General Fund to Water and Sewer Utilities

13. Resolution 2021-XXX Approving New Position of Police Support Specialist
14. Resolution 2021-XXX Update the DOT Drug and Alcohol Testing Policy for Compliance
15. Resolution 2021-XXX Approving BMX Lighting Upgrade
16. Resolution 2021-XXX Accepting the Resignation of Community Development Director

M. Other Communications

1. Draft Minutes for the October 26, 2021 Parks, Recreation and Culture Board Meeting

N. Closed Session

1. City Administrator Annual 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

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, OCTOBER 19, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon Paul Bergley and Steve Lundeen, Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources Director Katie Grotte, Finance Director Mike Betker, and Chief of Police Travis Muyres, Park and Rec Coordinator Alyssa Olson, and City Engineer Jason Cook.

D. Public Comment
Councilmember Bergley read the letter to the editor about mask mandates he wrote

E. Adopt Agenda
ADD K.3, K.4, K.5, L.6

Motion by Lundeen, seconded by Collison to approve agenda with the modifications listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. October 5, 2021- Regular Meeting of the City Council
2. August 17, 2021- Planning Commission

Motion by Lundeen, seconded by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

I. Council Committee Reports

J. Public Hearings

K. Business Items

Jason Cook City Engineer

1. **Resolution 2021-215** Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment on the Main Street Reconstruction Project

   City Engineer Cook explained the costs to be assessed. This is the last step. What is found is the 18.5% lower than what was told to everyone (about $1000 less). It would be an annual installment over a 10-year period at 2.0% interest. Rate be reduced at the time of hearing.

Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

2. **Resolution 2021-216** For Hearing on Proposed Assessment on the Main Street Reconstruction Project

Motion by Lundeen, seconded by Bergley to approve resolution as presented for November 16, 2021. Motion passed 5-0. Motion carried.

3. **Resolution 2021-217** Approving Amphitheater Naming

Councilmembers decided on the name "Bluebird Amphitheater" during Committee of the Whole meeting

Motion by Collison, seconded by Bergley to approve resolution as agreed upon during Committee of the Whole 10.19.2021. Motion passed 5-0. Motion carried.

2. **Discussion Approval** Liquor Store Beer Cave Naming- "Bozo and LouElla Polzin Beer Cave"

Motion by Lundeen, seconded by Collison to approve resolution as agreed upon during Committee of the Whole 10.19.2021. Motion passed 5-0. Motion carried.

3. **Discussion Approval** Change Order to Add Ice Guards to Liquor Store Roof in the Amount of $17,693

Motion by Lundeen, seconded by Bergley to approve resolution as agreed upon during Committee of the Whole 10.19.2021. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $117,807.41 and Accounts Payable in the Amount of $721,099.93
2. **Resolution 2021-218** Designating Polling Places in the City of Isanti for 2022 Elections
3. **Resolution 2021-219** Accepting Quote for 2022 Actuarial Valuation of Other Post-Employee Benefits and 2023 Reporting Disclosures
4. **Resolution 2021-220** Approving Contract for Liquor Store Mentor and Consulting Services
5. **Resolution 2021-221** Approving the Offer for Assistant Liquor Store Manager
6. **Resolution 2021-222** Approving Revision to Park Naming Policy

Motion by Bergley, seconded by Lundeen to approve consent agenda. Motion passed 5-0. Motion carried.

Adjournment

A motion was made by Bergley, seconded by Collison to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:12 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, OCTOBER 19, 2021 – 5:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen, Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources Director Katie Grotte, Finance Director Mike Betker, Parks, Recreation and Events Coordinator Alyssa Olson, City Engineer Jason Cook and Chief of Police Travis Muyres

Others Present: Elaine Fischer spoke on E.3

Public Comment
None

Committee Meeting Items

D. Committee Meeting Items

1. **Police Updates**
   Chief Travis Muyres discussed updates regarding staffing, officer wellness, officer retention and Isanti Police Core Principals for retention. Mayor Johnson brought up the wages in North Branch being significantly higher than Isanti for Police wages. To be discussed at next Goal Setting.
2. **Park Naming Policy**
   Park and Rec Coordinator Olson discussed the policy on Park Naming Policy. Council decided to move forward with adding a number to percent do determine what is "significant" to allow for council discretion. Move to approval at City Council meeting following Committee of the Whole 10.19.2021.
3. **Amphitheater Naming Discussion**
   Committee Members decided to name the new amphitheater Bluebird Amphitheater.
4. **Bow Hunting Regulations**
   Chief Muyres discussed having a minimum of 40 acres for Bow Hunting Regulations. It was also recommended that the Committee not be associated with a private entity for MN Deer Hunt/ Bow Hunt Inc. for regulations. The direction was to bring to City Council with changes.
5. **2022 Street Dance Location Discussion**
   Committee decided to have three (3) Street Dances at Main Street and one (1) at Bluebird Amphitheater. Committee also discussed the cost of putting concrete in front of the amphitheater.

6. **Finance Related Polices**
   Finance Director Betker has been reviewing Finance related policies. There are some policies that are no longer applicable, some that need to be updated with relatively minor language changes, some that need to be significantly updated and others that need to be written for the first time. Committee moved to have Finance Director Betker to update as needed.
7. **Resolutions to Repeal Policies**
   City Administrator Wood presented the review of all City Policies. There are a number of policies that are no longer applicable due to changes in state statute, superseded by City Code, new policies were written or subsequent policies were already included in the Personnel Policy, Policy Manual or Lexipol. Mayor Johnson questioned Administrator Wood about the purpose of these changes. Wood explained some policies were outdated or contradictory. The changes were to have policies not be contradicting.
8. **Police and Liquor Staffing Changes**
   Administrator Wood presented the staffing needs of the department has grown recently. The recent implementation of a part-time secretary position has assisted in the work load, however, has brought to light another position that needed to be reviewed. As the other PD staff office positions were reviewed, it was found that the full-time secretary position was doing the workload and tasks equivalent to a lead, specialist or manager position which warrants a higher point and grade level when input into the matrix for all City position.
   With the new store opening right around the corner and recruitment of part-time staff at an all-time low, Staff is recommending to hire one additional full-time Clerk to the staffing roster. The additional full-time clerk hours would replace part-time hours in the budget. Committee moved to change the position and wages of FT Police Secretary to Police Support Specialist as presented and to add a FT Liquor Store Clerk as presented and bring to City Council for approval.
9. **Storm Water Rate Study**
   The finance and Assistant Finance Director competed the Storm Water Rate Study. Betker presented the findings. It was presented that Finance Betker recommended to cut the rates by 20% in 2022, 15% in 2023, 10% in 2024. Committee all agreed to move forward with that recommendation.
10. **Ice Guards at New Liquor Store**
    Administrator Wood presented adding ice guards to block potential ice dams or ice sliding on to customers. The cost would be $17,693.00. Committee moved to purchase the ice guards.
11. **Beer Cave at Liquor Store**
    Administrator Wood was informed by Committee Member Lundeen the Polzin family would like the name “Bozo and LouElla Polzin Beer Cave” at the new Isanti Liquor Store. Committee moved to accept name and approve and City Council meeting and add a story 10.19.2021.

F. Adjournment

Meeting was adjourned at 6:38 p.m.

Respectfully Submitted.

Jaden Strand

Jaden Strand
City Clerk

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
September 28,2021

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: Aaron Zdon, Zachary Gahm, Dan HinnenKamp, Tressa Hunting, and Mayor Jeff Johnson
Staff Present: Matt Sylvester, Public Services Director

Agenda/Modifications: None

3. Meeting Minutes: Motion by Johnson; second by Gahm to approve meeting Minutes from August 24, 2021. Motion passed 5-0.

4. Department Updates: Sylvester shared updates on September events. Curious Creatures was cancelled in September and will likely be cancelled in October due to low attendance. Events are likely conflicting with the preschool schedules.
Final Street Dance was well-attended and included a tribute for the 20th anniversary of 9/11. There were some unfavorable events that took place during, from garbage to youth fights and graffiti that will be addressed in the future. The Mayor noted that many people stayed until the very end of the event. A conversation about moving the event to the park will need to be had in the future to determine if it will deter some of the poor behavior and if it's the right move for the event. Sylvester shared some insight into some of the vandalism occurring throughout the City, including at the BMX bathrooms at Bluebird Park. Hunting shared a desire to create a more inclusive environment at these events and include some songs that may recognize our Native American and non-American residents. An item to discuss inclusivity and equity at future events will be added to the October Board agenda.
The Farmers Market continued to be slow in September with a number of vendors pulling out or not showing. Ms. Olson is looking into options and new guidelines for vendors if the event location moves to the new liquor store site. Gahm mentioned moving the date to a Sunday instead of a Friday and/or changing the timing. Sylvester mentioned competing markets and noted that vendors at our market also attend nearby markets on other days. HinnenKamp noted Coborn's may have objections to moving the market next to their store.
The holiday lights event will be moving to Council for a vote on an option to move forward. The location will be at Bluebird Park at the bandshell. The Mayor suggested the conversation may be geared around whether or not to ticket the event and how much cost the City is willing to take on.
Bandshell construction is ongoing and should be completed in October. Isanti Lions Club are looking to submit a name for the feature along with a monetary contribution. Zdon asked if October 23 is a reasonable date for a grand opening celebration to which Sylvester noted we are hopeful the unit will be completed by then.
December Movie Night was moved due to a scheduling conflict and will now be combined with the Santa event. Gahm mentioned making sure that the schools get flyers with dates for the Movie Nights. HinnenKamp suggested next year it may be a good kickoff event for the holiday lights event.
Sylvester addressed the closing of the BMX restrooms due to vandalism. Ms. Olson is looking into security options to deter future vandalism. Zdon asked if the bathrooms were available still from the inside for the BMX use and Sylvester confirmed they are still open on that end. Although one of the vandals was caught, there have been 4-6 different incidents this year. Incidents are also occurring throughout Bluebird Park so any potential cameras or security measures would need to capture the broad area.
Sylvester also discussed Family Day at Legacy Park. Roughly 40 people attended throughout the day – and increase from previous years - and families were able to make s'mores, crafts and take photos. The event unexpectedly conflicted with the Vikings home opener, which will be taken into consideration for next year.
The grand opening celebration will tentatively take place on October 23 with food trucks, local school performers and entertainment. The Board noted that the date is over MEA weekend, which may impact schedules, but pushing back to Halloween weekend or into November are also not preferable.
HinnenKamp shared additional research on the Eagle Park railroad viewing options. HinnenKamp is interested in reaching out to BNSF and seeing if they would offer any community support for a project like this, as well as the Isanti Historical Society and Isanti County. Zdon suggested HinnenKamp continue to

gather some research and submit to Ms. Olson a week prior to the October meeting to add to the next agenda. Zdon suggested adding a mural on the side of the buildings bordering the tracks.

Adjournment: Motion by HinnenKamp, second by Johnson to adjourn the September 28, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 5-0, meeting adjourned at 6:46 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/20/2021	56984	692	ARC IRRIGATION LLP	104-20200	112.75
10/21	10/20/2021	56985	1549	ASTECH CORP INC	440-20200	218,979.99
10/21	10/20/2021	56986	2850	BEAUDRY OIL & PROPANE INC	101-20200	2,207.03
10/21	10/20/2021	56987	53	BELLBOY CORPORATION	609-20200	3,249.96
10/21	10/20/2021	56988	9	BERNICKS PEPSI-COLA	609-20200	769.30
10/21	10/20/2021	56989	2621	BUREAU OF CRIM. APPREHENSION	101-20200	150.00
10/21	10/20/2021	56990	1815	CENTURYLINK	609-20200	665.06
10/21	10/20/2021	56991	1522	CERTIFIED LABORATORIES	101-20200	430.90
10/21	10/20/2021	56992	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,077.10
10/21	10/20/2021	56993	2478	EAST CENTRAL ENERGY	101-20200	42.85
10/21	10/20/2021	56994	55	ECM PUBLISHERS INC	609-20200	170.00
10/21	10/20/2021	56995	739	HACH COMPANY	602-20200	208.59
10/21	10/20/2021	56996	1891	ISANTI AREA JOINT FIRE DISTRICT	101-20200	62,565.68
10/21	10/20/2021	56997	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,807.99
10/21	10/20/2021	56998	5	KAWALEK TRUCKING	609-20200	170.40
10/21	10/20/2021	56999	1479	LOFFLER COMPANIES INC	108-20200	238.45
10/21	10/20/2021	57000	17	MCDONALD DISTRIBUTING CO	609-20200	10,878.64
10/21	10/20/2021	57001	2500	METRO SALES INC	101-20200	168.55
10/21	10/20/2021	57002	2080	MVTL LABORATORIES INC	602-20200	358.25
10/21	10/20/2021	57003	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,072.72
10/21	10/20/2021	57004	2341	RED BULL DISTRIBUTION CO INC	609-20200	213.40
10/21	10/20/2021	57005	3103	ROCKSTAD, AMY	101-20200	295.28
10/21	10/20/2021	57006	3104	ROGER ALLEN BAND	101-20200	400.00
10/21	10/20/2021	57007	2396	SOUTHERN GLAZERS OF MN	609-20200	8,941.51
10/21	10/20/2021	57008	73	STAR	108-20200	10.76
10/21	10/20/2021	57009	859	SYLVESTER, MATTHEW	101-20200	15.00
10/21	10/20/2021	57010	42	VIKING COCA-COLA BOTTLING CO	609-20200	261.90
10/21	10/20/2021	57011	4	WATSON CO INC	609-20200	2,716.31
Grand Totals:						321,178.37

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/25/2021 - 10/25/2021 | Oct 25, 2021 02:32PM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/25/2021	56868	277	MN DEPT OF PUBLIC SAFETY	609-20200	20.00
Grand Totals:						20.00

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/27/2021	57012	598	ASPEN MILLS INC	101-20200	80.90
10/21	10/27/2021	57013	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	642.67
10/21	10/27/2021	57014	9	BERNICKS PEPSI-COLA	609-20200	643.71
10/21	10/27/2021	57015	3106	BOLLINGER, RANDY	601-20200	68.64
10/21	10/27/2021	57016	1500	BOLTON & MENK INC	601-20200	42,116.25
10/21	10/27/2021	57017	2319	BREAKTHRU BEVERAGE OF MN	609-20200	5,609.06
10/21	10/27/2021	57018	120	CONNEXUS ENERGY	101-20200	19,938.88
10/21	10/27/2021	57019	3108	COURTRIGHT, MICHAEL & TRINA MARIE	601-20200	46.84
10/21	10/27/2021	57020	918	CRYSTAL SPRINGS ICE	609-20200	151.94
10/21	10/27/2021	57021	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,126.40
10/21	10/27/2021	57022	1941	DELTA DENTAL	861-20200	3,440.40
10/21	10/27/2021	57023	3069	FIRST RATE OUTDOORS LLC	101-20200	200.00
10/21	10/27/2021	57024	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	73.25
10/21	10/27/2021	57025	188	ISANTI COUNTY SHERIFF	101-20200	311.25
10/21	10/27/2021	57026	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,523.21
10/21	10/27/2021	57027	5	KAWALEK TRUCKING	609-20200	149.20
10/21	10/27/2021	57028	3107	KLANDE, LEVI	601-20200	66.66
10/21	10/27/2021	57029	3105	LAKE TITLE LLC	601-20200	33.42
10/21	10/27/2021	57030	2345	LARSEN DIRT WORKS LLC	101-20200	2,050.00
10/21	10/27/2021	57031	131	MACQUEEN EQUIPMENT INC	603-20200	296.33
10/21	10/27/2021	57032	17	MCDONALD DISTRIBUTING CO	609-20200	11,351.25
10/21	10/27/2021	57033	616	MENARDS - CAMBRIDGE	101-20200	113.46
10/21	10/27/2021	57034	194	MN DEPT OF HEALTH	601-20200	23.00
10/21	10/27/2021	57035	1845	MN DEPT OF TRANSPORTATION	425-20200	986.70
10/21	10/27/2021	57036	2080	MVTL LABORATORIES INC	602-20200	145.15
10/21	10/27/2021	57037	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,003.40
10/21	10/27/2021	57038	2130	PROGRESSIVE BUILDERS INC	601-20200	20.09
10/21	10/27/2021	57039	1113	RJM DISTRIBUTING INC	609-20200	38.00
10/21	10/27/2021	57040	2489	SOLOMONSON, JON	603-20200	5.00
10/21	10/27/2021	57041	315	ST PAUL STAMP WORKS	101-20200	146.94
10/21	10/27/2021	57042	1361	STAPLES ADVANTAGE	609-20200	457.59
10/21	10/27/2021	57043	554	STEVES TIRE INC	101-20200	638.76
10/21	10/27/2021	57044	1503	THE AMERICAN BOTTLING COMPANY	609-20200	112.50
10/21	10/27/2021	57045	1762	THE TITLE GROUP	601-20200	13.04
10/21	10/27/2021	57046	1794	TITAN MACHINERY	101-20200	3,859.13
10/21	10/27/2021	57047	2485	ULINE	609-20200	612.99
10/21	10/27/2021	57048	42	VIKING COCA-COLA BOTTLING CO	609-20200	193.00
10/21	10/27/2021	57049	4	WATSON CO INC	609-20200	3,542.64
Grand Totals:						117,831.65

City of Isanti | Check Register - Mayor/Council Approval | Page: 1

Check Issue Dates: 10/26/2021 - 10/26/2021 | Oct 26, 2021 02:32PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/26/2021	56869	120	CONNEXUS ENERGY	609-20200	976.03
Grand Totals:						976.03

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/27/2021 - 10/27/2021 | Oct 27, 2021 04:07PM

Report Criteria:
Report type: Summary
Check.Check number = 56872,56873
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/27/2021	56872	1536	MINNESOTA DEED	219-20200	833.33
10/21	10/27/2021	56873	1165	NORTHLAND TRUST SERVICES INC	602-20200	731,002.50
Grand Totals:						731,835.83

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

City of Isanti

Gross Payroll	103,518.18
Social Security & Medicare	5,808.37
Public Employees Retirement	11,104.22
Total City Expense	120,430.77

Pay Date 10/29/2021

Pay Period 22 (10/10-10/23/21)

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: November 2, 2021
Subject: Resolution 2021-XXX Approving Second Extension of Recording the Final Plat for Fairway Greens South

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Background:
At the June 1, 2021 City Council meeting the Council approved the preliminary and final plat for Fairway Greens North. City code requires final plats to be recorded within 90 days. As part of the development agreement process the developer has requested a discussion on utility oversizing that we are requiring, resulting in the need to extend the recording. The City Code allows for two extensions. The developer is requesting a one-year extension to record the final plat.

Request:
Consider resolution 2021- XXX approving an extension of recording the final plat for Fairway Greens South for one year.

Attachments:
- Resolution 2021-XXX

RESOLUTION 2021-XXX

APPROVING SECOND EXTENSION OF RECORDING THE FINAL PLAT FOR FAIRWAY GREENS SOUTH

WHEREAS, the developer has an approved final plat known as Fairway Greens South consisting of 45 residential lots; and,

WHEREAS, a 90-day extension was approved on September 7, 2021; and,

WHEREAS, Subdivision Ordinance 536, Article 6, Subdivision 1 (I) requires all plats shall be recorded with the County Recorder's Office within ninety days after the date of approval; and,

WHEREAS, due to the developer not being able to secure bids in time, a one-year extension has been requested;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the extension for one year to record the plat.

This Resolution hereby approved by the City Council of the City of Isanti this 2nd day of November 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: November 2, 2021
Subject: Resolution 2021-XXX a resolution authorizing a reduction in the Letter of Credit for Fairway Greens North

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Background:
The developer is requesting a reduction in the Letter of Credit (LOC) for Fairway Greens North for the installation of erosion control. Since the erosion control must remain in place until the project is complete staff suggests reducing the LOC by 80% of the cost for the erosion control install. The invoice provided by the developer is for $13,335.00 therefore the total reduction would be $10,688.00. The city Engineer has reviewed the request and recommends reducing the LOC by $10,688.00

Attachments:
- Resolution 2021-XXX

RESOLUTION 2021-XXX

AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR FAIRWAY GREENS NORTH

WHEREAS, Josh Savageau, the developer, has submitted a written request for a reduction in the letter of credit for Fairway Greens North; and,

WHEREAS, the requested reduction is for the erosion control set up for the development; and,

WHEREAS, erosion control must stay in place until the entire project is complete therefore staff recommends reducing the LOC by 80% of the this cost; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommended approval to reduce the LOC by $10,668.00;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested reduction in the letter of credit be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said reduction.

This Resolution was duly adopted by Isanti City Council this 2nd day of November 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE REHIRE OF FT LIQUOR STORE CLERK I TO BECKY WHITMAN

WHEREAS, the City Council of the City of Isanti is required to approve hiring of all employees; and,

WHEREAS, the City Council has approved at the Committee of the Whole meeting on October 19, 2021 to add another FT Liquor Store Clerk I; and,

WHEREAS, the Interviewing Panel has selected Becky Whitman as the most qualified candidate for the position, as she previously has worked for the Isanti Liquor Store; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation and reference check;

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

1. Human Resource Director has offered Becky Whitman the FT Liquor Store Clerk I position to for the City of Isanti Liquor Store
2. This position is full-time, non-exempt, and eligible for all benefits.
3. The expected start date in that position is November 8, 2021.
4. The wage will start at Step 4 of the wage scale at $17.1598 per hour
5. That Becky Whitman will accrue vacation at the first-year rate.
6. Human Resources Director is to complete all required documentation for the completion of the employment offer and place a copy of this Resolution in the employee's personnel file for future reference.

This resolution is hereby approved by the Isanti City Council this 2nd day of November 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Katie Brooks, Human Resources Director
Date: November 2, 2021
Subject: Liquor Store Dress Code Policy

Background:
Isanti Liquor Store staff have previously been expected to wear "appropriate clothing" per current dress code policy. With respect to the new Liquor Store coming in November 2021. All Employees will be required to wear Isanti shirts once the new store opens. This policy will be added to the Liquor Store Process Manuel and Personnel Policy.

Request:
This is informative and does not have a resolution

RESOLUTION 2021-XXX

TO REPEAL CITY POLICIES THAT ARE NO LONGER APPLICABLE

WHEREAS, the City of Isanti has a number of policies that are no longer applicable due to changes in state statute, superseded by City Code, new policies were written or subsequent policies were already included in the Personnel Policy, Policy Manual or Lexipol; and,

WHEREAS, the following policies shall be repealed:

- 1999-135 Business Subsidy
- 2017-286 Council Mtg Procedures
- 2009-078 PW Procedures
- 2014-017 Sidewalk Snow Policy
- 2016-210 Nuisance Lot Mowing
- 2016-279 Nuisance Abatement
- 2015-297 Outdoor Hockey Rink
- 2009-078 PW Policies and Procedures
- 2012-254 Water disconnect Policy
- 2018-277 Language Change Dom. Abuse
- 2013-054 Panic Button Security
- 2007-057 Travel Reimbursement
- 2009-080 Temperature Settings
- 2013-210 Veteran Bid Preference
- 2007-194 Development Agreement Process
- 2003-110 Street Closure Application
- 2003-007 Zoning Violations
- 2010-230 Grant Management Guide
- 1997-34 Use of Municipal Liquor Store Net Profits
- 1996-18 Liquor Store Funds for Special Events
- 2010-249 Liquor Store Cash Balance
- 1995-10 Transferring Surplus Funds from Previous Year
- 2007-230 Fee Policy on Existing Home, Comm, or Industrial Building

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve repealing policies outlined per this Resolution.

This Resolution is hereby approved by the Isanti City Council this 2nd day of November 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

AUTHORIZING THE ESTABLISHMENT OF A PERMIT AND PLAN REVIEW FEE REFUND POLICY

WHEREAS, the City of Isanti's Building Official is responsible for plan review and building inspections; and,

WHEREAS, per MN Rules Chapter 1300.0160 Subp. 9, the City is authorized to implement a policy for permit and plan review refunds; and

WHEREAS, this Resolution supercedes 2004-089;

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

1. The Building Inspections Department shall be authorized to refund fees for permits in which no work has been done and no inspections have been made.

2. Requests for refunds must be in writing and signed by the permit holder. The Building Official will review the request for refund and make a determination to approve or deny the request. The City shall retain the following as described in the table below:

City Retains	Timeframe
$50.00 – Fees less than $50.00 are non-fundable	For requests made within 30 days
$50.00 or 20% of the permit fee whichever is greater	For requests made within 60 days
$50.00 or 40% of the permit fee whichever is greater	For requests made within 90 days
$50.00 or 60% of the permit fee whichever is greater	For requests made within 120 days
$50.00 or 80% of the permit fee whichever is greater	For requests made within 180 days

3. No refunds will be approved or granted after 180 days from the date the permit was issued. No refunds will be approved or granted for the following: Plan Review Fees, State Surcharge Fees, Re-inspection Fees, and any other services that have previously been rendered.

This resolution was duly adopted by the Isanti City Council this 2nd day of November 2021.

Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

AMENDMENTS TO REVOLVING LOAN FUND POLICY

WHEREAS, the City of Isanti approved a Revolving Loan Fund (RLF) Policy on October 5, 2010; and,

WHEREAS, the Economic Development Authority Board recommended amendments to the RLF policy that was voted on and approved January 7, 2020 referenced as 'Exhibit A'

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the RLF policy referenced as 'Exhibit A' as recommended by the Economic Development Authority.

This Resolution is hereby approved by the Isanti City Council this 2nd day of November 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

City of Isanti
Revolving Loan Fund Policy
Adopted October 5, 2010
Revised January 7, 2020

Purpose:

The purpose of this policy is for the City to have the opportunity to provide short-term financing to assist business in the form of a loan. The purpose of such financing is to provide gap financing where conventional funding sources are not sufficient to meet the business needs for new facilities, business retention, building purchase, renovation, expansion, landscaping, machinery and equipment. The objectives of the revolving loan fund are to create or retain permanent full-time jobs in the City; to improve the overall tax base of the City; to diversify the economy; and to enhance the quality of life within the community.

The revolving loan fund is intended to complement and not to compete with private lending institutions. All loans are subject to the availability of funds. All funding is limited to the corporate limits of the City of Isanti. In addition to the loan terms and conditions set forth in this policy, the City shall have the right to impose additional terms and conditions in its sole discretion.

Revolving Loan Fund Evaluation and Approval Criteria:

Prior to the approval of any economic assistance, the Finance Director shall review the application and any other documentation to ensure all necessary information has been provided. The City's Attorney should prepare, or if prepared by others, review all documents related to the public assistance. The cost incurred by the City for such review and preparation shall be paid by the applicant.

If requested, an appraisal shall be submitted establishing the value of all collateral that will be pledged as security for the loan with an analysis of the life and value of the assets. The Council has the right to accept or reject the appraisal. If an appraisal is provided to the City, the cost of the appraisal is the responsibility of the applicant. At no time is a loan to be granted that exceeds ninety percent of the collateral that is to be pledged as security.

Applicants must be in compliance with the City of Isanti zoning codes as well as all other local, state, and federal laws applicable to them.

All applicants shall pay the non-refundable application fee and non-refundable origination fee as established by the City Council. The commitment fees shall be retained for the administration of the loan.

Revolving Loan Fund Repayment and Default Information:

Applicant shall make all loan payments to the City electronically through the Automated Clearing House (ACH) system. Applicant shall provide the City with a fully completed and executed authorization as required by ACH.

The applicant agrees to promptly notify the City of any change in the location of the collateral and agrees not to sell, lease, offer to lease or transfer the collateral in any way without prior consent of the City. The applicant will keep the collateral insured at all times and safe from damage and theft

and will pay promptly taxes and/or any debt to which collateral is secured. The applicant will pay a delinquency and collection charge on each installment not paid within 10 days of due date in the amount of 5% of each installment in default, plus reasonable costs of collection including attorney's fees. An applicant will be considered in default under the agreement upon occurrence of any of the following events: (a) default in the payment of any obligation including payment of taxes and City utility bills, (b) giving false information to the City, (c) loss, theft, substantial damage, destruction, sale, or encumbrances to any of the collateral, (d) death, dissolution, termination of existence, insolvency, business failure, appointment of a receiver of any part of the property, or assignment for the benefit of creditors by applicant, (e) other conditions that may be imposed by the City.

Upon such default and anytime thereafter, the City has the option to declare all obligations immediately due and payable. Without limitation, the City has the right to take immediate and exclusive possession of the collateral. The City will give the applicant at least 10 days written notice before the sale or disposition of the collateral.

Immediate repayment of the entire outstanding balance of the loan will be made if the business relocates outside the corporate limits of the City.

Disbursement Process:

Applicant shall be solely responsible for all payments for eligible uses of funds. Loan proceeds shall be paid directly to applicants only after the work for which payment is requested has been performed or items purchased and inspected by the City, if applicable. Applicant will provide all invoices, certification and evidence in such form that the City may require, demonstrating work has been completed and Applicant has paid for the items eligible in the loan agreement. If periodic draws are requested, they will be limited to amounts equal to the values of materials furnished and/or services completed and shall be limited in number to three, including final payment. No payments shall be made without appropriate lien waivers being given.

Business Subsidy Reporting:

As required by Minnesota Subsidies Law, certain assistance provided to a business must be reported to the Department of Employment and Economic Development on forms provided by the State of Minnesota. The applicant must provide information regarding jobs created and wages paid.

City of Isanti
Application for
Business Assistance Financing

Legal Name of Applicant: _____

Name of Business: _____

Business Address: _____

Telephone Number: _____

E-mail Address: _____

Business Website: _____

Tax ID #:_____NAICS Code: _____

Name of Contact Person: _____

General Information:

Principal(s)	Address	Phone	Social Security #	Title	% of Ownership

Type of Business: Sole Proprietorship: _____ Corporation: _____
Partnership: _____ New Business: _____

Date Established: _____

Business Name: _____

Address: _____

Web Address: _____

Type (partnership, etc.): _____

Authorized Representative:_____Phone: _____

E-mail of contact person: _____

Description of Business: _____

_____

Legal Counsel: _____

Address: _____ Phone: _____

Contact Person: _____ E-mail: _____

Participating Bank: _____

Address: _____ Phone: _____

Contact Person: _____ E-mail: _____

Accountant: _____

Address: _____ Phone: _____

Contact Person: _____ E-mail: _____

Financial Background:

1) Have you ever filed for bankruptcy? _____
2) Have you ever defaulted on any loan commitment? _____
3) Have you applied for conventional financing for a project? _____
4) List Financial references:
    a. _____
    b. _____
    c. _____

Project Information:

1) Location of proposed project: _____
2) Amount of Business Assistance requested: _____

3) Need for Business Assistance: _____

4) Present ownership of site: _____

5) Number of permanent jobs created as a result of project: _____

6) Estimated annual sales: Present:_____Future: _____

7) Market value of project following completion: _____

8) Anticipated start date: _____

9) Anticipated completion date: _____

Financial Information:

1) Estimated project related costs:

a) Land Acquisition: $ _____

b) Site development: _____

c) Building cost: _____

d) Equipment: _____

e) Architectural / Engineering fees: _____

f) Legal fees: _____

g) Off-site development costs: _____

h) Public infrastructure costs: _____

i) Other (explain): _____ _____

_____

Total $ _____

2) Sources of financing:

		Public/Private Total
a) Private Financing Institution:	$_____	_____
b) Revolving Loan Funds:	_____	
c) Other Public Funds (identify):	_____	_____
d) Developer Equity:	_____	
Total $	_____	

City of Isanti

Check List for Final Application

The following is a list of the information and documentation necessary to submit a final application. Forms have been enclosed to aid you in preparing this information.

_____A. Description of the project that you propose to take place at the property as well as a Business Plan and History of the Business including a written description of the business, principals, and past projects.
_____B. Market Analysis and Business Plan
_____C. Products
_____D. Manufacturing Process
_____E. Financial Information

1. Projections. Provide pro-forma balance sheets, income statements and statements of cash flow (in both a monthly and annual basis) for the next three years. Define the assumptions used to derive the projections.
2. Profit and Loss Statements: last three years, current statement (less than 90 days old) and three years' projections.
3. Balance Sheets: last three years, current, and three years projections.

_____F. Schedule of Business Debts
_____G. Statement of Collateral
_____H. Resumes and Personal Financial Statements
I. Preliminary financial commitment from bank.
_____J. Information on Affiliates
_____K. Appraisals / Proposed Lease / Purchase Agreements
_____L. Corporate / Partnership Authorization

Additional Attachments
_____1. Last year's Business Income Tax Statement, if applicable
_____2. Last year's Personal Income Tax Statement
_____3. Evidence of Payroll tax payment
_____4. Evidence of Worker's Compensation Insurance
_____5. A letter from the County Auditor or Treasurer verifying that there are no outstanding judgments or tax liens against the business, property or owners of the business.
_____6. Plans and drawing of project.
_____7. Background material of company
_____8. Payment of fee.
_____9. A map showing the location of your business, legal description and parcel identification number.
_____10. Current zoning of the property.
_____11. Existing Comprehensive Future Land Use designation of the property.
_____12. A statement identifying how the Revolving Loan Fund money will be used and why it is necessary to undertake the project.
_____13. A statement identifying the public benefits of the proposal. This may include property valuation, job creation if applicable and other community assets.

TO BE SIGNED BY APPLICANT

I have willfully furnished this information to the City of Isanti for the purpose of applying for a loan. I understand that this information will be available for review by the City Finance Director**,** the City Attorney, or any other professional the City Council may request. I declare that the information provided in this application is true to the best of my knowledge. I understand that the City of Isanti has the right to verify this information and will be in contact with those individuals and institutions involved in this proposed project as well as credit references. False information, in addition to disqualifying me from any further considerations and financial assistance, may also subject me to litigation to recover the City's expenses related to reviewing this application and/or costs to collect any loan balances. In addition, I understand that the City of Isanti may release information for public relations purposes regarding the project, excluding any confidential financial information.

_____ _____

Signature Date

Loan Criteria

Eligible Businesses
~Businesses must be located, or willing to relocate to the City of Isanti.
~Manufacturing, assembly, warehousing, research and development, retail and service businesses.

Ineligible:
~Non-profits are not eligible under this program.

Eligible Uses of Funds:
~Building Purchase
~Building construction
~Building renovation / expansion
~Machinery & equipment
~Landscaping
~Retention

Ineligible Uses of Funds:
~Working Capital
~Inventory
~Purchase of equity positions in business enterprises
~Refinancing of existing debt

Loan Amounts:
~$15,000 to $50,000
~The City reserves the right to approve loan amounts less than the amount requested.
~Funding is limited to 33% of the eligible asset.

Loan Terms Available:
~Up to 10 year loan terms are available.
~Each loan will be determined on a case-by-case basis.
~Equipment loans will generally not exceed beyond the depreciated life of the asset being financed.
~Debt Service Coverage of 1.2/1.

Interest Rates:
~Anywhere from a rate of 3% to the 5 year Treasury bill + 1%
~Interest rates will be fixed.
~Interest rates are determined on a case-by-case basis.

Job Creation & Wage Requirements:
~Must meet State requirements when utilizing State funds and business subsidy law if applicable.

Fees:
~Approved borrowers are responsible for all legal fees, document preparation, recording & filing fees.
~An application fee and a 1% origination fee will apply.

Equity Requirements:
~The borrower must provide a minimum of 10% of total project costs as equity.

Personal Guarantees:
~Personal guarantees are required of all persons having 20% or more ownership of the business.
~Life insurance on the principle(s), for the amount of the loan is required. This insurance policy must be assigned to the City of Isanti.

Repayment Ability:
~Credit Checks will be made on businesses and primary owners as a part of the financial analysis.
~Applicants must demonstrate adequate historical and / or pro-forma cash flow for the proposed new debt.

Financial Structure:
~A financial institution must be involved in the development project.

Collateral Requirements:
~The Finance Director**,** the City Attorney, or any other professional the City Council may request will review and take into consideration loan collateral coverage.
~The City may take a subordinate collateral position to other lenders.

Management Experience:
~It is required that the project have capable, skilled management through experience or expertise in the applicant's industry, either through previous successful business ownership or through appropriate managerial support services.

Late Penalties:
~The City shall include late penalties for loan payments made after their due date.

Loan Disbursement Policy:
~The City will place restrictions on the disbursement of loan funds.

Consideration in Setting Interest Rates:
~Size of Loan
~Length of Loan
~Use of Loan
~Inflationary expectations.
~Interest rate expectations.
~Perceived risk of project
~Amount of owner equity.
~Presence / absence of other funding sources.
~Financial strength of ownership
~General economic conditions & expectations.
~Type and size of building
~Number of jobs created, if applicable
~Wages paid
~Location of business within the City.
Considering all these factors, loan interest rates are set at the sole discretion of the City of Isanti.

A Community For Generations.
Isanti

Memo for Council

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: November 2nd 2021
Subject: Adopting Finance Related Policies

Background:
The attached policies are final drafts of those discussed at Committee of the Whole on October 19th 2021.

Request:
Consider Adoption of the following Policies:

- Tax Abatement Business Assistance Policy – Remove all language regarding a five year limit for assistance..
- Fund Balance Policy – Largely the same as prior version however enterprise funds are now included within the policy and the General Fund target Fund Balance would now be a range, between 30% and 70%.
- Investment Policy – Entirely rewritten but with many of the same features, much of which is based on state statute. Biggest change is that the new policy would give the Finance Director additional discretion to invest in a slightly broader portfolio of investments. Matches state statute with the exception of commercial paper, which is not included in this policy. Also clarifies that working with multiple brokers is acceptable and eliminates the need to use the RFP process to make that determination.
- Purchasing Policy – Update Committee reference language, revise dollar threshold limits for administrative approval, as well as the sealed bid threshold, which now matches State Statute. Also moved needed unbudgeted expenditures from Finance Committee oversight and authorization to City administrator authorization and oversight as well as other minor language changes.
- Single Audit Policy – Entirely new policy written at the recommendation of the City auditors.

Action Required:
Consider adoption by Resolution

Attached:
Res 2021-XXX Adopting Finance Related Policies

RESOLUTION 2021-XXX

ADOPTING FINANCE RELATED POLICIES

WHEREAS, Staff has thoroughly reviewed the City's finance related policies and made recommended revisions in the best interest of the City; and,

WHEREAS, the policies have been reviewed by the Committee of the Whole on October 19, 2021 and they recommend adopting the following policies:

- Tax Abatement Business Assistance Policy ('Exhibit A')
- Fund Balance Policy ('Exhibit B')
- Investment Policy ('Exhibit C')
- Purchasing Policy ('Exhibit D')
- Federal Grants Administration (Single Audit) Policy ('Exhibit E'); and,

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota, hereby approves the policies outlined per this Resolution and attached as 'Exhibit A', 'Exhibit B', 'Exhibit C', 'Exhibit D', 'Exhibit E'.

This Resolution hereby approved by the Isanti City Council this 2nd day of November 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

'Exhibit A'

Tax Abatement Business Assistance Policy

Adopted November 2, 2021
Supercedes Resolution 2008-083

Purpose:

The purpose of this policy is to provide a guide to be used in the processing and reviewing of requests from private businesses locating in or expanding in the City of Isanti for tax abatement business assistance. This policy was developed as a method to assist in business expansion, location and relocation within the City of Isanti. This policy is intended to be a guide only and the City has the right to depart from the guidelines set f01ih herein in its sole discretion.

Proposed Abatement Funding:

The City of Isanti will work to obtain tax abatement for a successful project, with the County of Isanti and the Cambridge - Isanti School District. We also believe this tool should be considered available in a modified format for Businesses that would provide significant development in our area, but that this outline is for the "normal" business attraction to our area.

Abatement Evaluation and Approval Criteria:

Upon a business submitting a request to City Staff; City Staff shall forward the request for evaluation to the City of Isanti Economic Development Authority (EDA). The project will be scored using the information provided by the business requesting a business subsidy. The scores will assist in making a decision if the project qualifies for tax abatement.

The EDA will forward a recommendation to the City Council with the score of the project. The City Council will make the final decision on what, if any, business assistance will be provided for a project. The information provided by the business requesting the assistance will be used in determining if the limited tax abatement shall be used on the project.

Some criteria, by their very nature, may be subjective. However, wherever possible "when the proposal may meet one or more "benchmark" criteria does not mean that it is entitled to funding under this policy. The determination to grant or not grant a subsidy for a business resides in the sole discretion of the City.

Eligibility of Businesses to Obtain Business Assistance:

The business assistance shall be provided with the applicable State legislative restrictions, State Auditor interpretation, debt limit guidelines, and other appropriate financial requirements and policies. The criteria for a business to obtain tax abatement business assistance is outlined in the tax abatement formula worksheet that is updated yearly by the City and stated below:

A) Eligibility to receive tax abatement business subsidy per all governmental laws and policies.

B) Proposals shall create jobs within Isanti or relocate jobs from anothercommunity.

C) Type of business requesting the assistance.

D) Increase the tax base of the City of Isanti.

E) Diversification of the tax base of the City ofIsanti.

F) To assist in redevelopment costs.

G) To determine consistency with the City of Isanti Comprehensive Plan and City Planning and Zoning Ordinances.

H) Environmental and City Service demands.

I) Job retention, increasing the local job base and diversification of the jobbase.

J) Evaluate the wages for the retained and/ or increased jobs.

K) Location of the project.

L) Priority of the project as determined by the EDA and City Council.

M) To not support speculative industrial, commercial and office projects.

N) To encourage additional unsubsidized private development in the area, either directly, or through secondary "spin-off' development.

O) Business assistance will not be used when the developer's credentials, in the judgment of the City, are inadequate due to past track record relating to: timeliness and quality level of completed projects, general reputation, bankruptcy, credit worthiness or other relevant considerations by the City.

P) Business assistance will not be used for projects that would generate significant environmental problems in the opinion of the local, state, or federal governmental entities.

Q) Business assistance may not be allocated due to the following factors: projects that fail to meet good public policy criteria as determined by the EDA and City Council, including, poor project quality; projects that are not in accordance with the comprehensive plan, zoning, redevelopment plans and city policies; projects that provide no benefit or improvement to surrounding land uses, the neighborhood, and/ or the City; projects that do not have significant new, or retained employment; projects that do not meet financial feasibility criteria established by the City; and projects that do not provide for the highest and best desired use for the property.

Statutory Limits:

The City of Isanti shall follow the statutory limits on the use of tax abatement as stated by State Statute. Any grant of $25,000+ or loan of $75,000+ shall have a business subsidy agreement and meet certain wage and job goals and stay in business for at least 5 years. (Per Minnesota Statute Sections 116J.993 to 116J.995). The business subsidy agreement and City Council resolution shall state the length of the business assistance.

Policy Review:

This policy shall be evaluated on a yearly basis to ensure its applicability and to establish priority economic development projects to the followingyear.

Pre-Application for Business Assistance Financing

Legal Name of Applicant: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

Business Website: _____

Name of Contact Person: _____

Requested Information:
Please submit the following information to Staff for your business subsidy review:

1) A map showing the exact boundaries of the property requested to be abated.
2) Describe the project that you propose to take place at the property. Please include building size, business type/ use; existing parking/ parking needs; proposed project timing; estimated market value of the project upon completion. Parcel numbers and/ or legal description.
3) Existing Comprehensive Future Land Use designation of the property.
4) Current zoning of the property.
5) A statement identifying how the increment assistance will be used and why it is necessary to undertake the project.
6) A statement identifying the public benefits of the proposal including estimated increase in property valuation, new jobs created or relocated, hourly wages and other community assets.
7) A written description of the developer's business, principals, history and past projects.

I understand that the application fee of $1000 will be used for the City of Isanti and consultant costs and may be partially refundable if the request for assistance if withdrawn. Refunds will be made at the discretion of the City Council and may be based on the cost uncuffed by the City prior to the withdrawal of the request for assistance. If the initial application fee is insufficient, I will be responsible for additional deposits.

Applicant Signature: .....

Date: .....

Application for Business Assistance Financing

General Information:

Business Name: Date: Address:

Web Address: Type (partnership, etc.): Authorized Representative: Phone: E-mail:

Description of Business:

Legal Counsel: Address: Phone:

Financial Background:

1) Have you ever filed for bankruptcy?
2) Have you ever defaulted on any loan commitment?
3) Have you applied for conventional financing for a project?
4) List Financial references:
   a.
   b.
   C.
5) Have you ever used Business Assistance financing before?

   If yes, what, where and when?

Project Information:

1) Location of proposed project: _____

2) Amount of Business Assistance requested: _____

3) Need for Business Assistance: .....

4) Present ownership of site: _____

5) Number of permanent jobs created as a result of project: _____

6) Estimated annual sales: Present: _ _ _ _ _ _ _ _ Future: _ _ _ _ _ _

Market value of project following completion: _____

Anticipated start date: ___

7) Anticipated completion date: _____

Financial Information:

1) Estimated project related costs:
   a) Land Acquisition: $ _____
   b) Site development: _____
   c) Building cost: _____
   d) Equipment: _____
   e) Architectural / Engineering fees: _____
   f) Legal fees: _____
   g) Off-site development costs: _____
   h) Public infrastructure costs: _____
   i) Other (explain):

_____ _____

2) Source of financing: Amount:

a) Private Financing Institution: _____ _____

b) Tax Abatement Funds: _____

_____

c) Other Public Funds (identify): _____

d) Developer Equity: _____

Please Include:

1) Preliminary financial commitment from bank.
2) Plans and drawing of project.
3) Background material of company.
4) Pro Forma analysis.
5) Financial statements.
6) Statement of property ownership or control.
7) Payment of application fee of: $1000.00 (one thousand dollars.)

'Exhibit B'

Fund Balance Policy

Adopted November 2nd 2021

PURPOSE

The purpose of this policy is to establish specific guidelines the City of Isanti will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines the City of Isanti will use to classify fund balances into categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. **Nonspendable**

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

2. **Restricted**

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

3. **Committed**

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.

- The City's highest level of decision-making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

- To remove the constraint on specified use of committed resources the City Council shall pass a resolution

4. **Assigned**

- Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.

- The City Council has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the Finance Director or City Administrator.

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.

  i. The City will seek to maintain a maximum unassigned fund balance in the General fund of 70% of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year. Additionally this will assist in maintaining a stable tax rate even in times of significantly reduced taxable market value. Fund balance in excess of 70% shall be utilized to reduce the tax rate in the subsequent budget year(s). Use of fund balance to reduce the tax rate should be guided by the City's desire to avoid double digit increases or decreases in the tax rate, as measured by percent against the prior year's certified tax rate.

  ii. The City will seek to maintain a minimum unassigned fund balance in the General fund of 30% of the next year's budgeted expenditures of the General fund. In the event that fund balance falls below 30% the Council will determine a plan to restore the fund balance first to the minimum 30% threshold and then subsequently toward the 70% maximum threshold. Any such plan shall be guided by the City's desire to avoid double digit increases or decreases in the tax rate, as measured by percent against the prior year's certified tax rate.

STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

MONITORING AND REPORTING

The City Administrator and Finance Director shall annually prepare the status of fund balance in relation to this policy and present to the City Council in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

ENTERPRISE FUNDS

The City will seek to maintain cash balances sufficient to cover 6 months of operating expenses, the next year's debt service obligations as well as future identified capital outlay needs. In the event that cash balances fall below the above prescribed level, the Council will determine a plan to restore the deficient cash balance. Any such plan shall be guided by the City's desire to avoid double digit increases in service rates, as measured by percent against the prior year's service rate.

'Exhibit C'

Investment Policy

Adopted November 2nd, 2021

PURPOSE

The purpose of this policy is to establish the specific guidelines for the investment of all public funds of City of Isanti. This policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return commensurate with the City's investment risk constraints and cash flow characteristics of the portfolio.

OBJECTIVES

The objective of this policy is to establish standards for governing the investment of the funds of the City. These funds will be invested in accordance with this policy and Minnesota Statute 118A. The City has determined that its funds shall be invested based on the following three objectives, listed in priority order:

- SAFETY OF PRINCIPAL – Safety of principal is the foremost objective of the City. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. Avoiding capital losses shall be the primary objective of each investment transaction.
- MAINTENANCE OF ADEQUATE LIQUIDITY – The portfolio will remain sufficiently liquid to enable the City to meet all operating and capital requirements that might be reasonably anticipated. A portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity.
- MAXIMIZATION OF RETURN ON INVESTMENT –Following the satisfaction of liquidity and maturity needs, the balance of the funds available for investment will be placed with institutions that offer the highest rate of return consistent with preservation of principal.

SCOPE

This policy applies to all financial assets of City of Isanti. While separate investment funds are created to accommodate reporting on certain bonded indebtedness, individual investments are purchased using a pooled approach for efficiency and maximum investment opportunity. The City's funds are defined in the City's *Comprehensive Annual Financial Report and include all Governmental, Enterprise, Internal Service and Agency funds* and any new funds created by the City, unless specifically exempted by the City Council through resolution.

POOLING OF FUNDS: Except for cash in certain restricted and special funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

STANDARDS OF CARE

1. PRUDENCE

The prudent person standard shall be applied to the management of the portfolio. This standard states: "Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

2. ETHICS AND CONFLICTS OF INTEREST

Any city official involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or that could impair their ability to make impartial decisions. Investment officials shall disclose any material interests in financial institutions with which they conduct business. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City.

3. DELEGATION OF AUTHORITY

The Finance Director is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The Finance Director through assistance of staff and consultants shall develop and maintain written administrative procedures for the operation of the investment program, monitoring diversification and risk as well as a system of controls to regulate the activities of subordinate officials. Procedures should include references to: safekeeping, investment accounting, repurchase agreements, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and procedures established by the Investment Officer.

4. INTERNAL CONTROLS

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the investment officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record-keeping
- Safekeeping account
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

FINANCIAL INSTITUTIONS AND SAFEKEEPING

1. AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS

The Finance Director is authorized, as allowed under State Statute, to designate depositories and broker-dealers for City Funds. The Finance Director will maintain a list of financial institutions authorized to provide investment services to the City. All broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director or Designee with:

- Audited financial statements (a current audited financial statement is required to be on file for each financial institution)
- Proof of National Association of Security Dealers (NASD) certification,
- Proof of Minnesota registration
- Broker Notification and Certification form required by Minnesota Statutes 118A prior to any investment transactions with the City. The Broker Notification must be updated annually.
- The Official Broker/Dealer Questionnaire must be on file for each broker the City is currently doing business with.
- Authorized institutions must maintain an investment office within the Twin Cities metropolitan area and have other Minnesota local government clients.

The purchase of all investments must be from institutional brokers. An annual review of the financial condition and registration of qualified financial institutions and brokers/dealers will be conducted by the investment officer.

2. SAFEKEEPING

Investments shall be safe kept in the City's name. Certificates will be held at the financial institution in the City's name. All securities should be a risk category one according to the Governmental Accounting Standard No. 3.

SUITABLE AND AUTHORIZED INVESTMENTS

Consistent with Minnesota Statute 118A, the following investments will be permitted by this policy:

- U.S. Treasury Obligations (bills, notes, bonds);
- U.S. Government Agency and Federally Sponsored Agency Securities, excluding mortgage backed securities that fail the FFEIC test;
- General obligations 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;
- Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the amount provided by the Federal Deposit Insurance Corporation coverage limit;
- Bankers Acceptances that are eligible for purchase by the Federal Reserve;
- Repurchase Agreements which conform to the requirements stated in 118A.05, sub. 2 of the statutes;
- Guaranteed Investment Contracts that meet the requirements of M.S. 118A;
- Local government investment pools, either state-administered or through joint powers statutes and other intergovernmental agreement legislation;
- Shares of an investment company which is registered under the Federal Investment Company Act of 1940 and which holds itself out as a money market fund meeting the conditions of rule 2a-7 of the Securities and Exchange Commission and is rated in one of the two highest rating categories for money market funds by at least one nationally recognized statistical rating organization;

- Shares of an investment company which is registered under the Federal Investment Company Act of 1940, and whose shares are registered under the Federal Securities Act of 1933, as long as the investment company's fund receives the highest credit rating and is rated in one of the two highest risk rating categories by at least one nationally recognized statistical rating organization and is invested in financial instruments with a final maturity no longer than 13 months.

INVESTMENT PARAMETERS

1. DIVERSIFICATION

The investments shall be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

2. MAXIMUM MATURITIES

To the extent possible, the City should attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 10 years from the date of purchase.

REPORTING

1. METHODS

The Finance Director shall prepare an investment report at least quarterly to the City Administrator, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City Administrator to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following:

- Listing of individual securities held at the end of the reporting period,
- Realized and unrealized gains for losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year,
- Average yield to maturity of portfolio on investments as compared to applicable benchmarks,
- Listing of investment by maturity date,
- Percentage of the total portfolio which each type of investment represents.

2. PERFORMANCE STANDARDS

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should seek to obtain a market average rate of return during an economic environment of stable interest rates.

3. MARKING TO MARKET

The market value of this portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued to the City Administrator at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the recommended practice.

POLICY CONSIDERATIONS

The City's investment policy shall be adopted by resolution by the City Council and will be reviewed on an annual basis. Any changes must be made in consultation with the Finance Director and approved by the City Council.

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

STATUTORY AUTHORITY

Specific investment parameters for the investment of public funds by the City are found in Minnesota Statutes Chapters 118A. Copy attached to this policy.

LIST OF ATTACHMENTS

The following documents, as applicable, are attached to this policy:

- Relevant investment statutes and ordinances.

INVESTMENT POLICY APPROVAL

This policy was accepted and approved by the City Council on November 2, 2021.

City of Isanti Investment Policy

APPENDIX A

LISTING OF AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS AND LIST OF AUTHORIZED PERSONNEL

AS OF 11/02/2021

Financial Institution

RBC Capital Markets

Falcon National Bank

Authorized Personnel

Finance Director

City Administrator

City of Isanti Investment Policy

APPENDIX B

RELEVANT INVESTMENT STATUTES AND ORDINANCES

AS OF 11/02/2021

118A.01 DEFINITIONS.

Subdivision 1.Application.

The definitions in this section apply to sections **118A.01** to **118A.06**.

Subd. 2.Government entity.

(a) "Government entity" means a county, city, town, school district, hospital district, public authority, public corporation, public commission, special district, any other political subdivision, except an entity whose investment authority is specified under chapter 11A or 356A.

(b) For the purposes of sections **118A.02** and **118A.03** only, the term includes an American Indian tribal government entity located within a federally recognized American Indian reservation.

Subd. 3.Financial institution.

"Financial institution" means a savings association, commercial bank, trust company, credit union, or industrial loan and thrift company.

Subd. 4.Public funds.

"Public funds" means all general, special, permanent, trust, and other funds, regardless of source or purpose, held or administered by a government entity, unless otherwise restricted.

History:

1996 c 399 art 1 s 2; 1999 c 151 s 39

118A.02 DEPOSITORIES; INVESTING: SALES, PROCEEDS, IMMUNITY.

Subdivision 1.Designation; delegation.

(a) The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.

(b) The governing body may authorize the treasurer or chief financial officer to:

(1) designate depositories of the funds;

(2) make investments of funds under sections **118A.01** to **118A.06** or other applicable law; or

(3) both designate depositories and make investments as provided in this subdivision.

118A.02 DEPOSITORIES; INVESTING: SALES, PROCEEDS, IMMUNITY. (CONTINUED)

Subd. 2.Sale; proceeds; immunity, if loss.

(a) The treasurer or chief financial officer of a government entity may at any time sell obligations purchased pursuant to this section and the money received from such sale, and the interest and profits or loss on such investment shall be credited or charged, as the case may be, to the fund from which the investment was made.

(b) Neither such official nor government entity, nor any other official responsible for the custody of such funds, shall be personally liable for any loss sustained from the deposit or investment of funds in accordance with the provisions of sections **118A.04** and **118A.05**.

History:

1996 c 399 art 1 s 3

118A.03 WHEN AND WHAT COLLATERAL REQUIRED.

Subdivision 1.For deposits beyond insurance.

To the extent that funds on deposit at the close of the financial institution's banking day exceed available federal deposit insurance, the government entity shall require the financial institution to furnish collateral security or a corporate surety bond executed by a company authorized to do business in the state. For the purposes of this section, "banking day" has the meaning given in Federal Reserve Board Regulation CC, Code of Federal Regulations, title 12, section 229.2(f), and incorporates a financial institution's cutoff hour established under section **336.4-108**.

Subd. 2.In lieu of surety bond.

The following are the allowable forms of collateral in lieu of a corporate surety bond:

(1) United States government Treasury bills, Treasury notes, Treasury bonds;

(2) issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;

(3) 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;

(4) general obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;

(5) 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

(6) time deposits that are fully insured by any federal agency.

Subd. 3. Amount.

The total amount of the collateral computed at its market value shall be at least ten percent more than the amount on deposit at the close of the financial institution's banking day, except that where the collateral is irrevocable standby letters of credit issued by Federal Home Loan Banks, the amount of collateral shall be at least equal to the amount on deposit at the close of the financial institution's banking day. The financial institution may furnish both a surety bond and collateral aggregating the required amount.

Subd. 4.Assignment.

Any collateral pledged shall be accompanied by a written assignment to the government entity from the financial institution. The written assignment shall recite that, upon default, the financial institution shall release to the government entity on demand, free of exchange or any other charges, the collateral pledged. Interest earned on assigned collateral will be remitted to the financial institution so long as it is not in default. The government entity may sell the collateral to recover the amount due. Any surplus from the sale of the collateral shall be payable to the financial institution, its assigns, or both.

Subd. 5.Withdrawal of excess collateral.

A financial institution may withdraw excess collateral or substitute other collateral after giving written notice to the governmental entity and receiving confirmation. The authority to return any delivered and assigned collateral rests with the government entity.

Subd. 6.Default.

For purposes of this section, default on the part of the financial institution includes, but is not limited to, failure to make interest payments when due, failure to promptly deliver upon demand all money on deposit, less any early withdrawal penalty that may be required in connection with the withdrawal of a time deposit, or closure of the depository. If a financial institution closes, all deposits shall be immediately due and payable. It shall not be a default under this subdivision to require prior notice of withdrawal if such notice is required as a condition of withdrawal by applicable federal law or regulation.

Subd. 7.Safekeeping.

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 shall be approved by the government entity.

History:

1996 c 399 art 1 s 4; **2003 c 51 s 15**,16; **2004 c 151 s 1**,2; **2004 c 174 s 2**; **2007 c 44 s 7**; **2007 c 57 art 3 s 39**; **2008 c 154 art 10 s 1**; **2014 c 292 s 1**

NOTE: The amendments made to subdivisions 1 and 3 by Laws 2004, chapter 151, sections 1 and 2, are effective retroactively from the beginning of a government entity's fiscal year 2003 and apply to each fiscal year thereafter. Laws 2004, chapter 151, section 3.

118A.04 INVESTMENTS.

Subdivision 1. **What may be invested.** Any public funds, not presently needed for other purposes or restricted for other purposes, may be invested in the manner and subject to the conditions provided for in this section.

Subd. 2. **United States securities.** Public funds may be invested in governmental bonds, notes, bills, mortgages (excluding high-risk mortgage-backed securities), and other securities, which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress.

Subd. 3. **State and local securities.** Funds may be invested in the following:

(1) any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;

(2) any security which is a revenue obligation of any state or local government which is rated "AA" or better by a national bond rating service;

(3) a general obligation of the Minnesota housing finance agency which is a moral obligation of the state of Minnesota and is rated "A" or better by a national bond rating agency; and

(4) any security which is an 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 section 126C.55.

Subd. 4. **Commercial papers.** Funds may be invested in commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by at least two nationally recognized rating agencies and matures in 270 days or less.

Subd. 5. **Time deposits.** Funds may be invested in time deposits that are fully insured by the Federal Deposit Insurance Corporation or bankers acceptances of United States banks.

Subd. 6. **High-risk mortgage-backed securities.** For the purposes of this section and section 118A.05, "high-risk mortgage-backed securities" are:

(1) interest-only or principal-only mortgage-backed securities; and

(2) any mortgage derivative security that:

(i) has an expected average life greater than ten years;

(ii) has an expected average life that:

(A) will extend by more than four years as the result of an immediate and sustained parallel shift in the yield curve of plus 300 basis points; or

(B) will shorten by more than six years as the result of an immediate and sustained parallel shift in the yield curve of minus 300 basis points; or

(iii) will have an estimated change in price of more than 17 percent as mediate and sustained parallel shift in the yield curve of plus or minus 300 basis points.

118A.04 INVESTMENTS.

Subd. 7. **Temporary general obligation bonds.** Funds may be invested in general obligation temporary bonds of the same government entity issued under section 429.091, subdivision 7, 469.178, subdivision 5, or 475.61, subdivision 6.

Subd. 8. **Debt service funds.** Funds held in a debt service fund may be used to purchase any obligation, whether general or special, of an issue which is payable from the fund, at such price, which may include a premium, as shall be agreed to by the holder, or may be used to redeem any obligation of such an issue prior to maturity in accordance with its terms. The securities representing any such investment may be sold by the government entity at any time, but the money so received remains part of the fund until used for the purpose for which the fund was created. Any obligation held in a debt service fund from which it is payable may be canceled at any time unless otherwise provided in a resolution or other instrument securing obligations payable from the fund.

Subd. 9. **Broker; statement and receipt.** (a) For the purpose of this section and section 118A.05, the term "broker" means a broker-dealer, broker, or agent of a government entity, who transfers, purchases, sells, or obtains securities for, or on behalf of, a government entity.

(1) Prior to completing an initial transaction with a broker, a government entity shall provide annually to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota Statutes governing the investment of public funds.

(2) A broker must acknowledge annually receipt of the statement of investment restrictions in writing and agree to handle the government entity's account in accordance with these restrictions. A government entity may not enter into a transaction with a broker until the broker has provided this written agreement to the government entity.

(3) The state auditor shall prepare uniform notification forms which shall be used by the government entities and the brokers to meet the requirements of this subdivision.

History: *1996 c 399 art 1 s 5; 2013 c 143 art 12 s 1; 2014 c 292 s 2,3*

118A.05 CONTRACTS AND AGREEMENTS.

Subdivision 1.May enter into.

In addition to other authority granted in sections **118A.01** to **118A.06**, government entities may enter into contracts and agreements as follows.

stat.118A.05.2

Subd. 2.Repurchase agreements.

Repurchase agreements consisting of collateral allowable in section **118A.04**, and reverse repurchase agreements may be entered into with any of the following entities:

(1) a financial institution qualified as a "depository" of public funds of the government entity;

(2) any other financial institution which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds $10,000,000;

(3) a primary reporting dealer in United States government securities to the Federal Reserve Bank of New York; or

(4) a securities broker-dealer licensed pursuant to chapter 80A, or an affiliate of it, regulated by the Securities and Exchange Commission and maintaining a combined capital and surplus of $40,000,000 or more, exclusive of subordinated debt.

Reverse agreements may only be entered into for a period of 90 days or less and only to meet short-term cash flow needs. In no event may reverse repurchase agreements be entered into for the purpose of generating cash for investments, except as stated in subdivision 3.

stat.118A.05.3

Subd. 3.Securities lending agreements.

Securities lending agreements, including custody agreements, may be entered into with a financial institution meeting the qualifications of subdivision 2, clause (1) or (2), and having an office located in Minnesota. Securities lending transactions may be entered into with entities meeting the qualifications of subdivision 2 and the collateral for such transactions shall be restricted to the securities described in this section and section **118A.04**.

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Subd. 4.Minnesota joint powers investment trust.

Government entities may enter into agreements or contracts for:

(1) shares of a Minnesota joint powers investment trust whose investments are restricted to securities described in this section, section **118A.04, and section 118A.07, subdivision 7**;

(2) units of a short-term investment fund established and administered pursuant to regulation 9 of the Office of the Comptroller of the Currency, in which investments are restricted to securities described in this section and section **118A.04**;

(3) shares of an investment company which is registered under the Federal Investment Company Act of 1940 and which holds itself out as a money market fund meeting the conditions of rule 2a-7 of the Securities and Exchange Commission and is rated in one of the two highest rating categories for money market funds by at least one nationally recognized statistical rating organization; or

(4) shares of an investment company which is registered under the Federal Investment Company Act of 1940, and whose shares are registered under the Federal Securities Act of 1933, as long as the investment company's fund receives the highest credit rating and is rated in one of the two highest risk rating categories by at least one nationally recognized statistical rating organization and is invested in financial instruments with a final maturity no longer than 13 months.

stat.118A.05.5

Subd. 5.Guaranteed investment contracts.

Agreements or contracts for guaranteed investment contracts may be entered into if they are issued or guaranteed by United States commercial banks, domestic branches of foreign banks, United States insurance companies, or their Canadian subsidiaries, or the domestic affiliates of any of the foregoing. The credit quality of the issuer's or guarantor's short- and long-term unsecured debt must be rated in one of the two highest categories by a nationally recognized rating agency. Agreements or contracts for guaranteed investment contracts with a term of 18 months or less may be entered into regardless of the credit quality of the issuer's or guarantor's long-term unsecured debt, provided that the credit quality of the issuer's short-term unsecured debt is rated in the highest category by a nationally recognized rating agency. Should the issuer's or guarantor's credit quality be downgraded below "A", the government entity must have withdrawal rights.

History:

1996 c 399 art 1 s 6; **1997 c 219 s 1**; **2000 c 493 s 1**; **2005 c 152 art 1 s 2**; **2010 c 234 s 1**; **2010 c 385 s 4**; **2013 c 143 art 12 s 2**; **2014 c 292 s 4**

118A.06 SAFEKEEPING; ACKNOWLEDGEMENTS.

(a) Investments, contracts, and agreements may be held in safekeeping with:

(1) any Federal Reserve bank;

(2) any bank authorized under the laws of the United States or any state to exercise corporate trust powers, including, but not limited to, the bank from which the investment is purchased;

(3) a primary reporting dealer in United States government securities to the Federal Reserve Bank of New York; or

(4) a securities broker-dealer, or an affiliate of it, that meets the following requirements:

(i) it is registered as a broker-dealer under chapter 80A or is exempt from the registration requirements;

(ii) it is regulated by the Securities and Exchange Commission; and

(iii) it maintains insurance through the Securities Investor Protection Corporation or excess insurance coverage in an amount equal to or greater than the value of the securities held.

(b) The government entity's ownership of all securities under paragraph (a) must be evidenced by written acknowledgments identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP number, or other distinguishing marks.

History:

1996 c 399 art 1 s 7; **2010 c 234 s 2**

118A.07 ADDITIONAL INVESTMENT AUTHORITY.

118A.07 ADDITIONAL INVESTMENT AUTHORITY.

stat.118A.07.1

Subdivision 1.Authority provided.

As used in this section, "governmental entity" means a city with a population in excess of 200,000, a county that contains a city of that size, or the Metropolitan Council. If a governmental entity meets the requirements of subdivisions 2 and 3, it may exercise additional investment authority under subdivisions 4, 5, and 6.

stat.118A.07.2

Subd. 2.Written policies and procedures.

Prior to exercising any additional authority under subdivisions 4, 5, and 6, the governmental entity must have written investment policies and procedures governing the following:

(1) the use of or limitation on mutual bond funds or other securities authorized or permitted investments under law;

(2) specifications for and limitations on the use of derivatives;

(3) the final maturity of any individual security;

(4) the maximum average weighted life of the portfolio;

(5) the use of and limitations on reverse repurchase agreements;

(6) credit standards for financial institutions with which the governmental entity deals; and

(7) credit standards for investments made by the governmental entity.

stat.118A.07.3

Subd. 3.Oversight process.

Prior to exercising any authority under subdivisions 4, 5, and 6, the governmental entity must establish an oversight process that provides for review of the governmental entity's investment strategy and the composition of the financial portfolio. This process shall include one or more of the following:
(1) audit reviews;
(2) internal or external investment committee reviews; and
(3) internal management control.
Additionally, the governing body of the governmental entity must, by resolution, authorize its treasurer to utilize the additional authorities under this section within their prescribed limits, and in conformance with the written limitations, policies, and procedures of the governmental entity.
If the governing body of a governmental entity exercises the authority provided in this section, the treasurer of the governmental entity must annually report to the governing body on the findings of the oversight process required under this subdivision. If the governing body intends to continue to exercise the authority provided in this section for the following calendar year, it must adopt a resolution affirming that intention by December 1.

stat.118A.07.4

Subd. 4.Repurchase agreements.

A governmental entity may enter into repurchase agreements as authorized under section **118A.05**, provided that the exclusion of mortgage-backed securities defined as "high-risk mortgage-backed securities" under section **118A.04, subdivision 6**, shall not apply to repurchase agreements under this authority if the margin requirement is 101 percent or more.

stat.118A.07.5

Subd. 5.Reverse repurchase agreements.

Notwithstanding the limitations contained in section **118A.05, subdivision 2**, the governmental entity may enter into reverse repurchase agreements to:
(1) meet cash flow needs; or
(2) generate cash for investments, provided that the total securities owned shall be limited to an amount not to exceed 130 percent of the annual daily average of general investable monies for the fiscal year as disclosed in the most recently available audited financial report. Excluded from this limit are:
(i) securities with maturities of one year or less; and
(ii) securities that have been reversed to maturity.
There shall be no limit on the term of a reverse repurchase agreement. Reverse repurchase agreements shall not be included in computing the net debt of the governmental entity, and may be made without an election or public sale, and the interest payable thereon shall not be subject to the limitation in section **475.55**. The interest shall not be deducted or excluded from gross income of the recipient for the purpose of state income, corporate franchise, or bank excise taxes, or if so provided by federal law, for the purpose of federal income tax.

stat.118A.07.6

Subd. 6.Options and futures.

A governmental entity may enter into futures contracts, options on futures contracts, and option agreements to buy or sell securities authorized under law as legal investments for governmental entities, but only with respect to securities owned by the governmental entity, including securities that are the subject of reverse repurchase agreements under this section that expire at or before the due date of the option agreement.

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Subd. 7.Negotiable certificates of deposit.

A Minnesota joint powers investment trust may invest funds in negotiable certificates of deposit or other evidences of deposit, with a remaining maturity of three years or less, issued by a nationally or state-chartered bank, a federal or state savings and loan association, or a state-licensed branch of a foreign bank, except that for obligations with a maturity of one year or less, the debt obligations of the issuing institution or its parent are rated in the top short-term rating category by at least two nationally recognized statistical ratings organizations and for obligations with a maturity in excess of one year, the senior debt obligations of the issuing institution or its parent are rated at least A or its equivalent by at least two nationally recognized statistical ratings organizations. Investments in these instruments shall not be subject to the collateralization requirements of section **118A.03**.

History:

1996 c 399 art 1 s 8; **2014 c 292 s 5**

118A.08 NO SUPERSEDING EFFECT.

Except as provided in Laws 1996, chapter 399, article 1, section 11, sections **118A.01** to **118A.06** shall not supersede any general or special law relating to the deposit and investment of public funds.

History:

1996 c 399 art 1 s 9

'Exhibit D'

Purchasing Policy
Amended January 6, 2009
Amended December 15, 2009
Amended August 16, 2011
Amended June 3, 2014
Amended March 15, 2016- Addendum
Amended January 17, 2017
Amended October 19, 2021
Adopted November 2, 2021 (supercedes)

PURPOSE

The City of Isanti will support a purchasing policy that provides quality goods and services that meet the need of the City. These goods and services will be acquired in a manner to maximize the value received for each tax dollar spent. Purchasing policies are designed to facilitate the effective delivery of municipal services while maintaining adequate financial controls.

All purchasing by local government units is regulated by State Law. Consequently, these laws will govern each employee's responsibility in all purchasing processes.

The primary basis for the City's system of internal control is the City's annual budget. The budget, as adopted by the City Council, serves as the basis for the City's spending for that year. All purchases must be within a department's annually adopted final operating or capital budget.

It will be the responsibility of each City employee to adhere to the purchasing process and procedures for the actual ordering/purchasing of goods and services, procedures for receiving and reporting purchases and procedures for payment of vendor invoices.

The City of Isanti encourages its staff to consider local purchasing when all factors are relatively equal.

GUIDELINES

It is the policy of the City of Isanti that the following ethical principles shall govern the conduct of every employee involved, directly or indirectly, in the City procurement process.

1. All purchases must be within a department's annually adopted final operating or capital budget.

2. Employees will avoid activities which would compromise or give the perception of compromising the best interests of the City of Isanti. Employees will not knowingly use confidential proprietary information for actual or anticipated personal gain.

3. Employees will follow guidelines outlined within the City's approved Fuel Card and Credit Card Use Program.

4. Employees will avoid any activity that would create a conflict between their personal

interest and the best interest of the City. Conflicts exist in any relationship where a person is not acting in the City's best interest and may be acting in their own interest or the interest of someone associated with them. Such conflicts of interest would include being involved in any procurement in which:

a. The employee or any member of the employee's family has a financial interest pertaining to the City procurement process.
b. A business or organization in which the employee, or any member of the employee's family, has a financial interest pertaining to the City procurement process.
c. Any other person, business, or organization with whom the employees or a member of the employee's family is negotiating or has an arrangement concerning prospective employment.

If such conflicts of interest exist, the employee will notify the City Administrator in writing and will remove him/herself from the City procurement process.

5. Employees will avoid the appearance of unethical or compromising practices in relationship, actions, and communications regarding the procurement process.

6. Employees will never solicit or accept money, loans, gifts, favors, or anything of value, from present or potential contractors which might influence or appear to influence a purchasing decision. If anyone is in doubt about whether a specific transaction complies with this policy, the person should disclose the transaction to the City Administrator for a determination of compliance.

7. The City of Isanti shall be environmentally conscious by encouraging the use of recycled products whenever reasonably practical and in the best interest of the City.

8. It is City policy not to endorse or in any way permit an employee's name, position or the City's name to be used and advertised as supporting a product or vendor. This does not apply to giving references for products or services used by the City.

9. No individual shall be allowed to make any purchases for personal use through the City.

10. Effective January 1, 2014, the City, with the exception of the Liquor Store, is exempt from paying sales tax on most goods and services. Reference Minnesota Statutes for current guidelines on Local Government Sales and Use Tax Exemptions.

PURCHASING PROCEDURES

These policies regulating the degree of formality are to be followed in the purchase of goods and services, depending on the costs of the items to be purchased. The splitting of purchases into smaller orders to avoid these requirements is strictly prohibited.

Purchase Level	**Quotes/Bids**	**Approving Authority**
$0 - $2,500	**Invoice**	**Department Head**

$2,500.01 - $10,000	**2 Written Quotes***	**Finance Director**
$10,000.01 - $20,000	**2 Written Quotes***	**City Administrator**
$20,000.01 - $100,000	**3 Written Quotes ***	**City Council**
Over $100,000	**Bids**	**City Council**

**Written quotes or a completed quote form is to be attached where there is more than one feasible source*

All purchases must be within a department's annually adopted final operating or capital budget.

Purchases Under $2,500. Department heads are authorized to purchase directly from vendors for any purchase under $2,500. It is the responsibility of each Department head to insure complete control over this segment of the purchasing process. It is recommended that equipment purchases under $2,500 should have two (2) quotations to confirm competitive pricing. Department heads should designate employees who will be allowed to make purchases and to provide internal control procedures to ensure that all purchases are for legitimate public purposes and all purchases accounted for.

Purchases from $2,500.01 to $10,000. Purchase requisitions for goods or services having a value of $2,500 to $10,000 must be submitted for approval by the City Finance Director prior to placing an order with a vendor. Before submitting a purchase requisition, Department heads must obtain two (2) or more written quotations for the goods or services required. The quotations may be in any written format and signed by an authorized representative of the vendor. The purchase requisition awarding the purchase to the lowest responsible bidder should then be forwarded to the City Finance Director who will check to ensure that the quotation form has been completed correctly and that funds are available in the appropriate budget. If Department heads are unable to secure two (2) quotations, a notation explaining why less than two (2) qualified vendors were available should be made on the quotation form, attached to the purchase order and forwarded to the City Finance Director. When seeking two (2) quotes, the practice of "auctioneering" should be avoided by refusing to disclose to a vendor the price quoted by competitors. Purchase requisition and quotation request form will be attached to the appropriate City Council bill list.

Purchases from $10,000.01 to $20,000 The same procedures apply as when purchasing from $2,500 to $10,000 except that once approved by the Finance Director further approval must be made by the City Administrator.

Purchases from $20,000.01 to $175,000 Prior to processing a purchase requisition to secure goods or services valued at $20,000 to $100,000, Department heads must obtain three (3) written quotations. For purchases over $25,000 the State of Minnesota's Cooperative Purchasing Venture (CPV) must be considered. If Department Heads are unable to secure three (3) written quotations a memo explaining why less than three (3) qualified vendors were available as well as the Quotation Request form should be attached to the purchase order and forwarded to the City Clerk/Assistant for placement on the City Council agenda. All purchases over $20,000 require City Council approval. The Quotation Request form requires appropriate planning to ensure that adequate lead time is available to satisfy the purchasing requirements.

Purchases over $175,000 Department heads anticipating the purchase of goods or services valued over $175,000 should prepare specifications based upon standards appropriate to meet the City's

needs. For local improvement contracts that are paid for with special assessments the purchases over $175,000 process must be used. Specifications should be forwarded to the City Clerk. The City Clerk will then direct the preparation of the necessary bid packet, public notices and advertisements to meet the City's purchasing policy and will also send invitations to bid to qualified vendors. Department heads should submit a list of such vendors along with the specifications. A bid packet containing an invitation to bid, specifications, and general bid documents will be sent to these vendors, as well as those that respond to the legal notice. Formal bids will be advertised for at least ten (10) business days prior to bid opening.

After the bids are opened, the bids will be referred to the Department head for review. The Department head will prepare a written tabulation of all bids and draft a memo to the City Clerk that will be placed on the next City Council Agenda, which will include the Department heads recommendation for the bid award. All purchases over $20,000 must be awarded by the City Council. The award will normally be made to the low bidder meeting specifications. If not, documentation should be made to list the reasons why other than the low bidder was selected in the best interest of the City. Performance bonds and payments bonds are required for all public work contracts over $75,000. Bid bonds may be requested. Workers compensation insurance and general insurance certificates may also be required with the City of Isanti named as an additional insured.

Independent Contractor Exemption Certificate (ICEC) Residential and commercial building construction or improvement service independent contractors carrying on a trade or business as a sole proprietor must present an ICEC when submitting a quote or bid. In accordance with state law if a sole proprietor does not have an ICEC the individual becomes an employee of the City of Isanti. Payments made to a sole proprietor are subject to 2% withholding for Minnesota income tax if the work was performed in the State of Minnesota and the total payments during the year exceed $600.

State of Minnesota Cooperative Purchasing Program All requirements of this policy are deemed to be met if purchases are made through this State Program. Depending upon purchase level of item appropriate approvals still apply. All purchases over $25,000 require consideration of the Cooperative Purchasing Venture (CPV).

Cumulative Purchases The same purchase level guidelines under PURCHASING GUIDELINES remain effective for the total amount purchased throughout the year, however purchases for the same product may be made by a department by obtaining quotes/bids once during the year. Example: Sand/salt purchases for public works.

Emergency Purchases An "emergency" is defined as an unforeseen combination of circumstances that calls for immediate action to prevent a "disaster" from developing or occurring. A "disaster" is defined as a situation that creates an actual or imminent serious threat to the health and safety of persons, or a situation that has resulted or is likely to result in catastrophic loss to property or the environment, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

A "public health emergency" means an occurrence or imminent threat of an illness or health condition in Minnesota where there is evidence that the cause of the illness or health condition is bioterrorism, or an airborne infectious agent or toxin and that the illness poses a high probability of a large number of deaths or disabilities or widespread exposure to an airborne infectious agent that poses a significant risk to a large number of people.

Unbudgeted Expenditures by Department Heads may be permitted with approval from the City Administrator in amounts up to $1,000 provided the expenditure is deemed necessary by the City Administrator and does not leave the Department's aggregate budget over the annually approved budget amount. If the latter occurs a budget amendment may be required at the direction of the Finance Director.

Professional Services are considered to be unique and are not subject to the bid law even though the contract amount may exceed $175,000. This group includes: architects, engineers, construction managers, attorneys, accountants, consultants, and other services requiring technical, scientific or professional training

Request For Proposal (RFP) can be prepared much the same way as specifications including requirements and minimum standards for the services to be provided. RFP's should be submitted to the city council for review and approval prior to distribution. When a RFP is approved, a limited number of qualified professionals will be invited to submit a proposal setting forth their interest, qualifications and how they can meet the City's needs. In securing professional services it is the primary goal of the City to obtain the services of a professional who has a proven record of providing in a professional way those services required. A contract will be negotiated with the professional deemed to best meet the City's needs.

Contracts Only the city council may make contracts on behalf of the city. Individual council members, council committees, and city administrative officers may not enter into these contracts.

The following purchases are exempt from this purchasing policy:

Utility invoices-telephone, electric, natural gas, gasoline, mileage, products purchased for resale, emergency purchases, maintenance and repairs, schools, conferences and meeting reimbursements.

Major capital repairs beyond normal maintenance are NOT exempt from the purchasing policy.

Environmental Sustainability is promoted by conserving natural resources, minimizing environmental impacts, such as pollution and supporting strong recycling markets. Increasing the use and availability of environmentally preferable products that protect the environment. Rewarding manufacturers and vendors that reduce environmental impacts in their production and distribution systems. Creating a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals. Lowering overall costs by addressing full cost accounting (purchase, maintenance, disposal, staff time, and labor) and leveraging buying power.

The following guidelines are to be followed as practicable by the City of Isanti:

1. Recycled Paper Products and Recycled-Content Products. Per Minnesota Statute 16B.122 and per the Federal Environmental Protection Agency's (EPA) requirements, the City of Isanti will endeavor to purchase paper products containing the highest postconsumer content practicable, but no less than 30% recycled-content for copy paper (which is the minimum recycled content standard established by the EPA Comprehensive Procurement Guidelines: www.epa.gov). The City should purchase other products made with recycled material whenever possible and economically feasible.

2. Waste Minimization. The City should buy in bulk whenever practicable to reduce packaging. Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.

3. Energy Saving Products. All appliances and products purchased by the City, for which the US EPA Energy Star certification is available, will meet Energy Star certification, provided such products are available and financially feasible (www.energystar.gov). This would include lighting systems, exhaust fans, water heaters, computers, exit signs, and appliances, such as refrigerators, dishwashers, and microwave ovens.

4. Water Saving Products. Water saving products purchased by the City will meet the WaterSense certification when such products are available and financially feasible (www.epa.gov.) This includes, but is not limited to, high-performing fixtures, such as toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

5. Cleaning Products. Cleaning products purchased by the City will meet Green Seal, EcoLogo, and/or U.S. EPA Design for the Environment cleaning product standards, if such products are practicable, available, and perform to an acceptable standard.

6. Lighting. The City should purchase and install LED lighting on any new construction, retrofits, remodels or replacement projects, including street lighting.

When purchasing products and services for the City, staff will:

1. Ensure that specifications support the use of reusable, recycled, or environmentally preferable products by following these guidelines.

2. Evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors.

3. Facilitate data collection on purchases of designated environmentally preferable products by the department in order to determine the effectiveness of the products and services.

4. Use a standard of accepting a 10% increased cost for these items. Financial incentives should be taken into consideration in cost comparisons.

5. All City departments are responsible for implementation of this policy and to ensure their respective employees are fully aware and supportive of the City's policy to purchase environmentally preferable goods and services. City staff will implement environmental sustainability guidelines in conjunction with the city's normal purchasing procedure and with consideration of the above price differential

Attachments:

Quotation Request Form
Purchase Requisition

'Exhibit E'

Federal Grants Administration Policy

Adopted November 2nd 2021

Goal

The goal of the City Council is to establish administrative requirements and cost principles for Federal grant awards received by the City of Isanti and the Economic Development Authority of the City of Isanti that comply with Key Policy Areas identified by the Office of Management and Budget.

Objective

The objective of the City Council in meeting this goal is to ensure compliance with OMB Uniform Grant Guidance:

a. Have effective controls in place to manage Federal awards and show compliance with Federal Statutes, regulations and terms and conditions of the award by identifying how compliance is evaluated and monitored.
b. Have reasonable procedures in place to protect personally identifiable information (PII) and other information identified as sensitive by Federal agency or pass-through entity.

Procedures

1. Segregation of Duties

a. Personally identifiable information (PII) and sensitive data as defined by a Federal Agency or pass-through entity shall be accessible only by employees who have been determined to have need for the information. The City Administrator and the Finance Director will determine which city staff members need access to personally identifiable information that may be acquired through various Federal grant processes.

b. Only those staff members who are required to access personally identifiable information will be authorized to access it when needed to produce accurate and complete financial data for reliable and timely financial and management reports.

c. The Department Head for the department receiving a Federal Grant Award shall be the primary responsible person to review and approve all costs associated with the Grant.

d. All required reports related to a Federal Grant shall be prepared by the responsible Department Head and reviewed and signed by the City Administrator and any other official as required in the Grant document.

2. Accounting Controls

a. The financial accounting system must identify all federal awards in all accounts that are received and expended by:
    i. CFDA number and title

ii. Federal award ID and year
iii. Name of federal awarding agency
iv. Pass-through entity's name

b. The payment process shall follow the accounting procedures for Accounts Payable.

c. The Department Head assigned responsibility for a federal grant shall review and approve all requests for payment under the federal grant in accordance with Subpart E Cost Principles as well as the terms and conditions of the federal grant award.

d. Federal grant payments received shall be disbursed according to the terms and conditions of the federal grant award. If grant disbursement guidelines are not included the grant proceeds shall be disbursed within 30 days of receipt.

e. Payments to sub recipients are:
   i. Not required to be maintained in separate depository accounts for federal awarded funds.
   ii. Required to be accounted for by receipt, obligation and expenditure of federal funds.

f. Travel costs must be consistent with Section 905 of the City of Isanti Personnel Policy.

g. Personnel compensation from Federal grant awards shall follow the accounting procedures for Payroll to ensure accurate recording of an employee's time activities associated with a federal award.

h. Complete payroll documentation must be maintained for all employees whose salaries are paid in full or in part by a federal award (200.430 (i) (1); and used in meeting cost sharing or matching requirements on Federal awards (200.430 (i) (4).

i. Contracts using Federal grant funds shall be with responsible contractors that can perform successfully meeting the requirements and terms and conditions of contract award based on:
   i. Contractor integrity
   ii. Compliance with public policy
   iii. Record of past performance
   iv. Financial and technical resources

j. Conflict of interest disclosure:
   i. Conflict of Interest forms shall be reviewed to determine if any conflict of interest exists in regard to a Federal Grant Award.
   ii. Any potential conflict of interest that an employee may have relating to a Federal Grant Award must be disclosed in writing to the City Administrator and the Grant issuing Federal Agency.
   iii. Any violation of Federal criminal law that involves fraud, bribery or gratuities that could affect a Federal Grant Award must be disclosed in writing to the City Administrator and Grant issuing Federal Agency.
   iv. Any contractual or administrative issues, which may include disputes, protests and source evaluations, must be referred to the office of the City

Attorney who must provide guidance and facilitate a legal solution to the issue.

k. Procurement of items to be purchased using Federal grant funds shall follow the Purchasing Policy contained in this manual and shall follow all state and federal rules and regulations.
   i. Reasonable effort must be made to avoid purchasing unnecessary or duplicative items.
   ii. Records must be maintained with sufficient detail to provide a historical or audit trail for the procurement.
   iii. Employees who have a conflict of interest relating to the selection of a contractor who will be paid from Federal Grant funds must disclose such conflict of interest to the City Administrator who shall name another employee to select an appropriate contractor.

l. Performance reporting will require:
   i. Financial data to be related to performance of accomplishments.
   ii. Oversight and monitoring must cover each program or activity.
   iii. Quantifiable data when available.
   iv. Trend data or data analysis
   v. Explanation of reasons why goals were not met or explanation of any cost overruns.

m. Prior written approval must be received from the Federal Grant Award Agency for indirect costs or the incurrence of special or unusual costs and the Federal Agency approval should include timeframe or written agreement.

n. Report Certification for the Authorizing Official for any Federal Grant Award must sign a certification on the annual and final fiscal report or voucher requesting payments that includes the following language:

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objective set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-32730 and 3801-3812)."

Isanti Police Department

PO Box 428, 401 First Ave NW, Isanti, MN 55040 763-444-4761

Memo

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: November 2nd, 2021
Subject: Resolution Approving Archery Hunting regulations

Background:

Resolution 2010-193 adopted protocols to allow archery deer hunting within the city limits of Isanti. Discussion on proposed changes was held at October 19th Committee of Whole meeting.

Recommendation:

With new property annexation and changes over the past 11 years staff is requesting council approval on proposed changes.

Attachment:

- Resolution 2021-XXX

RESOLUTION 2021-XXX

RESOLUTION APPROVING ARCHERY HUNTING REGULATIONS

WHEREAS, the City of Isanti has regulations regarding hunting pursuant to City Code Chapter 188; and,

WHEREAS, requests have been made to the City of Isanti to bow hunt whitetail deer in the City; and,

WHEREAS, the City Council to allow archery hunting with conditions set by the City of Isanti and in conformance with hunting regulations specified by the Minnesota Department of Natural Resources;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota to approve bow hunting in the City of Isanti as follows:

1. Under specific conditions attached as 'Exhibit A'.
2. Bow hunting in the City of Isanti shall be administered by the Isanti Police Department.

This Resolution was duly adopted by the Isanti City Council this 2nd day of November 2021.

ATTEST: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

EXHIBIT A

1. Areas open for archery hunting of deer shall be single parcels larger than 40 contiguous acres.

2. Signed written permission from the property owner(s) of the tract that will be hunted. A map will be provided by the hunter to the City identifying the tracts, boundaries and closest residential structures. All hunting must be performed on those tracts.

3. Each 40 acre parcel is limited to two (2) archery hunting permits per each open bow season as set by the Minnesota Department of Natural Resources. If more than 2 hunters apply for permission from the City of Isanti to hunt in a designated area, a random drawing conducted by the City shall be used to select the hunter(s) for that area.

4. All hunting shall be conformance with regulations of the Minnesota Department of Natural Resources.

5. Hunting for deer is limited to utilization of an elevated tree stand. No still hunting or use of ground blinds shall be allowed. A map shall be provided to the City identifying the location of the elevated tree stand.

6. The hunter shall follow all State requirements for distance for discharge of a bow from residential dwellings, commercial structures and road right of ways.

7. No hunting shall take place within 500 feet of any Isanti City park boundary.

8. The City Administrator or Police Chief may suspend hunting activities in the event of emergency in the City of Isanti.

9. These hunting activities shall be administered by the Isanti Police Department.

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: November 2nd 2021
Subject: Closing Debt Service Fund 929

Background:
Final payment on the 2010B General Obligation Improvement Refunding Bonds is due by December 1st 2021. That final payment is to be approved at this November 2nd 2021 Council meeting. Upon final payment the Debt Service Fund should be closed per accounting standards.

Recommendation:
Finance Director Betker is recommending that the cash balance remaining in fund 929 after the final debt payment has been made be transferred to the General Fund and that all remaining special assessments receivable be transferred to Fund 920. This fund closure and cash transfer has been previously discussed and accounted for within the previously presented preliminary 2022 Budget.

Request:
Staff is requesting approval of the attached Resolution.

Attachments:
- Res 2021-XXX Authorizing the Closing of Debt Service Fund 929

RESOLUTION 2021-XXX

AUTHORIZING THE CLOSING OF DEBT SERVICE FUND 929

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 interest of the community to close Debt Service Fund 929 to the General Fund (101) and Fund 920 – Capital Replacement Fund effective upon final scheduled payment of the debt service schedule; and

WHEREAS, the remaining cash balance in Fund 929 will be transferred to the General Fund and all remaining special assessments receivable will be closed to Fund 920.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, to:

1. Close Fund 929 – 2010B GO Improvement Refunding Bonds to the General Fund and Fund 920 – Capital Replacement Fund.

Adopted by the Isanti City Council this 2nd day of November 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

FORGIVING INTERFUND LOAN PAYABLE FROM GENERAL FUND TO WATER AND SEWER UTILITIES

WHEREAS, the Isanti City Council has annually approved budgeted repayment of funds advanced to the General Fund by the Water and Sewer Utilities; and

WHEREAS, the General Fund had been making transfers of $28,330 and $56,670 annually to the Water and Sewer Funds respectively, that began in budget year 2019 and were scheduled to conclude in the 2028 budget year; and

WHEREAS, the fiscal health of the Water and Sewer Utilities is such that the repayment of these obligations is no longer a financial imperative; and

WHEREAS, the Isanti City Council has determined that it is in the best interest of the City to end the repayment schedule effective with the 2021 budget and consider the obligation of the General Fund to be completed.

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

1. The City Council approves ending the aforementioned 10-year repayment schedule in budget year 2021.

2. The Finance Director is authorized to make the needed budget amendments within the 2021 Budget to conclude the repayment schedule with no transfers occurring in 2021.

This Resolution is hereby approved by the Isanti City Council this 2nd day of November, 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE POSITION OF POLICE SUPPORT SPECIALIST

WHEREAS, the City Council of the City of Isanti is required to approve new positions and the Committee of the Whole moved to create the position of FT Police Secretary to FT Police Support Specialist; and,

WHEREAS, the position of Police Secretary was re-evaluated for Penny Anderson, after analyzing the job duties of the PT Police Data Clerk and PT Police Secretary it to be found the position of FT Police Secretary performed more managerial or lead duties; and,

WHEREAS, the FT Police Secretary will now be a separate position from the PT Police Secretary and the PT Police Data Clerk (See Exhibit A); and,

WHEREAS, based off of local City comparisons and job description evaluation the position falls under the Grade 10 of the current wage scale and 194 in points; and,

WHEREAS, Penny Anderson is currently in the position of Police Secretary and will be re-titled to Police Support Specialist with adjusted wage;

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

1. The City will now have a non-exempt position called Police Support Specialist
2. Penny Anderson will now have the title and wage of Police Support Specialist.
3. Penny Anderson will not lose any seniority, benefits or status.
4. The Police Support Specialist will be a wage scale Grade 10.
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 November 2021.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

Exhibit A

City of Isanti
POSITION DESCRIPTION

POLICE SUPPORT SPECIALIST

DEPARTMENT:	**Police**
FLSA CLASSIFICATION:	**Non-Exempt**
REPORTS TO:	**Chief of Police**
SUPERVISES:	**Police Office Staff**

DEFINITION: The Police Support Specialist performs skilled administrative support and technical supervision of office staff for the Police Department. They perform high level secretarial support and confidential secretarial duties for the Police Chief and other staff of the Police Department as directed.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Serves as a lead to staff to include assigning and monitoring work and providing direction.
- Oversees the general work flow of the office to ensure tasks are completed in a timely manner.
- Transcribes and assists the investigator as requested. Assists Investigator with Child Maltreatment reports and MAARC reports.
- Performs skilled administrative support work including: typing a variety of documents, letters, reports and memos and retrieves documents as needed.
- Supervises the Permit Tech and Secretary, assists in hiring, assigns and reviews work, advises and handles the more complex questions or requests, coaches and trains and conducts performance reviews, subject to approval by the Chief.
- Assists the Chief with BCA related tasks and security trainings. Assists with Triennial Audit with BCA (Hot file, CCH-III, Administrative audit).
- Assists the police officer assigned to the evidence room by reviewing and disposing of property and recording for chain of possession.
- Maintains POR database.
- Greet the public as they enter the department and assist with questions or complaints.
- Answer phones and assist citizens with questions or complaints.
- Process all citations to courts and prosecuting authorities as well as search warrants.
- Process all Part A and Part B offenses to the State and Federal Bureau of Investigation.
- Code, input incident reports, transfer information to BCA (CJRS).
- Oversee the maintenance of police files, records, and related documents and ensure accuracy.
- Process and review requests for LE data/ reports

- Oversee processing requests for discovery from prosecution and/or defense.
- Provide all services for 'Bad Checks', including paperwork and documentation.
- Provide services for 'Record Checks' – Criminal History.
- Review and make changes to the MN State ID's provided by MNCJSS daily notification.
- Process Court Dispositions received by Daily Disposition Bulletin
- Designated Records Manager for the department.
- Maintain dispositions for review of Squad and Body Cam video evidence
- Manage all police records including Squad and Body video evidence for retention.

- Assist Code Enforcement as needed.
- Oversee orders for supplies for the Police Department.
- Oversee and assist process and complete background investigations and record checks.
- Manage the inventory of office supplies, phone system set up, speed dials and set up for new hires.
- Agency TAC (Terminal Agency Coordinator); liaison between agency and BCA on matters related to FBI CJIS and BCA MNJIS access. Which includes fingerprinting all users prior to access, ensure all officers are allowed access to proper applications with BCA and have completed security training prior to access of CJIS. Ensure requirements are up to date and training is documented within the records management system.
- Performs other related duties as assigned or apparent.

EQUIPMENT USED:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, fax machines and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge and ability to operate computers and computer software and department radios.
- Knowledge and ability to maintain files and records; and knowledge of record retention.
- Knowledge of Data Privacy Laws.
- Knowledge of city, state and federal laws and regulations.
- Ability to provide excellent written and oral communication and interpersonal skills.
- Ability to have respectful interaction with coworkers, supervisor, the general public.
- Ability to proactively greet customers; be friendly, professional, polite and helpful in dealing with the public and employees.
- Ability to represent the City in a positive and professional manner at all times.
- Ability to read maps and give directions.
- Ability to produce quantity, quality and accurate work with strong attention to detail.
- Ability to 10- key and type efficiently.
- Ability to maintain confidentiality with private data.
- Ability to organize work and utilize work time productively and multi-task.
- Ability to consistently have strong customer service and a positive attitude.
- Ability to work independently and as a team player.
- Ability to effectively solve problems and have strong analytical skills.
- Ability to perform essential functions during required hours of work**.**

MINIMUM QUALIFICATIONS:

- High school degree or equivalent.
- Two (2) or more years of police administrative or police records management experience.
- Three (3) years of increasingly responsible office support work including records management, data entry, word processing and customer service.
- Previous government experience

PREFERRED QUALIFICATIONS:

- Associates degree in business or related field.
- Two (2) or more years in an administrative supervisory role.
- Experience in law enforcement, military or government settings

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- Must represent the City in a respectful, professional manner with positive interactions with the public.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is Monday-Friday, hours are subject to current personnel policy. Additional hours may be required on occasion.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside in an office.

Activities that will **occur continuously**, 5-8 hours: Sitting, walking, verbal communication, hearing, repetitive motions, handling, typing, light physical effort.

Activities that will **occur frequently**, 2-5 hours: problem solving, written communication, reaching, interpersonal skills, standing, pulling.

Activities that **occur occasionally**, up to 2 hours: reaching, hand/eye/foot coordination, balancing, temperature changes, loud noises.

Activities that **occur infrequently**, less than 1 hour: lifting, bending, stooping, kneeling, reaching at, above, and below shoulder level with the right, left, and both shoulders, carrying, and lifting and carrying up to 24 pounds.

This position will require the ability to drive an automobile.

Exhibit A

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

_____	_____	_____
Employee Signature	Printed Name	Date

RESOLUTION 2021-XXX

ADOPTING THE COMMECIAL DOT DRUG AND ALCOHOL TESTING POLICY

WHEREAS, the City of Isanti preforms random, reasonable suspicion and at hire drug and alcohol testing on DOT staff; and,

WHEREAS, cities must test any employees whose jobs require them to have a commercial driver's license; and,

WHEREAS, the Omnibus Transportation Employee Testing Act of 1991 requires drug and alcohol testing of employees who drive motor vehicles in safety-sensitive functions; and,

WHEREAS, this policy supersedes Resolution 2007-157 to be added to the Personnel Policy;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA to adopt the Transportation Employee Drug and Alcohol Policy as attached as 'Exhibit A'.

This Resolution is hereby approved by the Isanti City Council this 2nd day of November 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI
COMMERICAL DRIVER'S LICENSE
DRUG AND ALCOHOL POLICY

POLICY STATEMENT

The City of Isanti (City) recognizes applicants and employees who are required to hold a Commercial Driver's License (CDL) to perform safety-sensitive functions are subject to the drug and alcohol testing provisions mandated by the Omnibus Transportation Employee Testing Act of 1991. The City has established this policy on the use of drugs and alcohol, including testing for drugs and alcohol as mandated by Title 49 C.F.R. Part 382. Work performance and safety suffers when employees use or abuse drugs and/or alcohol. The City wishes to provide a safe workplace for our employees, customers, and the general public by maintaining a drug and alcohol free workplace.

To the extent federal statute or regulations change, the policy shall be construed as consistent with those changes. Because changes in applicable law and the City's practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the City will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law.

COVERAGE AND APPLICABILITY

In response to regulations issued by United States Department of Transportation ("DOT"), the City has adopted this Policy on Alcohol and Controlled Substances for employees who hold a commercial driver's license (CDL) to perform their duties.

All applicants, including persons currently employed by the City, that apply for a position where job duties include operating commercial motor vehicles, will be required to submit to a pre-employment drug test if a job offer is made.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, the City is required by federal law to implement and maintain a policy which addresses certain requirements related to drug and alcohol use and associated testing for its CDL drivers.

PROCEDURE

To ensure this policy is clearly communicated to all drivers and applicants, and in order to comply with applicable federal law, drivers and applicants are required to review this policy, sign the "CDL Driver Acknowledgement of DOT Drug and Alcohol Policy" form [see Appendix A], and return this documentation to the Human Resources Department.

DEFINITIONS

The following definitions shall define the terms as used in this policy. In the event any conflict should arise between the definitions of terms herein and the definitions of those terms in DOT rules, regulations, interpretations or guidance, the definitions herein shall be deemed superseded and the DOT rules, regulations, interpretations or guidance shall control.

Accident means an occurrence involving a CMV operating on a public road which results in:

1. A fatality; or
2 Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
3. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

Actual knowledge means actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the driver, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or a controlled substance, or a driver's admission of alcohol or controlled substance use under the provisions of Sec. 382.121. Direct observation as used in this definition means observation of alcohol or controlled substance use and does not include observation of driver behavior or physical characteristics sufficient to warrant reasonable suspicion testing under Sec. 382.307. As used in this definition, "traffic citation" means a ticket, complaint, or other document charging driving a CMV while under the influence of alcohol or controlled substances.

Adulterated Specimen means a specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

Alcohol Concentration means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an alcohol test conducted under 49 C.F.R. Part 40.

Alcohol Confirmation Test means a subsequent test using an Evidential Breath Testing Device (EBT), following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.

Alcohol Screening Devise (ASD) means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration and appears on the Office of Drug and Alcohol Policy and Compliance's (ODAPC) Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications of National Highway Traffic Safety Administration (NHTSA).

Alcohol Screening Test means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

Alcohol Use means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol.

Breath Alcohol Technician (BAT) means a person who instructs and assists employees in the alcohol testing process and operates an EBT.

Chain of Custody means a procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF).

Collection site means a place designated by the City, where individuals present themselves for the purpose of providing a urine specimen for a drug test.

Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) means the FMCSA database that 49 C.F.R. Part 382, Subpart G requires employers and service agents to report information to and to query regarding drivers who are subject to the DOT controlled substance and alcohol testing regulations.

Commercial Motor Vehicle (CMV) means a motor vehicle or combination of motor vehicles used to transport passengers or property if the vehicle:

1. Has a gross combination weight rating (GCWR) of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating (GVWR) of 26,001 or more pounds, or
3. Is designed to transport 16 or more passengers including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act, (49 U.S.C. 5103(b)) and which requires the motor vehicle to be placarded under the Hazardous Materials Regulations (49 C.F.R. Part 172, Subpart F).

Confirmation (or confirmatory) drug test means a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

DHHS is the Department of Health and Human Services or any designee of the Secretary of the Department of Health and Human Services.

Dilute Specimen means a specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling Damages means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

1. *Inclusions.* Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.
2. *Exclusions.*

a) Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
b) Tire disablement without other damage even if no spare tire is available.
c) Headlight or taillight damage.
d) Damage to turn signals, horn or windshield wipers which make them inoperative

Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: Full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors. All "drivers" are "employees" for purpose of this policy.

Drugs (or Controlled Substances) means the substance for which laboratories are required to test for under 49 C.F.R. Part 40 and FMCSA regulations as each may be amended from time to time.

Employee means any person who is designated in a DOT Agency regulation as subject to drug testing and/or alcohol testing. For purposes of drug testing, the term employee has the same meaning as the term "donor" does in connection with Custody and Control Forms and Department of Health and Human Service regulations and guidance.

Evidential Breath Testing Device (EBT) means a device that is approved by the NHTSA for the evidential testing of breath at the .02 and .04 alcohol concentration, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

FMCSA is the Federal Motor Carrier Safety Administration.

Initial Drug Test (also known as a screening drug test) means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolite.

Laboratory means any US laboratory certified by DHHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of DHHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Licensed medical practitioner means a person who is licensed, certified, and/or registered, in accordance with applicable federal, state, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

Medical Review Officer (MRO) means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

Negative return-to-duty test result means a return-to-duty test with a negative drug test result and/or and alcohol test with an alcohol concentration of less than 0.02 as described in 49 C.F.R. Part 40.305.

Prescription Medications means the use (by a driver) of legally prescribed medications issued by a licensed health care professional familiar with the driver's work related responsibilities.

Random selection means a mechanism for selection of employees for testing where each employee has an equal chance of being selected each time selection are made.

Reasonable suspicion means that the employer believes the appearance, behavior, speech, etc. of an employee are indicative of the use of a drugs or alcohol based on the observation of at least one (1) supervisor or official who has received training in the identification of behaviors indicative of drug and/or alcohol use.

Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
2. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations, or otherwise inspecting servicing, or conditioning any CMV at any time;
3. All time spent at the driving controls of a CMV in operation;
4. All time, other than driving time, in or upon any CMV except time spent resting in a sleeper berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle;

Screening Test Technician (STT) means anyone meeting the requirements for a BAT that may act as a SST, provided that the individual has demonstrated proficiency in the operation of a non-evidential screening device.

Service Agent or Third Party Administrator means any person or entity, other than an employee of the employer, who provides

services specified under this part to employers and/or employees in connection with DOT drug and alcohol testing requirements.

Substance Abuse Professional (SAP) means a person who evaluates employees who have violated a DOT alcohol and drug regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Substituted Specimen means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

RESPONSIBILITIES

All employees are strictly prohibited from using, possessing, selling, transferring, transporting, or being under the influence of drugs or alcohol while working, performing job duties, while on the employer's premises, or while operating the employer's vehicles or equipment.

It is the City's responsibility to provide testing for drivers that is in compliance with all federal and state laws and regulations, and within the provisions of this policy. The City will retain all records related to this testing. The City's designated person(s) to retain records, monitor, facilitate, and answer questions pertaining to these procedures is the City Human Resources Director or designee(s).

The supervisor(s) of drivers is responsible to be able to make reasonable suspicion observations to determine if the driver is impaired in some way, and be prepared to implement the requirements of this policy if necessary.

The driver is responsible for complying with the requirements set forth in this policy. The driver will not use, have possession of, abuse, or have the presence of alcohol or any controlled substance in excess of regulation-established threshold levels while on duty. The driver will not use alcohol within 4 hours prior to performing a safety-sensitive function, while performing a safety-sensitive function, immediately after performing a safety-sensitive function, or as required under post-accident testing.

The driver must submit to alcohol and controlled substances tests administered under Part 382.

The driver is responsible to inform their supervisor of any prescription medication use prior to performing a safety-sensitive function which may have an effect on their driving ability. The driver may be required to present written evidence from a health care professional which describes the effects such medications may have on the driver's ability to perform safety-sensitive functions. The City reserves the right to seek additional opinions from qualified medical personnel concerning the potential effects of the prescribed medication on a driver's ability to perform safety-sensitive functions, and to prohibit a driver from performing safety-sensitive functions while they are taking prescription medications. Any such prohibition will be without prejudice and the driver will be allowed to return to duty upon ceasing to use the medication or when the City determines safety-sensitive functions will not be affected upon review of sufficient information, provided by a qualified medical personnel.

PROHIBITED DRUG AND ALCOHOL RELATED CONDUCT

The following alcohol and drug related activities are prohibited by the FMCSA for operators of CMV(s):

1. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. Being on duty or operating a CMV while possessing alcohol, unless that alcohol is manifested as a part of a shipment. This includes the possession of medicines containing alcohol (prescription or over the counter), unless the package seal is unbroken.
3. Using alcohol while performing safety-sensitive functions.
4. Performing safety-sensitive functions within four (4) hours after using alcohol.
5. When required to submit a post-accident test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
6. Refusing to submit to an alcohol or drug test required by post-accident, random, reasonable cause, return to duty, or follow up testing requirements.
7. Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any drug, except when instructed to by a licensed medical practitioner who has advised the driver that the substances do not adversely affect the driver's ability to operate a CMV.
8. Reporting for duty, remaining on duty, or performing a safety-sensitive function after testing positive for drugs.

OTHER ALCOHOL RELATED CONDUCT

FMCSA rules require that in the event of an alcohol test result equal or greater than 0.02 BAC, but less than 0.04 BAC the employee will not be permitted to perform safety-sensitive duties for a minimum of 24 hours.

TYPE OF TESTING REQUIRED

PRE-EMPLOYMENT TESTING (Sec. 382.301): All applicants, including employees currently employed by the employer, applying for a job where duties include operating a CMV, are required to submit to pre-employment testing for controlled substances, if a job offer is made. The offer is contingent upon all of the following:

1. A negative result of the drug test.
a) Diluted specimens: A Positive diluted specimen verified and reported by the MRO will be treated as a verified positive test. A Negative diluted specimen verified and reported by the MRO will be directed to immediately take another test. The test of any second test conducted shall be the final test result.
2. The applicant's written agreement authorizing all former employers to release to the Employer all information about the applicant concerning the following items within the last three (3) years:
a) alcohol tests with result of 0.04 BAC or greater,
b) positive test results for drugs,
c) refusals to be tested,
d) any SAP referrals or evaluations
3. The receipt of acknowledgements from all former employers in a manner satisfactory to the Employer indicating that none of the items referenced in paragraph 2 above have occurred with respect to the applicant.
4. Verification that applicant has submitted electronic consent through the Clearinghouse granting access to the applicant's Clearinghouse records to determine whether the Driver:
a) Has a verified positive, adulterated, or substituted controlled substances test result;
b) Has an alcohol confirmation test with a concentration of 0.04 or higher;
c) Has refused to submit to a test in violation of §382.211;
d) That an employer has reported actual knowledge, as defined at §382.107;
e) That the driver used alcohol on duty in violation of §382.205;
f) That the driver used alcohol before duty in violation of §382.207;
g) That the driver used alcohol following an accident in violation of §382.209;
h) That the driver used controlled substance in violation of §382.213.
5. Completion of a successful query of the Clearinghouse indicating that none of the items referenced in paragraph 4 above have occurred with respect to the applicant.

An applicant who submits a specimen which the MRO verifies and reports to be an adulterated or substituted specimen will be deemed to have refused to submit to testing.

The employer will not consider an applicant for employment who received a verified positive test result.

An applicant who refuses to submit to a controlled substance test shall be disqualified from further consideration for the conditionally offered position.

POST-ACCIDENT TESTING (Sec. 382.303): If a driver is involved in an accident, the driver shall immediately notify their supervisor. The driver is subject to post-accident testing if the accident involved:

1. a fatality,
2. bodily injury with immediate medical treatment away from the scene,
3. disabling damage to any motor vehicle requiring tow away, or
4. the driver receiving a citation.

The driver may also be subject to post-accident testing at the discretion of the supervisor without the meeting the above listed reasons, including, but not limited to, involvement in an accident resulting in $500.00 or more in damage to one or more motor vehicle(s) as estimated by the supervisor.

The driver will be tested for drugs and alcohol as soon as possible following the accident. The driver must remain readily available for testing. If the driver isn't readily available for alcohol and drug testing, the driver may be deemed as refusing to submit to testing. A driver involved in an accident may not consume alcohol for eight (8) hours or until testing is completed.

If the alcohol test is not administered within two (2) hours following the accident the Designated Employer Representative (DER) or designee(s) will prepare a report and maintain a record stating why the test was not administered within two (2) hours.

If the alcohol test is not administered within eight (8) hours following the accident, all attempts to administer the test will cease. The DER or designee(s) will prepare a report and maintain a record stating why the test was not administered within eight (8) hours.

The drug test must be administered within thirty-two (32) hours of the accident. If the test could not be administered within thirty-two (32) hours, all attempts to test the driver will cease. The DER or designee(s) will prepare and maintain a record stating the reasons why the test was not administered within thirty-two (32) hours.

RANDOM TESTING (Sec 382.305): Random testing will be spread reasonably throughout the calendar year. All random alcohol and drug tests will be unannounced, with each driver having an equal chance of being tested each time selections are made. The selection of drivers for random alcohol and controlled substances testing will be made by a scientifically valid method as described in Sec. 382.305(i). At least the minimum percent of the average number of driver positions as required by FMCSA will be tested for each year.

A driver may be tested for alcohol while performing a safety-sensitive function, just before performing a safety-sensitive function, or just after completing a safety-sensitive function.

The driver must proceed immediately to the assigned collection site when notified of being randomly selected for testing.

REASONABLE SUSPICION TESTING (Sec. 382.307): If the driver's supervisor or another official designated to supervise drivers believes a driver is under the influence of alcohol or drugs, the driver will be required to undergo a drug and/or alcohol test. Reasonable suspicion alcohol testing is only authorized if the observations are made during, just preceding, or after the driver is performing a safety-sensitive function.

The basis for requiring testing will be specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. In the case of controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance A written record of the observations leading to an alcohol or controlled substance reasonable suspicion test, signed by the supervisor or official who made the observation, will be completed within twenty-four (24) hours of the observed behavior or before the results of the alcohol or controlled substances test are released, whichever is first.

The driver's supervisor or another official will immediately remove the driver from any and all safety-sensitive functions and take the driver or make arrangements for the driver to be taken to a testing facility.

If an alcohol test is not administered within two (2) hours following a reasonable suspicion determination, the DER or designee(s) will prepare and maintain a record stating the reasons why the test was not administered within two (2) hours. If the test was not administered within eight (8) hours after a reasonable suspicion determination, all attempts to administer the test shall cease. A record of why the test was not administered must be prepared and maintained.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the City permit the driver to perform or continue to perform safety-sensitive functions until (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

RETURN-TO-DUTY TESTING (Sec 382.309): The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers for a first positive test result.

Should the City consider reinstatement of a DOT covered driver, the driver must undergo a SAP evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol testing with a result indicating an alcohol concentration of less than 0.02 and/or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.

The employee is responsible for paying for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct observation.

FOLLOW-UP TESTING (Sec. 382.311): The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers.

Should the City reinstate a driver following a determination by a SAP that the driver is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substances, the City will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the driver's return to duty. The SAP may terminate the requirement for follow-

up testing at any time after the first six (6) tests have been administered, if the SAP determines that such testing is no longer necessary. The employee is responsible for paying for all costs associated with follow-up tests.

Follow-up testing will be conducted only when the driver is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.

COST OF REQUIRED TESTING. The City will pay for the cost of pre-employment, post-accident, random, and reasonable suspicion controlled substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

TESTING PROCEDURES

All testing shall be conducted in accordance with 49 C.F.R. Part 40 and any published guidance, interpretation or amendments. If any conflict arises between the procedure described below and the currently effective provisions of 49 C.F.R. Part 40, the currently effective provision shall control.

DRUG TESTING PROCESS: Drug testing is conducted by analyzing an employee's urine specimen. Laboratory analysis of specimens consists of testing for the following classes of drugs at the cutoff levels determined by DOT:

1. Amphetamines/Methamphetamines
2. Cocaine
3. Opioids
4. Phencyclidine (PCP)
5. THC (marijuana, hashish, etc.)

In accordance with FMCSA regulations, the urine specimens will be collected using the split sample collection method. The employee will provide a urine sample at an employer designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split", seal the specimen bottles, complete the CCF, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the employee.

Once the specimen is received by the testing laboratory, the laboratory will inspect the specimen bottles and the CCF for the presence of any fatal or correctable flaws. The laboratory will then conduct the initial testing on the specimen to determine if the specimen contains sufficient quantity of any drug to warrant further testing. The testing laboratory will also conduct validity testing on the specimen to determine whether certain adulterants or foreign interfering substances are present in the urine, if the urine was diluted, or if the specimen was substituted.

If the results of the initial drug test are negative, no further testing will be conducted. If the results of the initial drug test are positive, the laboratory will perform a confirmation testing on the specimen for each of the substances identified in the initial test. The results of any confirmation tests will be the laboratory's final test result.

Drug test results are reported directly to the MRO by the testing laboratory. The MRO reviews the laboratory results, verifies the results, then reports the results directly to the employer. If the laboratory results are negative, the MRO performs an administrative review only. If the laboratory's test result is confirmed positive, adulterated or substituted the MRO performs an administrative review and interviews the employee in order to provide an opportunity to explain the test result. The MRO will contact the employee directly, on a confidential basis, to determine whether the employee wishes to discuss the test result. The MRO will determine whether a legitimate medical explanation exists to explain the laboratory result. If no legitimate medical explanation is offered for the laboratory's test result the MRO shall verify the test results as positive for drugs, or as a refusal to test because of adulterated or substituted and report the results to the employer.

The MRO shall notify each employee that the employee has seventy-two (72) hours in which to request a test of the split specimen. If the employee requested an analysis of the split specimen within seventy-two (72) hours of having been informed of a verified positive test, the MRO shall direct the laboratory, in writing, to transfer the split specimen to another DHHS-Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory for analysis. If the employee has not contacted the MRO within seventy-two (72) hours, the employee may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee from timely making contact. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact him or her within seventy-two (72) hours, the MRO will direct the analysis of the split specimen.

If after making reasonable efforts and documenting those efforts, the MRO is unable to reach the employee directly, the MRO must contact the employer, who shall direct the employee to contact the MRO.

The MRO may verify a test positive without having communicated directly with the employee about the test results under the following circumstances:

1. The employee expressly declines the opportunity to discuss the test results.
2. Neither the MRO nor the employer is able to reach the employee within ten (10) days of the date on which the MRO received the test result from the laboratory.
3. The employee has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the employer.

Special Urine Specimen Collection Situations

The Observed Collection

In most circumstances the employee will provide the urine specimen in a private enclosure. However, in limited situation the employee is required to be observed while providing the required urine specimen. A direct observation collection is required in the situations listed below:

1. For all Return-to-Duty Follow-up drug tests
2. It the collector observes materials brought to the collection site or if the employee's conduct clearly indicates an attempt to tamper with a specimen;
3. If the employee provides a specimen with a temperature out of range;
4. If the employee provides a specimen that appears to have been tampered with;
5. If the laboratory reported to the MRO that a specimen was invalid, and the MRO reported to the employer that there was not an adequate medical explanation for the result, the employee must submit a second specimen under direct observation;
6. If a positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed, then the employee must submit a second collection under direct observation; and
7. If the laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2mg/dL but less than or equal to 5 mg/dL, then the employee must submit to a second collection under direct observation.

In an observed collection, a person of the same gender will accompany the donor into the urination area to observe the urination process. The observer is required to direct the donor to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the observer, by turning around, that the donor does not have a prosthetic device. The observer must then watch the donor urinate into the collection container. Specifically the observer must watch the urine go from the donor's body into the collection container.

Employee is unable to provide sufficient specimen

If the employee is unable to provide the appropriate quantity of urine, the collection site person will instruct the employee to drink up to forty (40) ounces of fluids distributed over a period of up to three hours or until the employee has provide a sufficient sample. If the employee is still unable to provide a complete sample, the test shall be discontinued and the employer notified. The employee will be instructed to obtain, within five (5) working days, an evaluation from a licensed physician acceptable to the MRO to determine if the employee's inability to provide a specimen is genuine or constitutes a refusal to test.

TESTING LABORATORY: All drug testing will be conducted by a laboratory certified by DHHS-SAMHSA to perform drug testing for DOT regulations. The laboratory shall be chosen by the employer or its service agent.

ALCOHOL TESTING PROCESS: The FMCSA alcohol test rules require alcohol screening tests to be administered by a BAT using an EBT or ASD; or by a STT using an ASD. The technician will first administer an alcohol screening test. Any result less than 0.02 alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02 or greater a second test, an alcohol confirmation test, must be performed. The alcohol confirmation test must be conducted on an EBT administered by a BAT. The test must be conducted within 15–30 minutes of the alcohol screening test. The results of the alcohol confirmation test will be the final test result. If the employee attempts and fails to provide an adequate amount of breath, the employer will direct the employee to obtain written evaluation from a licensed physician to determine if the employee's inability to provide a breath sample is genuine or constitutes a refusal to submit to testing. Alcohol test results are reported directly to the employer.

REFUSAL TO SUBMIT TO TESTING

An employee subject to this policy shall have refused to submit to testing when they:

1. Fails to appear for a test after being directed to do so by the employer;
2. Fails to remain at the test site until the test is completed;
3. Fails to provide a urine specimen for a required drug test or fails to attempt to provide a breath or saliva specimen for a

required alcohol test;
4. Fails to permit the direct observation or monitoring of the provision of their urine specimen for drug test when required by DOT regulations;
5. Fails to provide a sufficient amount of urine or breath for a drug or alcohol test and it has been determined through a medical evaluation that there was not adequate medical explanation for the failure;
6. Fails or declines to take a second test that the employer or collector has directed the employee to take;
7. Fails to undergo a medical examination as directed by the MRO as part of the result verification process or as directed by the employer as part of the DOT required insufficient specimen procedure;
8. Fails to sign the certification statement at Step 2 on the Alcohol Testing Form (for an alcohol test);
9. Fails to cooperate with any part of the testing process (e.g. refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
10. For an observed collection, fails to follow the observer's instructions to raise clothing above waist, lower clothing and underpants, and turn around to permit the observer to determine if the donor has any type of prosthetic or other device that could be used to interfere with the collection process;
11. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process;
12. Admits to the collector or MRO that he/she adulterated or substituted the specimen;
13. Has a test result that is verified by the MRO as adulterated or substituted.
14. Engages in other conduct that clearly obstructs the test process.

CONSEQUENCES OF REFUSAL TO SUBMIT TO TESTING: An employee who refuses to submit to alcohol and/or controlled substance test required by this policy will not be permitted to perform safety-sensitive functions and will be considered insubordinate which will result in disciplinary action, up to and including immediate termination from employment. In accordance with the FMCSA's Clearinghouse reporting requirements, the City will report a driver's refusal to submit to a DOT test for controlled substance or alcohol use to the Clearinghouse within three (3) business days.

ADULTERATED/SUBSTITUTED SPECIMENS: An employee who submits a specimen which the MRO verifies and reports to be an adulterated or substituted specimen will have refused to submit to testing.

DILUTED SPECIMENS: Any specimen submitted by an employee which the MRO verifies and reports as a positive diluted specimen will be treated as a verified positive test.

Any employee who submits a specimen which the MRO verifies and reports as a negative diluted specimen will be directed to immediately take another test. The test of any second test conducted shall be the final test result.

EMPLOYEE/APPLICANT RIGHTS TO A SPLIT SAMPLE TEST

All applicants and employees subject to the drug testing provisions of this policy that receive a confirmed positive test result for the use of drugs, have the right to request, at employee or applicant expense, a confirming retest of the split urine sample.

If the confirming retest is negative, no adverse action will be taken against the employee, and an applicant will be considered for employment.

DISCIPLINE

Any employee found to be in violation of this policy is subject to disciplinary action, up to and including termination of employment. Nothing in this policy limits or restricts the right of the employer to discipline or discharge an employee for conduct which violates the employer's policies or rules. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers for a first positive test result.

FMCSA CONSEQUENCES TO EMPLOYEES ENGAGING IN PROHIBITED CONDUCT

Employees who have engaged in prohibited conduct are subject to the following consequences according to FMCSA rules:

1. The employee will be immediately removed from safety-sensitive functions;
2. The employee will not be permitted to perform safety-sensitive functions;
3. The employees will be referred to a SAP and advised by the employer of the resources available to him/her in evaluating and resolving problems associated with the misuse of alcohol and/or the use of drugs;
4. If the employer retains the employee, the employee must complete an initial evaluation by a SAP who will determine what assistance the employee needs in resolving problems associated with alcohol misuse and/or drug use;
5. The SAP will make a recommendation for education or treatment and refer the employee to an appropriate educational or treatment program;
6. The employee must complete a follow-up evaluation with the SAP to determine if the employee has successfully carried

out the SAP's educational or treatment recommendations;
7. If the SAP believes any ongoing services are needed to assist an employee to maintain sobriety or abstinence from drug use after the employee resumes the performance of safety-sensitive duty, the employee must comply with these recommendations and the employer or its agent may monitor and document the employee's participation in the recommended services;
8. Before the employee will be allowed to return to performing of safety-sensitive functions, they must undergo a return-to-duty testing. If the conduct involved the use of alcohol, the employee must submit to an alcohol test with a result indicating breath alcohol level of less than 0.02. If the conduct involved the use of drugs, the employee must submit to a drug test with a verified negative test result received; and
9. The employee shall also be subject to unannounced follow-up alcohol and/or drug testing.

LOSS OF CDL LICENSE FOR TRAFFIC VIOLATIONS IN COMMERCIAL AND PERSONAL VEHICLES

Effective August 1, 2005, the FMCSA established strict rules impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if their CDL changes in any way (Sec. 391.11-391.15).

CONFIDENTIALITY/RECORDKEEPING

All driver alcohol and controlled substance test records are considered confidential (Sec. 382.401). For the purpose of this policy/procedure, confidential recordkeeping is defined as records maintained in a secure location with controlled access.

Driver alcohol and controlled substance test records will only be released in the following situations (Sec. 382.405):

1. to the driver, upon his/her written request;
2. upon request of a DOT agency with regulatory authority over the City;
3. upon request of state or local officials with regulatory authority over the City;
4. upon request by the United States Secretary of Transportation;
5. upon request by the National Transportation Safety Board (NTSB) as part of a crash investigation;
6. upon request by subsequent employers upon receipt of a written request by a covered driver;
7. to the decision maker in a lawsuit, grievance, or administrative proceeding initiated by or on behalf of the individual, and arising from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results) of this part (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver). Additionally, an employer may disclose information in criminal or civil actions in accordance with 49 C.F.R. § 40.323(a)(2).
8. upon written consent by the driver authorizing the release to a specified individual.

In the event of a post-accident test, the drug and/or alcohol test result(s) may also be provided to the worker's compensation insurance carrier.

COMMERCIAL DRIVER'S LICENSE DRUG AND ALCOHOL CLEARINGHOUSE REPORTING REQUREMENT

The City is required to query and report to the Clearinghouse prior to hiring new drivers, conduct annual checks of existing CDL drivers, and, as required by 49 C.F.R. Part 382, Subpart G, the following information will be reported to the Clearinghouse:

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to a drug or alcohol test;
4. An employer's report of actual knowledge of, as defined at 49 C.F.R. §382.107:
a) On duty alcohol use pursuant to 49 C.F.R. §382.205;
b) Pre-duty alcohol use pursuant to 49 C.F.R. §382.207;
c) Alcohol use following an accident pursuant to 49 CFR §382.209;
d) Drug use pursuant to 49 C.F.R. §382.213;

5. A SAP's report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and
7. An employer's report of completion of follow-up testing.

[See APPENDIX B- Driver Consent for Limited Queries of the Clearinghouse]

In addition, a driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to his or her alcohol or controlled substance tests.

TRAINING AND ASSISTANCE

Driver Education and Training (Sec. 382.601): All drivers will be given information regarding the requirements of Part 382 and this policy by Human Resources or their supervisor.

Training for Supervisors (Sec. 382.603): The City shall ensure all persons designated to supervise drivers receive at least sixty (60) minutes of training on alcohol misuse and receive at least an additional sixty (60) minutes of training on controlled substances use. The training will be used by the supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing under § 382.307. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. Recurrent training for supervisory personnel is not required.

Referral, Evaluation, and Treatment (Sec. 382.605): A list of substance abuse professionals will be provided to all drivers who fail an alcohol test or test positive for drugs. According to FMCSA regulations, prior to returning to duty, a driver must be evaluated by a SAP and must complete the treatment recommended by the SAP. Successful completion of a return to duty test and all follow-up tests is mandatory. All cost associated with referral, evaluation, and treatment is the sole responsibility of the driver/employee.

DESIGNATED EMPLOYER REPRESENTIVE (DER)

The DER will coordinate the implementation, direction, and administration of the alcohol and drug testing policy for the employer. The DER is the individual(s) employed by the Employer who is identified by the employer as able to receive communications and test results from service agent and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation process. Employee questions concerning this policy should be directed to the DER.

Our DER(s) are:

Katie Grotte or designee(s)
City Human Resources Director
(763) 762-5760

MISCELLANEOUS

The Employer retains the right to modify this policy to conform to changes in regulation or law.

This policy is not intended to alter the at-will nature of employee's employment with employer and shall not be construed to create any contract for, or promise of, continued employment.

APPENDIX A

TO

COMMERICAL DRIVER'S LICENSE
DRUG AND ALCOHOL POLICY

CDL Driver Acknowledgement of Receipt of Employer Policy

I, _____, acknowledge that I have received a copy of the City of Isanti's ("Employer") Commercial Driver's License Drug and Alcohol Policy. I have read, understand and agree that I will abide by the Employer policies. I also understand that the Employer has the right to modify this policy as changes in regulation, law, or as the Employer otherwise determines is necessary.

EMPLOYEE:
I understand that violation of the DOT regulations and/or Employer policies would be an act of misconduct and/or gross misconduct, and failure to comply is grounds for disciplinary action, up to and including termination.

I further acknowledge that I have voluntarily signed this document below and that my signature is evidence of my agreement to and acceptance of these terms and conditions of my employment.

Signature: _____ Date: _____

Printed Name: _____ Witness Signature: _____

APPLICANT:
I understand my conditional job offer will be withdrawn if I refuse to test or test positive for a controlled substance.

I further acknowledge that I have voluntarily signed this document below and that my signature is evidence of my agreement to and acceptance of these terms and conditions of my pre-employment testing.

Signature: _____ Date: _____

Printed Name: _____ Witness Signature: _____

APPENDIX B

TO

COMMERICAL DRIVER'S LICENSE
DRUG AND ALCOHOL POLICY

Driver Consent for:
Limited Queries of the Federal Motor Safety Administration (FMCSA)
Drug and Alcohol Clearinghouse

I, _____, herby provide consent to the City of Isanti conducting limited queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exist in the Clearinghouse.

I understand that if a limited query conducted by the City of Isanti indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the City of Isanti without first obtaining additional specific consent from me.

I further understand that if I refused to provide consent for the City of Isanti to conduct a limited query of the Clearinghouse, the City of Isanti must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

This consent will remain in effect through the duration of my employment with the City of Isanti and authorizes the City of Isanti to conduct limited queries as often as needed to comply with FMCSA requirements.

_____
Employee Printed Name

_____ _____
Employee Signature Date

_____
CDL Number

RRM: #398987

A Community For Generations.

Isanti

L.15.

MEMO for CITY COUNCIL

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: November 2, 2021
Subject: Resolution 2021-XXX Approving BMX Lighting Upgrade

Background:
Rum River BMX has outlined a plan to upgrade current lighting inside of the Isanti Indoor Arena with LED fixtures that would enhance the lighting while saving money on utilities. The project will include the following:

- Replace 16 fluorescent fixtures in ceiling with 29 LED fixtures.
- Remove existing track lighting that are on poles.
- Upgrade all other arena fluorescent fixtures to LED using existing fixtures.

All work will be completed by a licensed electrician with permits and inspections and is anticipated to begin this month. Rum River BMX will be covering all costs associated with this project and the new lighting plan will increase the average foot candle reading to between 20-25 from 6-11.

Attachment:
1. Resolution 2021-XXX Approving BMX Lighting Upgrade

RESOLUTION 2021-XXX

APPROVING BMX LIGHTING UPGRADE

WHEREAS, the Rum River BMX has outlined a plan to upgrade the current lighting system in the Isanti Indoor Arena; and,

WHEREAS, Rum River BMX is proposing the following changes:

- Replace 16 fluorescent fixtures in ceiling with 29 LED fixtures
- Remove existing track lighting on poles
- Upgrade all other fluorescent fixtures to LED using existing fixtures; and,

WHEREAS, Rum River BMX is responsible for all costs associated with this project; and,

WHEREAS, Rum River BMX will work with a licensed electrician to complete the work and acquire all necessary permits and inspection approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the BMX lighting upgrade.

This resolution was duly adopted by the Isanti City Council this 2nd day of November 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

ACCEPTING LETTER OF RESIGNATION FOR COMMUNITY DEVELOPMENT DIRECTOR SHEILA SELLMAN

WHEREAS, Community Development Director, Sellman has submitted a letter of resignation to the City Administrator on October 15, 2021; and,

WHEREAS, the effective date of this resignation is November 15, 2021 as a final day of employment; and,

WHEREAS, the letter of resignation and the effective resignation date is in compliance with the personnel policy as a 30- day notice is required; and,

WHEREAS, Sheila Sellman is leaving employment in good standing and is eligible for applicable payouts;

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 Sheila Sellman is hereby effective November 15, 2021 as the final day of work with the City of Isanti.

2. That the Human Resources Director and the City Administrator are hereby directed to fill the position immediately.

This Resolution is hereby approved by the Isanti City Council this 2nd day of November 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
October 26,2021

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: Aaron Zdon, Zachary Gahm, Dan HinnenKamp, Tressa Hunting, and Mayor Jeff Johnson
Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator

Agenda/Modifications: None; Motion by Gahm, second by HinnenKamp

3. Meeting Minutes: Motion by HinnenKamp; second by Johnson to approve meeting Minutes from September 28, 2021. Motion passed 5-0.

4. Little Free Library / Sports Library: Ms. Olson shared plans for adding a Little Free Sports Library to one of the parks in 2022 and requested the Board's insights on which park. The Board recommended either Bluebird Park or Mattson Park. Olson also shared that a local Eagle Scout is interested in adding a Little Free Library to one or more of our parks as part of his final service project. The Board recommended Bluebird Park, Mattson Park or Eagle Park for the standard library. Mr. Zdon noted that any unit placed should be anchored and/or placed on a concrete slab to secure the item for wind or vandalism. Olson will provide the recommendations to the Eagle Scout and report back to the Board with an update on timeline and location(s) associated with the project.

4. Department Updates: Olson shared an update on Curious Creatures and an intent to begin finding more toddler-friendly activities as most of the attendees this fall appear to be 2-3 year olds.
The holiday lighting event in December 2022 will be concept #2 from the event concept packet, which a ticketed walk-through experience. Olson is working on building out the event plan and sponsor opportunities. She requested the Board think about names for the event. Gahm wondered if the name is being over-considered, to which Olson noted that choosing a flashy name may give the appearance that the event is more than just a community festival and, thus, draw in more sponsors and attendees from outside of the County.
Eagle Park plan is to add some bushes and landscaping, and add a few more seating areas in the Spring while we wait for more information on the railroad park idea.
Bluebird Amphitheater has been named by the City Council and the build is nearly complete with doors and trim arriving earlier that day. The donation from the Lions Club is pending their decision on whether or not they want to provide a seating area. The ribbon cutting ceremony went well and the band sounded great with the amphitheater's acoustics.
Council has opted to have three of the Street Dances remain at Main Street in 2022 and one will move over to Bluebird Park. It may take on a different form in order to shift mentality on the event itself and to create a bigger show at the park. Olson is looking at the September 2022 dance moving over to Bluebird and being amplified with a carnival or expanded event. HinnenKamp asked if the events would still be called a 'street dance' if moved to the park and Olson noted that will be part of the Council's discussion next year on if they should take a new shape. It was also noted that the Street Dances do not necessarily have a long history in the city, but they are beloved and known as is.
Olson is working to update the Adopt-A-Park Policy to allow residents to request an addition or modification to an adopted park. The request was made by two local residents to utilize an area of Mattson Park that borders their properties as a flower garden. The application and agreement would designate the process for request approval and maintenance.
Olson shared that Northern Elements All Stars have selected to host the November and December movie nights. They will retain the profits from concession sales for both of those events. Olson is working on adding crafts and activities for the Santa event ahead of the December movie night. She is also working on the Candy Cane Flashlight Hunt on December 12.

5. Open Discussion: Johnson mentioned security camera plans for Bluebird Park. Olson is working on getting quotes for adding cameras to the amphitheater, as well as at the warming house at the BMX Arena. Johnson requested thoughts on adding cameras throughout the park to have a visual on the full area. The

Board was in agreement that we will need additional security as we continue adding to Bluebird and it would make some sense to cover the full park for liability. Olson will be reviewing quotes and options and moving to Council with potential options, as needed.
Johnson also mentioned he was approached by the Redbirds about the City painting the backside of the fence around Sportsman's Field, which is visible to Bluebird Park. It was noted that the City owns that property, but the Redbirds lease the field and maintain their own revenue, in addition to maintaining the field. Olson mentioned arts grants that are available that could be sought out for painting a mural on the back of the fence to make it more appealing and add some art to the park. Gahm mentioned using the County corrections services to paint the fence for us, using paint supplied by the City. Johnson will share the Sherriff's contact information with Olson so she can get insight into that process. Hunting mentioned that both of these options could fall under Arts & Culture and be applicable for a number of different grant programs.
Hunting circled back to discussions from the September Board meeting about inclusivity in City events. As part of those initiatives, Hunting found a handful of grants and organizations that can help and finance future events and programs that can assist in creating a more culturally diverse community. Olson summarized that we should consider looking to 2022 and beyond through a multi-cultural lens that will help us ensure our events and programs are appealing to the full community. Hunting also recommended including groups like United Nations from the local high school or Play Inc. and other community organizations that do build culturally diverse programs. Olson noted that it could look like turning Celebrate Isanti into a vendor fair that includes and showcases cultural groups from the region and truly celebrates all of the diversity in the area. Gahm mentioned using a similar event layout to the holiday lights event for future beer or food festivals. HinnenKamp noted the Farmers Market potentially moving to Bluebird as well. Olson noted that visibility is difficult at Bluebird due to its topography and the current plan is still to look at the new liquor store. Johnson mentioned bringing back a tree lighting ceremony with the new holiday event as something to consider with future planning.
Zdon confirmed that we will not have a December meeting, so the November meeting will be the final meeting of the year.

Adjournment: Motion by Johnson, second by HinnenKamp to adjourn the October 26, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 5-0, meeting adjourned at 7:05 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, NOVEMBER 16, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. October 19, 2021- Regular Meeting of the City Council
2. October 19, 2021- Committee of the Whole Meeting
3. September 28, 2021 – Parks, Recreation and Culture Board Meeting

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, November 23, 2021 at 6:00 p.m.
2.	**CITY OFFICES CLOSED**	Thursday, November 24, 2021 *(In Observance of Thanksgiving Day)* Friday, November 25, 2021 *(In Observance of the Day after Thanksgiving)*
3.	City Council Meeting	Tuesday, December 7, 2021 at 7:00 p.m.
4.	Economic Development Authority Meeting	Tuesday, December 7, 2021 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. Assessment Hearing - Main Street Reconstruction
   a. Resolution 2021-XXX Adopting Assessment for the Main Street Reconstruction project

K. Business Items
Finance Director Mike Betker

1. 2021-XXX Certification of Delinquent Charges for City Services Payable in 2022
   a. Requested Hearing – George Hemen
2. 2021-XXX Issuance and Sale of GO Tax Abatement Refunding Bonds 2021A (Jessica Green-Northland)

L. Approve Consent Agenda
1. Accounts Payable in the Amount of $1,955,563.33 Payroll in the Amount of $245,707.02
2. Resolution 2021-XXX Authorizing a Reduction in the Letter of Credit for Fairway Greens North
3. Resolution 2021-XXX Extending the Recording of Final Plat for Fairway Greens South
4. Resolution 2021-XXX Update the DOT Drug and Alcohol Testing Policy for Compliance
5. Resolution 2021-XXX Accepting the Resignation of Community Development Director
6. Resolution 2021-XXX Accepting the Resignation of Liquor Clerk II Katie Olsen
7. Resolution 2021-XXX Approving the Re-Hire of FT Liquor Store Clerk I Becky Whitman
8. Resolution 2021-XXX Approving the Hire of Community Development Director
9. Resolution 2021-XXX Approving the Hire of PT Liquor Clerk II Nicole Johnson

10. Resolution 2021-XXX Approving the Hire of PT Liquor Clerk II Sandra Koller
11. Resolution 2021-XXX Approving New Position of Police Support Specialist
12. Liquor Store Dress Code Amendment
13. Resolution 2021-XXX Repeal City Policies that are No Longer Applicable
14. Resolution 2021-XXX Authorizing the Establishment of Permit and Plan Review Fee Refund Policy
15. Resolution 2021-XXX Approving Amendments to the Revolving Loan Fund Policy
16. Resolution 2021-XXX Adopting Finance Related Policies
17. Resolution 2021-XXX Closing Debt Service Fund 929
18. Resolution 2021-XXX Forgiving Interfund Loan Payable from General Fund to Water and Sewer Utilities
19. Resolution 2021-XXX Approving Archery Hunting Regulations
20. Resolution 2021-XXX Approving BMX Lighting Upgrade
21. Resolution 2021-XXX Authorizing Sale of Security Camera and Equipment in the Current Liquor Store
22. Memorandum of Agreement (MOA) City of Isanti and LELS #217- Investigator Reassignment
23. Memorandum of Understanding (MOU) City of Isanti and LELS #217- Chief of Police to Assign New Investigator

M. Other Communications

1. October Police Department Reports
2. October Code Enforcement Officer Report
3. October Building Inspector Report
4. November Engineering Project Status Report
5. Draft Minutes of the October 26, 2021 Parks, Recreation and Culture Board Meeting

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, OCTOBER 19, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon Paul Bergley and Steve Lundeen, Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources Director Katie Grotte, Finance Director Mike Betker, and Chief of Police Travis Muyres, Park and Rec Coordinator Alyssa Olson, and City Engineer Jason Cook.

D. Public Comment
Councilmember Bergley read the letter to the editor about mask mandates he wrote

E. Adopt Agenda
ADD K.3, K.4, K.5, L.6

Motion by Lundeen, seconded by Collison to approve agenda with the modifications listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. October 5, 2021- Regular Meeting of the City Council
2. August 17, 2021- Planning Commission

Motion by Lundeen, seconded by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

I. Council Committee Reports

J. Public Hearings

K. Business Items

Jason Cook City Engineer

1. **Resolution 2021-215** Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment on the Main Street Reconstruction Project

   City Engineer Cook explained the costs to be assessed. This is the last step. What is found is the 18.5% lower than what was told to everyone (about $1000 less). It would be an annual installment over a 10-year period at 2.0% interest. Rate be reduced at the time of hearing.

Motion by Lundeen, seconded by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

2. **Resolution 2021-216** For Hearing on Proposed Assessment on the Main Street Reconstruction Project

Motion by Lundeen, seconded by Bergley to approve resolution as presented for November 16, 2021. Motion passed 5-0. Motion carried.

3. **Resolution 2021-217** Approving Amphitheater Naming

Councilmembers decided on the name "Bluebird Amphitheater" during Committee of the Whole meeting

Motion by Collison, seconded by Bergley to approve resolution as agreed upon during Committee of the Whole 10.19.2021. Motion passed 5-0. Motion carried.

2. **Discussion Approval** Liquor Store Beer Cave Naming- "Bozo and LouElla Polzin Beer Cave"

Motion by Lundeen, seconded by Collison to approve resolution as agreed upon during Committee of the Whole 10.19.2021. Motion passed 5-0. Motion carried.

3. **Discussion Approval** Change Order to Add Ice Guards to Liquor Store Roof in the Amount of $17,693

Motion by Lundeen, seconded by Bergley to approve resolution as agreed upon during Committee of the Whole 10.19.2021. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Payroll in the Amount of $117,807.41 and Accounts Payable in the Amount of $721,099.93
2. **Resolution 2021-218** Designating Polling Places in the City of Isanti for 2022 Elections
3. **Resolution 2021-219** Accepting Quote for 2022 Actuarial Valuation of Other Post-Employee Benefits and 2023 Reporting Disclosures
4. **Resolution 2021-220** Approving Contract for Liquor Store Mentor and Consulting Services
5. **Resolution 2021-221** Approving the Offer for Assistant Liquor Store Manager
6. **Resolution 2021-222** Approving Revision to Park Naming Policy

Motion by Bergley, seconded by Lundeen to approve consent agenda. Motion passed 5-0. Motion carried.

Adjournment

A motion was made by Bergley, seconded by Collison to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:12 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, OCTOBER 19, 2021 – 5:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen, Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources Director Katie Grotte, Finance Director Mike Betker, Parks, Recreation and Events Coordinator Alyssa Olson, City Engineer Jason Cook and Chief of Police Travis Muyres

Others Present: Elaine Fischer spoke on E.3

Public Comment
None

Committee Meeting Items

D. Committee Meeting Items

1. **Police Updates**
   Chief Travis Muyres discussed updates regarding staffing, officer wellness, officer retention and Isanti Police Core Principals for retention. Mayor Johnson brought up the wages in North Branch being significantly higher than Isanti for Police wages. To be discussed at next Goal Setting.
2. **Park Naming Policy**
   Park and Rec Coordinator Olson discussed the policy on Park Naming Policy. Council decided to move forward with adding a number to percent do determine what is "significant" to allow for council discretion. Move to approval at City Council meeting following Committee of the Whole 10.19.2021.
3. **Amphitheater Naming Discussion**
   Committee Members decided to name the new amphitheater Bluebird Amphitheater.
4. **Bow Hunting Regulations**
   Chief Muyres discussed having a minimum of 40 acres for Bow Hunting Regulations. It was also recommended that the Committee not be associated with a private entity for MN Deer Hunt/ Bow Hunt Inc. for regulations. The direction was to bring to City Council with changes.
5. **2022 Street Dance Location Discussion**
   Committee decided to have three (3) Street Dances at Main Street and one (1) at Bluebird Amphitheater. Committee also discussed the cost of putting concrete in front of the amphitheater.

6. **Finance Related Polices**
   Finance Director Betker has been reviewing Finance related policies. There are some policies that are no longer applicable, some that need to be updated with relatively minor language changes, some that need to be significantly updated and others that need to be written for the first time. Committee moved to have Finance Director Betker to update as needed.
7. **Resolutions to Repeal Policies**
   City Administrator Wood presented the review of all City Policies. There are a number of policies that are no longer applicable due to changes in state statute, superseded by City Code, new policies were written or subsequent policies were already included in the Personnel Policy, Policy Manual or Lexipol. Mayor Johnson questioned Administrator Wood about the purpose of these changes. Wood explained some policies were outdated or contradictory. The changes were to have policies not be contradicting.
8. **Police and Liquor Staffing Changes**
   Administrator Wood presented the staffing needs of the department has grown recently. The recent implementation of a part-time secretary position has assisted in the work load, however, has brought to light another position that needed to be reviewed. As the other PD staff office positions were reviewed, it was found that the full-time secretary position was doing the workload and tasks equivalent to a lead, specialist or manager position which warrants a higher point and grade level when input into the matrix for all City position.
   With the new store opening right around the corner and recruitment of part-time staff at an all-time low, Staff is recommending to hire one additional full-time Clerk to the staffing roster. The additional full-time clerk hours would replace part-time hours in the budget. Committee moved to change the position and wages of FT Police Secretary to Police Support Specialist as presented and to add a FT Liquor Store Clerk as presented and bring to City Council for approval.
9. **Storm Water Rate Study**
   The finance and Assistant Finance Director competed the Storm Water Rate Study. Betker presented the findings. It was presented that Finance Betker recommended to cut the rates by 20% in 2022, 15% in 2023, 10% in 2024. Committee all agreed to move forward with that recommendation.
10. **Ice Guards at New Liquor Store**
    Administrator Wood presented adding ice guards to block potential ice dams or ice sliding on to customers. The cost would be $17,693.00. Committee moved to purchase the ice guards.
11. **Beer Cave at Liquor Store**
    Administrator Wood was informed by Committee Member Lundeen the Polzin family would like the name “Bozo and LouElla Polzin Beer Cave” at the new Isanti Liquor Store. Committee moved to accept name and approve and City Council meeting and add a story 10.19.2021.

F. Adjournment

Meeting was adjourned at 6:38 p.m.

Respectfully Submitted.

Jaden Strand

Jaden Strand
City Clerk

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
September 28,2021

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: Aaron Zdon, Zachary Gahm, Dan HinnenKamp, Tressa Hunting, and Mayor Jeff Johnson
Staff Present: Matt Sylvester, Public Services Director

Agenda/Modifications: None

3. Meeting Minutes: Motion by Johnson; second by Gahm to approve meeting Minutes from August 24, 2021. Motion passed 5-0.

4. Department Updates: Sylvester shared updates on September events. Curious Creatures was cancelled in September and will likely be cancelled in October due to low attendance. Events are likely conflicting with the preschool schedules.
Final Street Dance was well-attended and included a tribute for the 20th anniversary of 9/11. There were some unfavorable events that took place during, from garbage to youth fights and graffiti that will be addressed in the future. The Mayor noted that many people stayed until the very end of the event. A conversation about moving the event to the park will need to be had in the future to determine if it will deter some of the poor behavior and if it's the right move for the event. Sylvester shared some insight into some of the vandalism occurring throughout the City, including at the BMX bathrooms at Bluebird Park. Hunting shared a desire to create a more inclusive environment at these events and include some songs that may recognize our Native American and non-American residents. An item to discuss inclusivity and equity at future events will be added to the October Board agenda.
The Farmers Market continued to be slow in September with a number of vendors pulling out or not showing. Ms. Olson is looking into options and new guidelines for vendors if the event location moves to the new liquor store site. Gahm mentioned moving the date to a Sunday instead of a Friday and/or changing the timing. Sylvester mentioned competing markets and noted that vendors at our market also attend nearby markets on other days. HinnenKamp noted Coborn's may have objections to moving the market next to their store.
The holiday lights event will be moving to Council for a vote on an option to move forward. The location will be at Bluebird Park at the bandshell. The Mayor suggested the conversation may be geared around whether or not to ticket the event and how much cost the City is willing to take on.
Bandshell construction is ongoing and should be completed in October. Isanti Lions Club are looking to submit a name for the feature along with a monetary contribution. Zdon asked if October 23 is a reasonable date for a grand opening celebration to which Sylvester noted we are hopeful the unit will be completed by then.
December Movie Night was moved due to a scheduling conflict and will now be combined with the Santa event. Gahm mentioned making sure that the schools get flyers with dates for the Movie Nights. HinnenKamp suggested next year it may be a good kickoff event for the holiday lights event.
Sylvester addressed the closing of the BMX restrooms due to vandalism. Ms. Olson is looking into security options to deter future vandalism. Zdon asked if the bathrooms were available still from the inside for the BMX use and Sylvester confirmed they are still open on that end. Although one of the vandals was caught, there have been 4-6 different incidents this year. Incidents are also occurring throughout Bluebird Park so any potential cameras or security measures would need to capture the broad area.
Sylvester also discussed Family Day at Legacy Park. Roughly 40 people attended throughout the day – and increase from previous years - and families were able to make s'mores, crafts and take photos. The event unexpectedly conflicted with the Vikings home opener, which will be taken into consideration for next year.
The grand opening celebration will tentatively take place on October 23 with food trucks, local school performers and entertainment. The Board noted that the date is over MEA weekend, which may impact schedules, but pushing back to Halloween weekend or into November are also not preferable.
HinnenKamp shared additional research on the Eagle Park railroad viewing options. HinnenKamp is interested in reaching out to BNSF and seeing if they would offer any community support for a project like this, as well as the Isanti Historical Society and Isanti County. Zdon suggested HinnenKamp continue to

gather some research and submit to Ms. Olson a week prior to the October meeting to add to the next agenda. Zdon suggested adding a mural on the side of the buildings bordering the tracks.

Adjournment: Motion by HinnenKamp, second by Johnson to adjourn the September 28, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 5-0, meeting adjourned at 6:46 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

BOLTON & MENK
Real People. Real Solutions.

J.1. 7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: November 9, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Main Street Reconstruction Project – Final Assessment Hearing
City of Isanti, MN
BMI Project No. 0R1.1123865

Attached is the final assessment roll for the Main Street Reconstruction project.

The assessments for this project are based on 25% of the assessable street cost in accordance with City code 276.

The final assessments, based on the amount bid and quantities constructed, is $52.23 per assessable front footage. This is an average of $4,608.85 per parcel. The preliminary engineering report had an estimated average assessment of $5,661.57 per parcel. The average assessment on this project is $1,052.72 ***less*** than presented at the improvement hearing.

It is proposed to do a 10-year payment schedule levied on the property taxes with a 2.00% interest rate. beginning in 2022. This comes out to an average parcel cost of approximately $513/year.

The total cost proposed to be assessed to benefiting properties is $133,656.57.

Please contact me at (763) 200-2444 if you have any questions.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2021-XXX

RESOLUTION ADOPTING ASSESSMENT FOR THE MAIN STREET RECONSTRUCTION PROJECT

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard and considered any and all objections to the proposed assessment for the Main Street Reconstruction Project, consisting of the improvement of : Main Street, from the intersection of Whiskey Road to 4th Avenue. Said improvement consisted of the reconstruction of street, curb and gutter, and sidewalk. The proposed assessments are for the above described work.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of ten (10) years, the first of the installments to be payable on or before May 15, 2022, and shall bear interest at the rate of 2.00 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from January 1, 2022 until December 31, 2022. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days and may, at any time thereafter, pay to the County of Isanti the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This resolution is hereby adopted by the City Council of Isanti, Minnesota this 16th day of November, 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

MAIN STREET RECONSTRUCTION
Final Assessment Roll
Bolton & Menk Project # 0R1.123865
10/08/21

No.	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Assessable Frontage	Improvement Frontage	Side Frontage	Notes	Final Assessed Street Cost Per Front Footage	Preliminary Assessed Street Cost Per Front Footage	Change in Assessed Cost
					(LF)	(LF)	(LF)		$52.23	$64.16	-$11.93
1	16-030-1800	CITY OF ISANTI	CITY PARK	PO BOX 428	180.0	180.0	716.0		$9,401.40	$11,548.80	-$2,147.40
2	16-087-0190	CITY OF ISANTI	BROOKVIEW COURT OUTLOT A	PO BOX 428	168.0	90.0		1	$8,774.64	$10,778.88	-$2,004.24
3	16-072-0010	UDO WEGMANN	507 MAIN STREET W		65.0	143.0		1	$3,394.95	$4,170.40	-$775.45
4	16-087-0180	ELAINE FISCHER	508 MAIN STREET W		73.0	73.0			$3,812.79	$4,683.68	-$870.89
5	16-087-0170	LEROY JOHNSON	510 MAIN STREET W		58.0	58.0			$3,029.34	$3,721.28	-$691.94
6	16-072-0020	TIMOTHY DVORAK	511 MAIN STREET W		85.0	85.0			$4,439.55	$5,453.60	-$1,014.05
7	16-087-0160	ERNEST NOGA	600 MAIN STREET W		73.0	73.0			$3,812.79	$4,683.68	-$870.89
8	16-072-0030	DANIEL NORDAHL	601 MAIN STREET W		85.0	85.0			$4,439.55	$5,453.60	-$1,014.05
9	16-087-0150	MARY WETZEL	602 MAIN STREET W		79.0	79.0	114.0		$4,126.17	$5,068.64	-$942.47
10	16-072-0040	JAMES REECE	605 MAIN STREET W		80.0	80.0			$4,178.40	$5,132.80	-$954.40
11	16-072-0050	SCOTT HEILIG	609 MAIN STREET W	106 4TH AVE NW, RICE, MN 56367	85.0	85.0			$4,439.55	$5,453.60	-$1,014.05
12	16-087-0020	DIANE ABRAHAM	612 MAIN STREET W		79.0	79.0	117.0		$4,126.17	$5,068.64	-$942.47
13	16-072-0060	SAMANTHA PATTEN	613 MAIN STREET W		85.0	85.0			$4,439.55	$5,453.60	-$1,014.05
14	16-087-0010	LORRI KLAJDA	614 MAIN STREET W		84.0	84.0			$4,387.32	$5,389.44	-$1,002.12
15	16-072-0070	SCOTT CHRISTENSON	701 MAIN STREET W		80.0	80.0			$4,178.40	$5,132.80	-$954.40
16	16-072-0080	JEFFREY JOHNSON	705 MAIN STREET W		85.0	85.0			$4,439.55	$5,453.60	-$1,014.05
17	16-072-0090	ETHAN WORLIE	709 MAIN STREET W		85.0	85.0			$4,439.55	$5,453.60	-$1,014.05
18	16-072-0100	LARRY FOLK JR	713 MAIN STREET W		85.0	85.0			$4,439.55	$5,453.60	-$1,014.05
19	16-079-0100	CARTER WAGNER	716 MAIN STREET W		79.0	79.0			$4,126.17	$5,068.64	-$942.47
20	16-072-0110	JEREMY BRUNES	717 MAIN STREET W		85.0	85.0			$4,439.55	$5,453.60	-$1,014.05
21	16-079-0090	TIFFANY THERY	718 MAIN STREET W		75.0	99.0	74.0	2	$3,917.25	$4,812.00	-$894.75
22	16-030-0301	CODY BLANTON	719 MAIN STREET W		91.0	91.0	120.0		$4,752.93	$5,838.56	-$1,085.63
23	16-043-0080	JOSHUA VILLELLA	101 4TH AVENUE SW		75.0	150.0	95.0	2	$3,917.25	$4,812.00	-$894.75
24	16-042-0140	NICOLE JOHNSON	101 4TH AVENUE NW		75.0	150.0	87.0	2	$3,917.25	$4,812.00	-$894.75
25	16-048-0010	REBECCA HAFLUND	100 5TH AVENUE SW		75.0	150.0	100.0	2	$3,917.25	$4,812.00	-$894.75
26	16-030-1600	ISANTI COMMUNITY SERV INC & C/O CATHOLIC CHARITIES HOUSING	100 5TH AVENUE NW	PO BOX 286, ISANTI, MN, 55040	150.0	150.0	733.0		$7,834.50	$9,624.00	-$1,789.50
27	16-048-0070	MELISSA STRANDLIEN	101 5TH AVENUE SW		90.0	180.0	100.0	2	$4,700.70	$5,774.40	-$1,073.70
28	16-074-0050	JOHN COLBENSON	100 ROSEWOOD AVENUE NW		75.0	107.0	61.0	2	$3,917.25	$4,812.00	-$894.75
29	16-074-0010	BRUCE JERNELL	101 ROSEWOOD AVENUE NW	101 ROSEWOOD AVENUE NW, PO BOX 185, ISANTI, MN 55040	75.0	107.0	74.0	2	$3,917.25	$4,812.00	-$894.75
				Totals	**2,559.0**	**2,962.0**			**$133,656.57**	**$164,185.44**	**-$30,528.87**

NOTES:

(1) South Ditch Frontage Assessed to City Parcel 16-087-0190
(2) Corner Lot with Long Side on Improvement
(3) Updated From Isanti County Beacon on 10/8/21

Assessed Street Cost

AVERAGE	$4,608.85
HIGH	$9,401.40
LOW	$3,029.34

Total Assessable Cost	$133,656.57
Total Assessable Street Cost	$534,689.96
Percent Assessed	25%

RESOLUTION 2021-XXX

APPROVING CERTIFICATION OF DELINQUENT CHARGES FOR CITY SERVICES PAYABLE IN 2022

WHEREAS, pursuant to City Code § 262-7 B. and City Code § 281-5 B. (2), all accounts more than 30 days past due as of September 30, 2021, 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

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

1. That the list of delinquent charges for city services (Attachment 'A'), a copy of which is attached hereto and made a part hereof, identifies the amount of the delinquent water, sewer, and storm water charges that are to be levied against said properties for taxes payable year 2022.

2. The City Clerk shall forthwith transmit a certified duplicate of these listings (delinquent charges for city services) 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 16th day of November 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Attachment A

CITY OF ISANTI

Delinquent Charges for City Services to be Certified Payable 2022

Property Address	Tax Parcel	Amount	Assessment Fee	Total to be Assessed
205 3RD AVE NW - SOUTH	16.040.0101	$ 788.54	$ 30.00	$ 818.54
200 4TH AVE NW	16.042.0040	$ 181.86	$ 30.00	$ 211.86
1102 BLOSSOM BLVD NW	16.092.1420	$ 129.18	$ 30.00	$ 159.18
908 ISANTI PKWY NW	16.096.0620	$ 131.24	$ 30.00	$ 161.24
758 PARK BROOK RD NW	16.104.0680	$ 48.11	$ 30.00	$ 78.11
906 6TH AVE CT NE	16.113.0040	$ 286.99	$ 30.00	$ 316.99
209 8TH AVE NE	16.151.0140	$ 22.18	$ 30.00	$ 52.18
216 8TH AVE NE	16.151.0300	$ 22.18	$ 30.00	$ 52.18
118 9TH AVE NE	16.151.0470	$ 22.18	$ 30.00	$ 52.18
120 9TH AVE NE	16.151.0460	$ 22.18	$ 30.00	$ 52.18
122 9TH AVE NE	16.151.0450	$ 22.18	$ 30.00	$ 52.18
124 9TH AVE NE	16.151.0440	$ 22.18	$ 30.00	$ 52.18
126 9TH AVE NE	16.151.0430	$ 22.18	$ 30.00	$ 52.18
704 CHERRYWOOD LN NE	16.151.0190	$ 22.18	$ 30.00	$ 52.18
706 CHERRYWOOD LN NE	16.151.0200	$ 22.18	$ 30.00	$ 52.18
708 CHERRYWOOD LN NE	16.151.0210	$ 22.18	$ 30.00	$ 52.18
710 CHERRYWOOD LN NE	16.151.0220	$ 22.18	$ 30.00	$ 52.18
712 CHERRYWOOD LN NE	16.151.0230	$ 22.18	$ 30.00	$ 52.18
716 CHERRYWOOD LN NE	16.151.0250	$ 22.18	$ 30.00	$ 52.18
718 CHERRYWOOD LN NE	16.151.0260	$ 22.18	$ 30.00	$ 52.18
719 CHERRYWOOD LN NE	16.151.0100	$ 22.18	$ 30.00	$ 52.18
720 CHERRYWOOD LN NE	16.151.0270	$ 22.18	$ 30.00	$ 52.18
722 CHERRYWOOD LN NE	16.151.0280	$ 22.18	$ 30.00	$ 52.18
724 CHERRYWOOD LN NE	16.151.0290	$ 22.18	$ 30.00	$ 52.18
210 PALOMINO RD SE	16.052.0400	$ 58.26	$ 30.00	$ 88.26
313 PALOMINO RD SE	16.032.3100	$ 46.98	$ 30.00	$ 76.98
16.032.1200	16.032.1200	$ 160.50	$ 30.00	$ 190.50
323 PALOMINO RD SE	16.032.1700	$ 233.33	$ 30.00	$ 263.33
10 POND ST SE	16.051.0020	$ 214.40	$ 30.00	$ 244.40
705 RAILROAD AVE SE	16.031.0500	$ 214.40	$ 30.00	$ 244.40
207 RICHARD AVE SE	16.049.0190	$ 360.82	$ 30.00	$ 390.82
1010 TYLER AVE SE	16.031.3501	$ 91.84	$ 30.00	$ 121.84
101 3RD AVE SW	16.046.0040	$ 124.80	$ 30.00	$ 154.80
903 3RD AVE SW	16.085.0020	$ 174.94	$ 30.00	$ 204.94
1106 3RD AVE SW	16.085.0230	$ 48.07	$ 30.00	$ 78.07

708 5TH AVE SW	16.083.0170	$ 93.57	$ 30.00	$ 123.57
808 5TH AVE SW	16.080.0090	$ 65.92	$ 30.00	$ 95.92
1102 6TH AVE SW	16.103.0850	$ 64.71	$ 30.00	$ 94.71
1109 8TH AVE SW	16.103.0210	$ 56.68	$ 30.00	$ 86.68
608 BIRCH ST SW	16.070.0040	$ 62.44	$ 30.00	$ 92.44
804 CEDAR ST SW	16.071.0050	$ 26.83	$ 30.00	$ 56.83
809 DOGWOOD ST SW	16.073.0190	$ 20.11	$ 30.00	$ 50.11
702 EDGEWOOD ST SW	16.103.0050	$ 126.85	$ 30.00	$ 156.85
112 ELIZABETH ST SW	16.050.0870	$ 67.45	$ 30.00	$ 97.45
700 GREENWOOD ST SW	16.103.0630	$ 91.28	$ 30.00	$ 121.28
1107 MADISON AVE SW	16.031.2600	$ 287.23	$ 30.00	$ 317.23
1010 MAPLEWOOD AVE SW	16.095.0140	$ 69.05	$ 30.00	$ 99.05
1110 MAPLEWOOD CT SW	16.095.0300	$ 75.66	$ 30.00	$ 105.66
500 MARION ST SW	16.068.0080	$ 60.48	$ 30.00	$ 90.48
416 S PASSAGE SW	16.085.0570	$ 106.12	$ 30.00	$ 136.12
503 S PASSAGE SW	16.031.0910	$ 214.40	$ 30.00	$ 244.40
507 S PASSAGE SW	16.091.0051	$ 15.05	$ 30.00	$ 45.05
718 MAIN ST W	16.079.0090	$ 45.59	$ 30.00	$ 75.59
PARCEL ID - 16.029.2300	16.029.2300	$ 266.36	$ 30.00	$ 296.36
403 RAILROAD AVE SE	16.030.3500	$ 22.18	$ 30.00	$ 52.18
PARCEL ID - 16.030.4100	16.030.4100	$ 203.83	$ 30.00	$ 233.83
304 TOWNSEDGE RD SE	16.032.0702	$ 131.00	$ 30.00	$ 161.00
459 3RD AVE NW	16.040.0941	$ 131.00	$ 30.00	$ 161.00
PARCEL ID - 16.051.0060	16.051.0060	$ 131.00	$ 30.00	$ 161.00
PARCEL ID - 16.057.0110	16.057.0110	$ 59.00	$ 30.00	$ 89.00
208 TOWNSEDGE RD SE	16.064.0040	$ 131.00	$ 30.00	$ 161.00
204 TOWNSEDGE RD SE	16.064.0050	$ 131.00	$ 30.00	$ 161.00
PARCEL ID - 16.106.0120	16.106.0120	$ 131.00	$ 30.00	$ 161.00
PARCEL ID - 16.142.0020	16.142.0020	$ 38.77	$ 30.00	$ 68.77
PARCEL ID - 16.113.0740	16.113.0740	$ 548.78	$ 30.00	$ 578.78
PARCEL ID - 16.113.0750	16.113.0750	$ 59.00	$ 30.00	$ 89.00
PARCEL ID - 16.118.0020	16.118.0020	$ 44.48	$ 30.00	$ 74.48
PARCEL ID - 16.127.0030	16.127.0030	$ 22.18	$ 30.00	$ 52.18
		$ 7,293.50	$ 2,040.00	**$ 9,333.50**

EXTRACT OF MINUTES OF A MEETING
OF THE CITY COUNCIL
CITY OF ISANTI, MINNESOTA

HELD: NOVEMBER 16, 2021

Pursuant to due call, a regular or special meeting of the City Council of the City of Isanti, Isanti County, Minnesota, was duly called and held at the City Hall on November 16, 2021, at 7:00 P.M., for the purpose, in part, of authorizing issuance and awarding the sale of $1,445,000 General Obligation Tax Abatement Refunding Bonds, Series 2021A.

The following members were present:

and the following were absent:

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF $1,445,000 GENERAL OBLIGATION TAX ABATEMENT REFUNDING BONDS, SERIES 2021A, AND PLEDGING TAX ABATEMENTS AND LEVYING A TAX FOR THE SECURITY AND PAYMENT THEREOF

A. WHEREAS, the City of Isanti, Minnesota (the "City"), hereby determines and declares that it is necessary and expedient to provide moneys for a current refunding on February 1, 2022 (the "Call Date") of the City's outstanding $2,560,000 original principal amount of General Obligation Tax Abatement Bonds, Series 2014A, dated October 1, 2014 (the "Prior Bonds"), which mature or are subject to mandatory redemption on and after February 1, 2023, in the aggregate principal amount of $1,475,000 (the "Refunded Bonds"), at a price of par plus accrued interest, as provided in Resolution No. 2014-201 of the City Council, adopted on September 2, 2014 (the "Prior Resolution"); and

B. WHEREAS, the Prior Bonds were issued pursuant to Minnesota Statutes, Chapter 475, and Sections 469.1812 through 469.1815, particularly Section 469.1814, to finance the costs of the acquisition, construction and equipping of a sports facility for BMX racing (the "Project"); and

C. WHEREAS, the City has heretofore adopted a resolution on September 2, 2014 (the "Abatement Resolution"), providing for the abatement of property taxes on various properties described in the Abatement Resolution (the "Abatement Properties") for a period of fifteen years (the "Abatement Resolution"); and

D. WHEREAS, the amount of the property taxes abated are estimated to be at least equal to the principal amount of the Bonds and pursuant to the provisions of the Abatement Resolution, the Refunded Bonds were issued to provide money to pay for the Project; and

E. WHEREAS, the refunding of the Refunded Bonds on the Call Date is consistent with covenants made with the holders thereof, and is necessary and desirable for the reduction of debt service cost to the City; and

F. WHEREAS, the City Council hereby determines and declares that it is necessary and expedient to issue $1,445,000 General Obligation Tax Abatement Refunding Bonds, Series 2021A (the "Bonds" or, individually a "Bond"), pursuant to Minnesota Statutes, Chapter 475, to provide moneys for a current refunding of the Refunded Bonds; and

G. WHEREAS, the City has retained Northland Securities, Inc., in Minneapolis, Minnesota ("Northland"), as its municipal advisor for the sale of the Bonds and was therefore authorized to sell the Bonds by private negotiation in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9) and proposals to purchase the Bonds have been solicited by Northland; and

H. WHEREAS, the proposals set forth on Exhibit A attached hereto were received by the Finance Director, or designee, at the offices of Northland, at 10:00 a.m. this same day pursuant to the Preliminary Official Statement established for the Bonds, dated November 9, 2021; and

I. WHEREAS, it is in the best interests of the City that the Bonds be issued in book-entry form as hereinafter provided; and

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

1. Acceptance of Proposal. The proposal of United Bankers' Bank (the "Purchaser"), to purchase the Bonds in accordance with the Notice of Sale, at the rates of interest hereinafter set forth, and to pay therefor the sum of $1,503,747.30, plus interest accrued to settlement, is hereby accepted and the Bonds are hereby awarded to the Purchaser.

2. Bond Terms.

(a) Original Issue Date; Denominations; Maturities; Term Bond Option. The Bonds shall be dated December 16, 2021, as the date of original issue and shall be issued forthwith on or after such date in fully registered form. The Bonds shall be numbered from R-1 upward in the denomination of $5,000 each or in any integral multiple thereof of a single maturity (the "Authorized Denominations"). The Bonds shall mature on February 1 in the years and amounts as follows:

Year	Amount
2023	$165,000
2024	175,000

2025	170,000
2026	175,000
2027	180,000
2028	195,000
2029	195,000
2030	190,000

As may be requested by the Purchaser, one or more term Bonds may be issued having mandatory sinking fund redemption and final maturity amounts conforming to the foregoing principal repayment schedule, and corresponding additions may be made to the provisions of the applicable Bond(s).

(b) Book Entry Only System. The Depository Trust Company, a limited purpose trust company organized under the laws of the State of New York or any of its successors or its successors to its functions hereunder (the "Depository") will act as securities depository for the Bonds, and to this end:

(i) The Bonds shall be initially issued and, so long as they remain in book entry form only (the "Book Entry Only Period"), shall at all times be in the form of a separate single fully registered Bond for each maturity of the Bonds; and for purposes of complying with this requirement under paragraphs 5 and 10 Authorized Denominations for any Bond shall be deemed to be limited during the Book Entry Only Period to the outstanding principal amount of that Bond.

(ii) Upon initial issuance, ownership of the Bonds shall be registered in a bond register maintained by the Bond Registrar (as hereinafter defined) in the name of CEDE & CO., as the nominee (it or any nominee of the existing or a successor Depository, the "Nominee").

(iii) With respect to the Bonds neither the City nor the Bond Registrar shall have any responsibility or obligation to any broker, dealer, bank, or any other financial institution for which the Depository holds Bonds as securities depository (the "Participant") or the person for which a Participant holds an interest in the Bonds shown on the books and records of the Participant (the "Beneficial Owner"). Without limiting the immediately preceding sentence, neither the City, nor the Bond Registrar, shall have any such responsibility or obligation with respect to (A) the accuracy of the records of the Depository, the Nominee or any Participant with respect to any ownership interest in the Bonds, or (B) the delivery to any Participant, any Owner or any other person, other than the Depository, of any notice with respect to the Bonds, including any notice of redemption, or (C) the payment to any Participant, any Beneficial Owner or any other person, other than the Depository, of any amount with respect to the principal of or premium, if any, or interest on the Bonds, or (D) the consent given or other action taken by the Depository as the Registered Holder of any Bonds (the "Holder"). For purposes of securing the vote or consent of any Holder under this Resolution, the City may, however, rely upon an omnibus proxy under which the Depository assigns its consenting or voting rights to certain Participants to whose accounts the Bonds

are credited on the record date identified in a listing attached to the omnibus proxy.

(iv) The City and the Bond Registrar may treat as and deem the Depository to be the absolute owner of the Bonds for the purpose of payment of the principal of and premium, if any, and interest on the Bonds, for the purpose of giving notices of redemption and other matters with respect to the Bonds, for the purpose of obtaining any consent or other action to be taken by Holders for the purpose of registering transfers with respect to such Bonds, and for all purpose whatsoever. The Bond Registrar, as paying agent hereunder, shall pay all principal of and premium, if any, and interest on the Bonds only to the Holder or the Holders of the Bonds as shown on the bond register, and all such payments shall be valid and effective to fully satisfy and discharge the City's obligations with respect to the principal of and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid.

(v) Upon delivery by the Depository to the Bond Registrar of written notice to the effect that the Depository has determined to substitute a new Nominee in place of the existing Nominee, and subject to the transfer provisions in paragraph 10, references to the Nominee hereunder shall refer to such new Nominee.

(vi) So long as any Bond is registered in the name of a Nominee, all payments with respect to the principal of and premium, if any, and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, by the Bond Registrar or City, as the case may be, to the Depository as provided in the Letter of Representations to the Depository required by the Depository as a condition to its acting as book-entry Depository for the Bonds (said Letter of Representations, together with any replacement thereof or amendment or substitute thereto, including any standard procedures or policies referenced therein or applicable thereto respecting the procedures and other matters relating to the Depository's role as book-entry Depository for the Bonds, collectively hereinafter referred to as the "Letter of Representations").

(vii) All transfers of beneficial ownership interests in each Bond issued in book-entry form shall be limited in principal amount to Authorized Denominations and shall be effected by procedures by the Depository with the Participants for recording and transferring the ownership of beneficial interests in such Bonds.

(viii) In connection with any notice or other communication to be provided to the Holders pursuant to this Resolution by the City or Bond Registrar with respect to any consent or other action to be taken by Holders, the Depository shall consider the date of receipt of notice requesting such consent or other action as the record date for such consent or other action; provided, that the City or the Bond Registrar may establish a special record date for such consent or other action. The City or the Bond Registrar shall, to the extent possible, give the Depository notice of such special record date not less than fifteen calendar days in advance of such special record date to the extent possible.

(ix) Any successor Bond Registrar in its written acceptance of its duties under this Resolution and any paying agency/bond registrar agreement, shall agree to take any actions necessary from time to time to comply with the requirements of the Letter of Representations.

(x) In the case of a partial prepayment of a Bond, the Holder may, in lieu of surrendering the Bonds for a Bond of a lesser denomination as provided in paragraph 5, make a notation of the reduction in principal amount on the panel provided on the Bond stating the amount so redeemed.

(c) Termination of Book-Entry Only System. Discontinuance of a particular Depository's services and termination of the book-entry only system may be effected as follows:

(i) The Depository may determine to discontinue providing its services with respect to the Bonds at any time by giving written notice to the City and discharging its responsibilities with respect thereto under applicable law. The City may terminate the services of the Depository with respect to the Bond if it determines that the Depository is no longer able to carry out its functions as securities depository or the continuation of the system of book-entry transfers through the Depository is not in the best interests of the City or the Beneficial Owners.

(ii) Upon termination of the services of the Depository as provided in the preceding paragraph, and if no substitute securities depository is willing to undertake the functions of the Depository hereunder can be found which, in the opinion of the City, is willing and able to assume such functions upon reasonable or customary terms, or if the City determines that it is in the best interests of the City or the Beneficial Owners of the Bond that the Beneficial Owners be able to obtain certificates for the Bonds, the Bonds shall no longer be registered as being registered in the bond register in the name of the Nominee, but may be registered in whatever name or names the Holder of the Bonds shall designate at that time, in accordance with paragraph 10. To the extent that the Beneficial Owners are designated as the transferee by the Holders, in accordance with paragraph 10, the Bonds will be delivered to the Beneficial Owners.

(iii) Nothing in this subparagraph (c) shall limit or restrict the provisions of paragraph 10.

(d) Letter of Representations. The provisions in the Letter of Representations are incorporated herein by reference and made a part of the resolution, and if and to the extent any such provisions are inconsistent with the other provisions of this resolution, the provisions in the Letter of Representations shall control.

3. Purpose; Refunding Findings. The Bonds shall provide funds for a current refunding of the Refunded Bonds (the "Refunding"). It is hereby found, determined and declared that the Refunding is pursuant to Minnesota Statutes, Section 475.67, and shall result in a reduction of debt service cost to the City. The total amount of property taxes abated pursuant to

the Abatement Resolution (the "Tax Abatements") was not less than $3,370,000 which amount is not less than the principal amount of the Bonds.

4. Interest. The Bonds shall bear interest payable semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), commencing August 1, 2022, calculated on the basis of a 360-day year of twelve 30-day months, at the respective rates per annum set forth opposite the maturity years as follows:

Maturity Year	Interest Rate
2023	2.00%
2024	2.00
2025	2.00
2026	2.00
2027	2.00
2028	2.00
2029	2.00
2030	2.00

5. Redemption. All Bonds maturing on February 1, 2030, and thereafter, shall be subject to redemption and prepayment at the option of the City on February 1, 2029, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and the principal amounts within each maturity to be redeemed shall be determined by the City; and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Mailed notice of redemption shall be given to the paying agent and to each affected registered holder of the Bonds, not more than sixty (60) days and not fewer than thirty (30) days prior to the fixed date for redemption.

To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar prior to giving notice of redemption shall assign to each Bond having a common maturity date a distinctive number for each $5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers so assigned to such Bonds, as many numbers as, at $5,000 for each number, shall equal the principal amount of such Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of each such Bond of a denomination of more than $5,000 shall be redeemed as shall equal $5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the City or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the City and Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the City shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of the Bond, without service charge, a new Bond or Bonds having the same stated maturity and interest rate and of any Authorized Denomination or

Denominations, as requested by the Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

6. Bond Registrar. Northland Trust Services, Inc., in Minneapolis, Minnesota, is appointed to act as bond registrar and transfer agent with respect to the Bonds (the "Bond Registrar"), and shall do so unless and until a successor Bond Registrar is duly appointed, all pursuant to any contract the City and Bond Registrar shall execute which is consistent herewith. The Bond Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. Principal and interest on the Bonds shall be paid to the registered holders (or record holders) of the Bonds in the manner set forth in the form of Bond and paragraph 12.

7. Form of Bond. The Bonds, together with the Bond Registrar's Certificate of Authentication, the form of Assignment and the registration information thereon, shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MINNESOTA
ISANTI COUNTY
CITY OF ISANTI

R-_____ $_____

GENERAL OBLIGATION TAX ABATEMENT REFUNDING BOND, SERIES 2021A

Interest Rate	Maturity Date	Date of Original Issue	CUSIP
%	February 1,	December 16, 2021	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT:

THE CITY OF ISANTI, ISANTI COUNTY, MINNESOTA (the "Issuer"), certifies that it is indebted and for value received promises to pay to the registered owner specified above, or registered assigns, in the manner hereinafter set forth, the principal amount specified above, on the maturity date specified above, unless called for earlier redemption, and to pay interest thereon semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), commencing August 1, 2022, at the rate per annum specified above (calculated on the basis of a 360-day year of twelve 30-day months) until the principal sum is paid or has been provided for. This Bond will bear interest from the most recent Interest Payment Date to which interest has been paid or, if no interest has been paid, from the date of original issue hereof. The principal of and premium, if any, on this Bond are payable upon presentation and surrender hereof at the principal office of Northland Trust Services, Inc., in Minneapolis, Minnesota (the "Bond Registrar"), acting as paying agent, or any successor paying agent duly appointed by the Issuer. Interest on this Bond will be paid on each Interest Payment Date by check or draft mailed to the person in whose name this Bond is registered (the "Holder" or "Bondholder") on the registration books of the Issuer maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such

Interest Payment Date (the "Regular Record Date"). Any interest not so timely paid shall cease to be payable to the person who is the Holder hereof as of the Regular Record Date, and shall be payable to the person who is the Holder hereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given to Bondholders not less than ten days prior to the Special Record Date. The principal of and premium, if any, and interest on this Bond are payable in lawful money of the United States of America. So long as this Bond is registered in the name of the Depository or its Nominee as provided in the Resolution hereinafter described, and as those terms are defined therein, payment of principal of, premium, if any, and interest on this Bond and notice with respect thereto shall be made as provided in the Letter of Representations, as defined in the Resolution, and surrender of this Bond shall not be required for payment of the redemption price upon a partial redemption of this Bond. Until termination of the book-entry only system pursuant to the Resolution, Bonds may only be registered in the name of the Depository or its Nominee.

Optional Redemption. The Bonds of this issue (the "Bonds") maturing on February 1, 2030, and thereafter, are subject to redemption and prepayment at the option of the Issuer on February 1, 2029, and on any date thereafter at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and the principal amounts within each maturity to be redeemed shall be determined by the Issuer; and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Mailed notice of redemption shall be given to the paying agent and to each affected registered holder of the Bonds not more than sixty (60) days and not fewer than thirty (30) days prior to the date fixed for redemption.

Prior to the date on which any Bond or Bonds are directed by the Issuer to be redeemed in advance of maturity, the Issuer will cause notice of the call thereof for redemption identifying the Bonds to be redeemed to be mailed to the Bond Registrar and all Bondholders, at the addresses shown on the Bond Register. All Bonds so called for redemption will cease to bear interest on the specified redemption date, provided funds for their redemption have been duly deposited.

Selection of Bonds for Redemption; Partial Redemption. To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar shall assign to each Bond having a common maturity date a distinctive number for each $5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers assigned to the Bonds, as many numbers as, at $5,000 for each number, shall equal the principal amount of such Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of such Bond of a denomination of more than $5,000 shall be redeemed as shall equal $5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the Issuer or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the Issuer and Bond Registrar duly executed by the Holder thereof or the Holder's

attorney duly authorized in writing) and the Issuer shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of the Bond, without service charge, a new Bond or Bonds having the same stated maturity and interest rate and of any Authorized Denomination or Denominations, as requested by the Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

Issuance; Purpose; General Obligation. This Bond is one of an issue in the total principal amount of $1,445,000, all of like date of original issue and tenor, except as to number, maturity, interest rate, denomination and redemption privilege issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota pursuant to and a resolution adopted by the City Council of the Issuer on November 16, 2021 (the "Resolution"), for the purpose of providing funds for a current refunding of the Issuer's General Obligation Tax Abatement Bonds, Series 2014A, dated October 1, 2014 which mature or are subject to mandatory redemption on and after February 1, 2023. This Bond is payable out of the General Obligation Tax Abatement Refunding Bonds, Series 2021A Fund of the Issuer. This Bond constitutes a general obligation of the Issuer, and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Denominations; Exchange; Resolution. The Bonds are issuable solely in fully registered form in Authorized Denominations (as defined in the Resolution) and are exchangeable for fully registered Bonds of other Authorized Denominations in equal aggregate principal amounts at the principal office of the Bond Registrar, but only in the manner and subject to the limitations provided in the Resolution. Reference is hereby made to the Resolution for a description of the rights and duties of the Bond Registrar. Copies of the Resolution are on file in the principal office of the Bond Registrar.

Transfer. This Bond is transferable by the Holder in person or by the Holder's attorney duly authorized in writing at the principal office of the Bond Registrar upon presentation and surrender hereof to the Bond Registrar, all subject to the terms and conditions provided in the Resolution and to reasonable regulations of the Issuer contained in any agreement with the Bond Registrar. Thereupon the Issuer shall execute and the Bond Registrar shall authenticate and deliver, in exchange for this Bond, one or more new fully registered Bonds in the name of the transferee (but not registered in blank or to "bearer" or similar designation), of an Authorized Denomination or Denominations, in aggregate principal amount equal to the principal amount of this Bond, of the same maturity and bearing interest at the same rate.

Fees upon Transfer or Loss. The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Bond and any legal or unusual costs regarding transfers and lost Bonds.

Treatment of Registered Owners. The Issuer and Bond Registrar may treat the person in whose name this Bond is registered as the owner hereof for the purpose of receiving payment as herein provided (except as otherwise provided herein with respect to the Record Date) and for all other purposes, whether or not this Bond shall be overdue, and neither the Issuer nor the Bond Registrar shall be affected by notice to the contrary.

Authentication. This Bond shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Authentication hereon shall have been executed by the Bond Registrar.

Qualified Tax-Exempt Obligation. This Bond has been designated by the Issuer as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Bond, have been done, have happened and have been performed, in regular and due form, time and manner as required by law, and that this Bond, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Isanti, Isanti County, Minnesota, by its City Council has caused this Bond to be executed on its behalf by the facsimile signatures of its Mayor and its Administrator, the corporate seal of the Issuer having been intentionally omitted as permitted by law.

Date of Registration:

_____

BOND REGISTRAR'S CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds described in the Resolution mentioned within.

NORTHLAND TRUST SERVICES, INC.
Minneapolis, Minnesota,
Bond Registrar

By: _____
Authorized Signature

Registrable by: NORTHLAND TRUST SERVICES, INC.

Payable at: NORTHLAND TRUST SERVICES, INC.

CITY OF ISANTI,
ISANTI COUNTY, MINNESOTA

/s/ Facsimile
Mayor

/s/ Facsimile
Administrator

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations:

TEN COM - as tenants in common
TEN ENT - as tenants by the entireties
JT TEN - as joint tenants with right of survivorship and not as tenants in common
UTMA - _____ as custodian for _____
(Cust) (Minor)
under the _____ Uniform Transfers to Minors Act
(State)

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and does hereby irrevocably constitute and appoint _____ attorney to transfer the Bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated:_____ _____

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

_____

Signature(s) must be guaranteed by a national bank or trust company or by a brokerage firm having a membership in one of the major stock exchanges or any other "Eligible Guarantor Institution" as defined in 17 CFR 240.17 Ad-15(a)(2).

The Bond Registrar will not effect transfer of this Bond unless the information concerning the transferee requested below is provided.

Name and Address: _____

_____

_____

(Include information for all joint owners if the Bond is held by joint account.)

8. Execution. The Bonds shall be in typewritten form, shall be executed on behalf of the City by the signatures of its Mayor and Administrator and be sealed with the seal of the City; provided, as permitted by law, both signatures may be photocopied facsimiles and the corporate seal has been omitted. In the event of disability or resignation or other absence of either officer, the Bonds may be signed by the manual or facsimile signature of the officer who may act on behalf of the absent or disabled officer. In case either officer whose signature or facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of the Bonds, the signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery.

9. Authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this resolution unless a Certificate of Authentication on the Bond, substantially in the form hereinabove set forth, shall have been duly executed by an authorized representative of the Bond Registrar. Certificates of Authentication on different Bonds need not be signed by the same person. The Bond Registrar shall authenticate the signatures of officers of the City on each Bond by execution of the Certificate of Authentication on the Bond and by inserting as the date of registration in the space provided the date on which the Bond is authenticated, except that for purposes of delivering the original Bonds to the Purchaser, the Bond Registrar shall insert as a date of registration the date of original issue of December 16, 2021. The Certificate of Authentication so executed on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution.

10. Registration; Transfer; Exchange. The City will cause to be kept at the principal office of the Bond Registrar a bond register in which, subject to such reasonable regulations as the Bond Registrar may prescribe, the Bond Registrar shall provide for the registration of Bonds and the registration of transfers of Bonds entitled to be registered or transferred as herein provided.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration (as provided in paragraph 9) of, and deliver, in the name of the designated transferee or transferees, one or more new Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount, having the same stated maturity and interest rate, as requested by the transferor; provided, however, that no Bond may be registered in blank or in the name of "bearer" or similar designation.

At the option of the Holder, Bonds may be exchanged for Bonds of any Authorized Denomination or Denominations of a like aggregate principal amount and stated maturity, upon surrender of the Bonds to be exchanged at the principal office of the Bond Registrar. Whenever any Bonds are so surrendered for exchange, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration of, and deliver the Bonds which the Holder making the exchange is entitled to receive.

All Bonds surrendered upon any exchange or transfer provided for in this resolution shall be promptly canceled by the Bond Registrar and thereafter disposed of as directed by the City.

All Bonds delivered in exchange for or upon transfer of Bonds shall be valid general obligations of the City evidencing the same debt, and entitled to the same benefits under this resolution, as the Bonds surrendered for such exchange or transfer.

Every Bond presented or surrendered for transfer or exchange shall be duly endorsed or be accompanied by a written instrument of transfer, in form satisfactory to the Bond Registrar, duly executed by the Holder thereof or the Holder's attorney duly authorized in writing.

The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of any Bond and any legal or unusual costs regarding transfers and lost Bonds.

Transfers shall also be subject to reasonable regulations of the City contained in any agreement with the Bond Registrar, including regulations which permit the Bond Registrar to close its transfer books between record dates and payment dates. The Finance Director is hereby authorized to negotiate and execute the terms of said agreement.

11. Rights Upon Transfer or Exchange. Each Bond delivered upon transfer of or in exchange for or in lieu of any other Bond shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bond.

12. Interest Payment; Record Date. Interest on any Bond shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Bond is registered (the "Holder") on the registration books of the City maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any such interest not so timely paid shall cease to be payable to the person who is the Holder thereof as of the Regular Record Date, and shall be payable to the person who is the Holder thereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given by the Bond Registrar to the Holders not less than ten days prior to the Special Record Date.

13. Treatment of Registered Owner. The City and Bond Registrar may treat the person in whose name any Bond is registered as the owner of such Bond for the purpose of receiving payment of principal of and premium, if any, and interest (subject to the payment provisions in paragraph 12) on, such Bond and for all other purposes whatsoever whether or not such Bond shall be overdue, and neither the City nor the Bond Registrar shall be affected by notice to the contrary.

14. Delivery; Application of Proceeds. The Bonds when so prepared and executed shall be delivered by the Finance Director to the Purchaser upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

15. Fund and Accounts. For the convenience and proper administration of the moneys to be borrowed and repaid on the Bonds, and to make adequate and specific security to the Purchaser and holders from time to time of the Bonds, there is hereby created a special fund to be designated the "General Obligation Tax Abatement Refunding Bonds, Series 2021A Fund"

(the "Fund") to be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Fund shall be maintained in the manner herein specified until the Bonds have been fully paid. There shall be maintained in the Fund the following separate accounts:

(a) Payment Account. The proceeds of the Bonds shall be deposited in the Payment Account. On or prior to the Call Date, the Finance Director shall transfer $1,475,000.00 of the proceeds of the Bonds from the Payment Account to the paying agent for the Prior Bonds. The sums are sufficient, together with other funds on deposit in debt service account for the Refunded Bonds, to pay the principal and interest due on the Refunded Bonds. The remainder of the monies in the Payment Account shall be used to pay a portion of the costs of issuance of the Bonds. Any monies remaining in the Payment Account after payment of all costs of issuance and payment of the Refunded Bonds shall be transferred to the Debt Service Account.

(b) Debt Service Account. To the Debt Service Account there is hereby pledged and irrevocable appropriated and there shall be credited: (i) Tax Abatements at the times and in the amounts sufficient to pay the principal then due on the Bonds; (ii) any balance remaining after the Call Date, in the Prior Bonds Debt Service Account created by the Prior Resolution; (iii) any collections of all taxes herein or hereafter levied for the payment of the Bonds and interest thereon; (iv) all investment earnings on funds held in the Debt Service Account; (v) all uncollected Tax Abatements and taxes levied in 2021 for the payment of the Prior Bonds; and (vi) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The Debt Service Account shall be used solely to pay the principal and interest and any premiums for redemption of the Bonds and any other general obligation bonds of the City hereafter issued by the City and made payable from said account as provided by law.

No portion of the proceeds of the Bonds shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Bonds were issued and (2) in addition to the above in an amount not greater than the lesser of five percent of the proceeds of the Bonds or $100,000. To this effect, any proceeds of the Bonds and any sums from time to time held in the Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the bonds payable therefrom) in excess of amounts which under then-applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by the arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

16. Tax Abatements; Use of Tax Abatements. As provided in WHEREAS C hereof, the Council has adopted the Abatement Resolution and has thereby approved the Tax Abatements, including the pledge thereof to the payment of the Bonds. As provided in the

Abatement Resolution, the estimated total amount of Tax Abatements, if received as estimated for the full maximum term thereof, is $3,370,000, and therefore the principal amount of the Bonds does not exceed the maximum projected amount of the Tax Abatements. The Council hereby confirms the Abatement Resolution, which is hereby incorporated as though set forth herein.

17. Tax Levy; Coverage Test. To provide moneys for payment of the interest on the Bonds, there is hereby levied upon all of the taxable property in the City a direct annual ad valorem tax which shall be spread upon the tax rolls and collected with and as part of other general property taxes in the City for the years and in the amounts as follows:

Year of Tax Levy	Year of Tax Collection	Amount

See attached Exhibit B

The tax levies are such that if collected in full they, together with estimated collections of Tax Abatements, will produce at least five percent in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levies shall be irrepealable so long as any of the Bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, Subdivision 3.

Upon payment of the Refunded Bonds, the uncollected taxes levied for the years 2022 through 2028 shall be canceled.

18. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are hereby irrevocably pledged. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Bonds and any other bonds payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

19. Defeasance. When all Bonds have been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered holders of the Bonds shall, to the extent permitted by law, cease. The City may discharge its obligations with respect to any Bonds which are due on any date by irrevocably depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full; or if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Bond Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also discharge its obligations with respect to any prepayable Bonds called for redemption on any date when they are prepayable according to their terms, by depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full, provided that notice of redemption thereof has been duly given. The City may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or

securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date.

20. Prior Bonds; Security and Prepayment. Until retirement of the Prior Bonds, all provisions for the security thereof shall be observed by the City and all of its officers and agents. The Refunded Bonds shall be redeemed and prepaid on the Call Date in accordance with the terms and conditions set forth in the Notice of Call for Redemption attached hereto as Exhibit C, which terms and conditions are hereby approved and incorporated herein by reference.

21. Supplemental Resolution. The Prior Resolution authorizing the issuance of the Prior Bonds is hereby supplemented to the extent necessary to give effect to the provisions hereof.

22. Certificate of Registration. The City Administrator is hereby directed to file a certified copy of this resolution with the County Auditor of Isanti County, Minnesota, Minnesota, together with such other information as the as the County Auditor shall require, and to obtain the County Auditor's certificate that the Bonds have been entered in the County Auditor's Bond Register and that the tax levy required by law has been made.

23. Continuing Disclosure. The City is the sole obligated person with respect to the Bonds. The City hereby agrees, in accordance with the provisions of Rule 15c2-12 (the "Rule"), promulgated by the Securities and Exchange Commission (the "Commission") pursuant to the Securities Exchange Act of 1934, as amended, and a Continuing Disclosure Undertaking (the "Undertaking") hereinafter described to:

(a) Provide or cause to be provided to the Municipal Securities Rulemaking Board (the "MSRB") by filing at www.emma.msrb.org in accordance with the Rule, certain annual financial information and operating data in accordance with the Undertaking. The City reserves the right to modify from time to time the terms of the Undertaking as provided therein.

(b) Provide or cause to be provided to the MSRB notice of the occurrence of certain events with respect to the Bonds in not more than ten (10) business days after the occurrence of the event, in accordance with the Undertaking.

(c) Provide or cause to be provided to the MSRB notice of a failure by the City to provide the annual financial information with respect to the City described in the Undertaking, in not more than ten (10) business days following such occurrence.

(d) The City agrees that its covenants pursuant to the Rule set forth in this paragraph and in the Undertaking is intended to be for the benefit of the Holders of the Bonds and shall be enforceable on behalf of such Holders; provided that the right to enforce the provisions of these covenants shall be limited to a right to obtain specific enforcement of the City's obligations under the covenants.

The Mayor and Administrator of the City, or any other officer of the City authorized to act in their place (the "Officers") are hereby authorized and directed to execute on behalf of the City the Undertaking in substantially the form presented to the City Council subject to such modifications thereof or additions thereto as are (i) consistent with the requirements under the Rule, (ii) required by the Purchaser of the Bonds, and (iii) acceptable to the Officers.

24. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the issuance of the Bonds, certified copies of all proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Bonds as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

25. Negative Covenant as to Use of Bond Proceeds and Project. The City hereby covenants not to use the proceeds of the Bonds or to use the improvements originally financed by the Prior Bonds (the "Project"), or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Project, in such a manner as to cause the Bonds to be "private activity bonds" (other than qualified 501(c)(3) bonds) within the meaning of Sections 103 and 141 through 150 of the Code.

26. Tax-Exempt Status of the Bonds; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Bonds, including without limitation (i) requirements relating to temporary periods for investments, (ii) limitations on amounts invested at a yield greater than the yield on the Bonds, and (iii) the rebate of excess investment earnings to the United States. The City expects to satisfy the six month expenditure exemption from gross proceeds of the Bonds as provided in Section 1.148-7(c) of the Regulations. The Mayor and or City Administrator are hereby authorized and directed to make such elections as to arbitrage and rebate matters relating to the Bonds as they deem necessary, appropriate or desirable in connection with the Bonds, and all such elections shall be, and shall be deemed and treated as, elections of the City.

27. Designation of Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:

(a) the Bonds are issued after August 7, 1986;

(b) the Bonds are not treated as "private activity bonds" as defined in Section 141 of the Code;

(c) the City hereby designates the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code;

(d) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will

be issued by the City (and all entities treated as one issuer with the City, and all subordinate entities whose obligations are treated as issued by the City) during this calendar year 2021 will not exceed $10,000,000; and

(e) not more than $10,000,000 of obligations issued by the City during this calendar year 2021 have been designated for purposes of Section 265(b)(3) of the Code;

(f) the aggregate face amount of the Bonds do not exceed $10,000,000.

Furthermore:

(g) each of the Refunded Bonds was designated as a "qualified tax exempt obligation" for purposes of Section 265(b)(3) of the Code;

(h) the average maturity of the Bonds does not exceed the remaining average maturity of the Refunded Bonds;

(i) no part of the Bonds has a maturity date which is later than the date which is thirty years after the date the Refunded Bonds were issued; and

(j) the Bonds are issued to refund, and not to "advance refund" the Prior Bonds within the meaning of Section 149(d)(5) of the Code, and shall not be taken into account under the $10,000,000 issuance limit to the extent the Bonds do not exceed the outstanding amount of the Prior Bonds.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

28. Tax Covenants. In order to ensure that the interest on the Bonds shall at all times be excluded from federal gross income, the City specifically represents, warrants and covenants with all holders of the Bonds, as follows:

(a) It will fulfill all conditions specified in Sections 103 and 141 through 150 of the Code and applicable Treasury Regulations as necessary to maintain the tax exempt status of the interest borne by the Bonds.

(b) All of the property refinanced by the net proceeds of the Bonds will be owned by the City and used by the general public or organizations described in Section 501(c)(3) of the Code.

(c) Less than five percent of the net proceeds of the Bonds will be used to refinance property used either (i) by an organization described in Section 501(c)(3) of the Code in an activity that constitutes an unrelated trade or business, or (ii) in a trade or business by a person other than an organization described in Section 501(c)(3) of the Code or a governmental unit (within the meaning of Section 141 of the Code).

(d) It shall make no use of the Project, including but not limited to entering into any agreement for the management of the Project or any similar agreement, the effect of which

would cause the Bonds not to constitute "qualified 501(c)(3) bonds," within the meaning of Section 145 and related Sections of the Code, and any service contract to be entered into with respect to the Project (unless entered into with an organization described in Section 501(c)(3) of the Code) shall constitute a "qualified management agreement" within the meaning of all pertinent provisions of law, including all relevant provisions of the Code and regulations, rulings and revenue procedures thereunder, including Revenue Procedure 97-13.

(e) Not more than two percent of the proceeds of the Bonds will be applied to the payment of costs of issuance of the Bonds and all costs of issuance in excess of that amount will be paid by the City from funds other than proceeds of the Bonds.

(f) It has not leased, sold, assigned, granted or conveyed and will not lease, sell, assign, grant or convey all or any portion of the facilities refinanced by the Bonds or any interest therein to the United States or any agency or instrumentality thereof within the meaning of Section 149(b) of the Code.

(g) No portion of the proceeds of the Bonds will be used to provide any of the following facilities or facilities related or incidental thereto: any airplane, skybox or other private luxury box, facility used primarily for gambling, or store the principal business of which is the sale of alcoholic beverages for consumption off premises.

(h) The City will not permit any person to become a "principal user" of the Project if such action would cause the interest on the Bonds to become includable in federal gross income in the hands of the holders thereof.

(i) The average maturity of the Bonds does not exceed one hundred twenty percent of the average reasonably expected economic life of the facilities refinanced by the Bonds as determined in accordance with Section 147(b) of the Code.

(j) No obligations have been or will be issued which are described in Section 141, 142, 143, 144 or 145 of the Code and that are sold at substantially the same time as the Bonds, pursuant to a common plan of marketing or otherwise have any common or pooled security for the payment of debt service thereon with the Bonds.

(k) It will not use the proceeds of the Bonds in such a manner as to cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code and applicable Treasury Regulations.

(l) It will comply with and fulfill all other requirements and conditions of the Code and Treasury Regulations and rulings issued pursuant thereto relating to the acquisition, construction and operation of the facilities refinanced by the Bonds to the end that interest on the Bonds shall at all times be excludable from federal gross income.

(m) It will not use the proceeds of the Bonds in such a manner as to cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code and applicable Treasury Regulations; and to this end, the City shall pay to the United States, as a rebate, an amount equal to the sum of (i) the excess of (I) the aggregate amount earned on all nonpurpose obligations (other than investments attributable to an excess described in this clause), over (II) the amount

which would have been earned if all nonpurpose obligations were invested at a rate equal to the yield on the Bonds plus (ii) any income attributable to the excess described in clause (i), at the times and in the amounts required by Section 148 of the Code, all within the meaning of Section 148 of the Code. The City shall maintain records of the interest rate borne by the Bonds and the investments of the Debt Service Account and earnings thereon in adequate detail to enable the City to calculate the amount of any rebate required to be made to the United States. The City shall pay the rebate to the United States at times and in installments which satisfy Section 148 of the Code and the regulations, at least once every five years and within sixty days after the day on which the last of the Bonds is redeemed. Calculations of the amount to be rebated shall be made at least every five years, by bond counsel or an independent accountant selected by the City. Such calculations shall be retained until six years after the retirement of the Bonds. The rebate shall be calculated as provided in the applicable Treasury Regulations, including taking into account the gain or loss on the disposition of nonpurpose investments.

29. Official Statement. The Official Statement relating to the Bonds prepared and distributed by Northland is hereby approved and the officers of the City are authorized in connection with the delivery of the Bonds to sign such certificates as may be necessary with respect to the completeness and accuracy of the Official Statement.

30. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

31. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

I, the undersigned, being the duly qualified and acting Administrator of the City of Isanti, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of the City, duly called and held on the date therein indicated, insofar as such minutes relate to considering proposals and awarding the sale of $1,445,000 General Obligation Tax Abatement Refunding Bonds, Series 2021A.

WITNESS my hand on November 16, 2021.

_____
Administrator

EXHIBIT A

TABULATION OF BIDS

CITY OF ISANTI, MINNESOTA

$1,510,000†
GENERAL OBLIGATION TAX ABATEMENT REFUNDING BONDS, SERIES 2021A

AWARD: UNITED BANKERS' BANK

DATE OF SALE: TUESDAY, NOVEMBER 16, 2021

S&P UNDERLYING RATING AA-

BIDDER	PURCHASE PRICE	NET INTEREST COST	TRUE INTEREST COST (TIC)
UNITED BANKERS' BANK Bloomington, MN	$1,570,831.95	$80,143.05	1.1065119%
ROBERT W. BAIRD & CO., INC. Milwaukee, WI	$1,676,830.75	$84,244.25	1.1166065%
BERNARDI SECURITIES, INC. Chicago, IL	$1,633,791.05	$87,671.45	1.1778595%

† Par amount decreased from $1,510,000 to $1,445,000. The adjusted purchase price is $1,503,747.30, plus accrued interest from the date of issue to the date of delivery, and the adjusted TIC is 1.1130326%.

EXHIBIT B

LEVY SCHEDULE

Abatement Levy	Net Levy	Levy Year	Collection Year
-	-		
165,000.00	42,388.13	**	**
175,000.00	35,630.00	2022	2023
170,000.00	31,705.00	2023	2024
175,000.00	28,385.00	2024	2025
180,000.00	24,960.00	2025	2026
195,000.00	21,930.00	2026	2027
195,000.00	17,835.00	2027	2028
190,000.00	13,490.00	2028	2029
$1,445,000.00	**$216,323.13**		

***To be paid by taxes levied on the 2014A Bonds in 2021 for collection in 2022.*

EXHIBIT C

NOTICE OF CALL FOR REDEMPTION
GENERAL OBLIGATION TAX ABATEMENT BONDS, SERIES 2014A
CITY OF ISANTI, ISANTI COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that by order of the City Council of the City of Isanti, Isanti County, Minnesota, there have been called for redemption and prepayment on

February 1, 2022

those outstanding bonds of the City designated as General Obligation Tax Abatement Bonds, Series 2014A, dated as of October 1, 2014, having stated maturity dates in the years 2023 through 2030, inclusive, and totaling $1,475,000 in principal amount and having CUSIP numbers listed below:

Year	CUSIP Number*	Amount
2024	464245 NB1	$345,000
2026	464245 ND7	345,000
2028	464245 NF2	385,000
2029	464245 NG0	200,000
2030	464245 NH8	200,000

The bonds are being called at a price of par plus accrued interest to February 1, 2022, on which date all interest on the bonds will cease to accrue. Holders of the bonds hereby called for redemption are requested to present their bonds for payment, at Northland Trust Services, Inc., 150 South 5th Street, Suite 3300, Minneapolis, Minnesota 55402.

Dated: November 16, 2021

BY ORDER OF THE CITY COUNCIL

/s/ Josi Wood
Its City Administrator

*The City shall not be responsible for the selection of or use of the CUSIP numbers, nor is any representation made as to their correctness indicated in the notice. They are included solely for the convenience of the holders.

Bond Sale Summary

City of Isanti, Minnesota

$1,445,000
General Obligation Tax Abatement Refunding Bonds, Series 2021A

November 16, 2021

6903 Vista Drive

West Des Moines, IA 50266

and

150 South 5th Street, Suite 3300

Minneapolis, MN 55402

612-851-5900 800-851-2920

www.northlandsecurities.com

Member FINRA and SIPC | Registered with SEC and MSRB

PURPOSE: Proceeds from the Bonds will be used to current refund the outstanding maturities of the City's General Obligation Tax Abatement Bonds, Series 2014A and to pay costs associated with the issuance of the Bonds.

FINANCE PLAN: The Bonds have been structured to result in relatively level annual savings, preserving the original structure of the Refunded Bonds. Costs of issuance to be financed by proceeds of "qualified private activity bonds" are limited to 2% of the par amount of the bonds to be issued. Based on our current estimates, the City will be required to use $12,510.35 in cash to cover the disallowed issuance costs.

SECURITY: Tax abatement levy and ad valorem taxes.

RESULTS:

- Method of Sale: Negotiated. The City received 3 bids. The Bonds were underwritten by United Bankers' Bank, Bloomington, Minnesota.
- Ratings: S&P "AA-"
- Final Maturity: February 1, 2030
- Optional Call: February 1, 2029

	Final on 11/16/2021
Par Amount	$1,445,000*
All Inclusive Cost (AIC)	1.68%
True Interest Cost (TIC)	1.11%
Total Savings ($)	$94,723
Net Present Value Savings (%)	5.60%

**The final par amount was reduced by premium received on the Bonds.*

EXHIBIT A – BID TAB

CITY OF ISANTI, MINNESOTA

$1,510,000†

GENERAL OBLIGATION TAX ABATEMENT REFUNDING BONDS, SERIES 2021A

AWARD: UNITED BANKERS' BANK

DATE OF SALE: TUESDAY, NOVEMBER 16, 2021

S&P UNDERLYING RATING AA-

BIDDER	PURCHASE PRICE	NET INTEREST COST	TRUE INTEREST COST (TIC)
UNITED BANKERS' BANK Bloomington, MN	$1,570,831.95	$80,143.05	1.1065119%
ROBERT W. BAIRD & CO., INC. Milwaukee, WI	$1,676,830.75	$84,244.25	1.1166065%
BERNARDI SECURITIES, INC. Chicago, IL	$1,633,791.05	$87,671.45	1.1778595%

† Par amount decreased from $1,510,000 to $1,445,000. The adjusted purchase price is $1,503,747.30, plus accrued interest from the date of issue to the date of delivery, and the adjusted TIC is 1.1130326%.

EXHIBIT B – SOURCES AND USES

Sources Of Funds	
Par Amount of Bonds	$1,445,000.00
Reoffering Premium	63,082.30
Additional required Equity contribution	12,510.35
Total Sources	**$1,520,592.65**

Uses Of Funds	
Deposit to Current Refunding Fund	1,475,000.00
Costs of Issuance	38,337.00
Total Underwriter's Discount (0.300%)	4,335.00
Rounding Amount	2,920.65
Total Uses	**$1,520,592.65**

EXHIBIT C – PRICING SUMMARY

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price		YTM	Call Date	Call Price	Dollar Price
02/01/2023	Serial Coupon	2.000%	0.300%	165,000.00	101.907%		-	-	-	168,146.55
02/01/2024	Serial Coupon	2.000%	0.500%	175,000.00	103.166%		-	-	-	180,540.50
02/01/2025	Serial Coupon	2.000%	0.700%	170,000.00	104.011%		-	-	-	176,818.70
02/01/2026	Serial Coupon	2.000%	0.850%	175,000.00	104.651%		-	-	-	183,139.25
02/01/2027	Serial Coupon	2.000%	0.950%	180,000.00	105.239%		-	-	-	189,430.20
02/01/2028	Serial Coupon	2.000%	1.100%	195,000.00	105.316%		-	-	-	205,366.20
02/01/2029	Serial Coupon	2.000%	1.200%	195,000.00	105.446%		-	-	-	205,619.70
02/01/2030	Serial Coupon	2.000%	1.300%	190,000.00	104.748%	c	1.380%	02/01/2029	100.000%	199,021.20
Total		-	-	**$1,445,000.00**	-	-	-	-	-	**$1,508,082.30**

Bid Information	
Par Amount of Bonds	$1,445,000.00
Reoffering Premium or (Discount)	63,082.30
Gross Production	$1,508,082.30
Total Underwriter's Discount (0.300%)	$(4,335.00)
Bid (104.066%)	1,503,747.30
Total Purchase Price	$1,503,747.30
Bond Year Dollars	$6,860.63
Average Life	4.748 Years
Average Coupon	2.0000000%
Net Interest Cost (NIC)	1.1437034%
True Interest Cost (TIC)	1.1130326%

EXHIBIT D – DEBT SERVICE COMPARISON

Date	Total P+I	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2022	-	188,231.25	197,820.95	188,231.25	(9,589.70)
02/01/2023	197,512.50	-	197,512.50	213,162.50	15,650.00
02/01/2024	200,600.00	-	200,600.00	213,912.50	13,312.50
02/01/2025	192,100.00	-	192,100.00	204,537.50	12,437.50
02/01/2026	193,700.00	-	193,700.00	204,862.50	11,162.50
02/01/2027	195,200.00	-	195,200.00	210,050.00	14,850.00
02/01/2028	206,600.00	-	206,600.00	219,500.00	12,900.00
02/01/2029	202,700.00	-	202,700.00	213,500.00	10,800.00
02/01/2030	193,800.00	-	193,800.00	207,000.00	13,200.00
Total	**$1,582,212.50**	**$188,231.25**	**$1,780,033.45**	**$1,874,756.25**	**$94,722.80**

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	99,819.31
Net PV Cashflow Savings @ 1.024%(Bond Yield).....	99,819.31
Total Cash contribution.....	(12,510.35)
Contingency or Rounding Amount.....	2,920.65
Net Present Value Benefit	$90,229.61
Net PV Benefit / $1,610,127.18 PV Refunded Debt Service	5.604%
Net PV Benefit / $1,475,000 Refunded Principal...	6.117%
Net PV Benefit / $1,445,000 Refunding Principal..	6.244%

EXHIBIT E – DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
12/16/2021	-	-	-	-	-
08/01/2022	-	-	18,062.50	18,062.50	-
02/01/2023	165,000.00	2.000%	14,450.00	179,450.00	197,512.50
08/01/2023	-	-	12,800.00	12,800.00	-
02/01/2024	175,000.00	2.000%	12,800.00	187,800.00	200,600.00
08/01/2024	-	-	11,050.00	11,050.00	-
02/01/2025	170,000.00	2.000%	11,050.00	181,050.00	192,100.00
08/01/2025	-	-	9,350.00	9,350.00	-
02/01/2026	175,000.00	2.000%	9,350.00	184,350.00	193,700.00
08/01/2026	-	-	7,600.00	7,600.00	-
02/01/2027	180,000.00	2.000%	7,600.00	187,600.00	195,200.00
08/01/2027	-	-	5,800.00	5,800.00	-
02/01/2028	195,000.00	2.000%	5,800.00	200,800.00	206,600.00
08/01/2028	-	-	3,850.00	3,850.00	-
02/01/2029	195,000.00	2.000%	3,850.00	198,850.00	202,700.00
08/01/2029	-	-	1,900.00	1,900.00	-
02/01/2030	190,000.00	2.000%	1,900.00	191,900.00	193,800.00
Total	**$1,445,000.00**	**-**	**$137,212.50**	**$1,582,212.50**	**-**

Yield Statistics

Bond Year Dollars	$6,860.63
Average Life	4.748 Years
Average Coupon	2.0000000%
Net Interest Cost (NIC)	1.1437034%
True Interest Cost (TIC)	1.1130326%
Bond Yield for Arbitrage Purposes	1.0244902%
All Inclusive Cost (AIC)	1.6861072%

IRS Form 8038

Net Interest Cost	1.0307877%
Weighted Average Maturity	4.769 Years

Optional Redemption

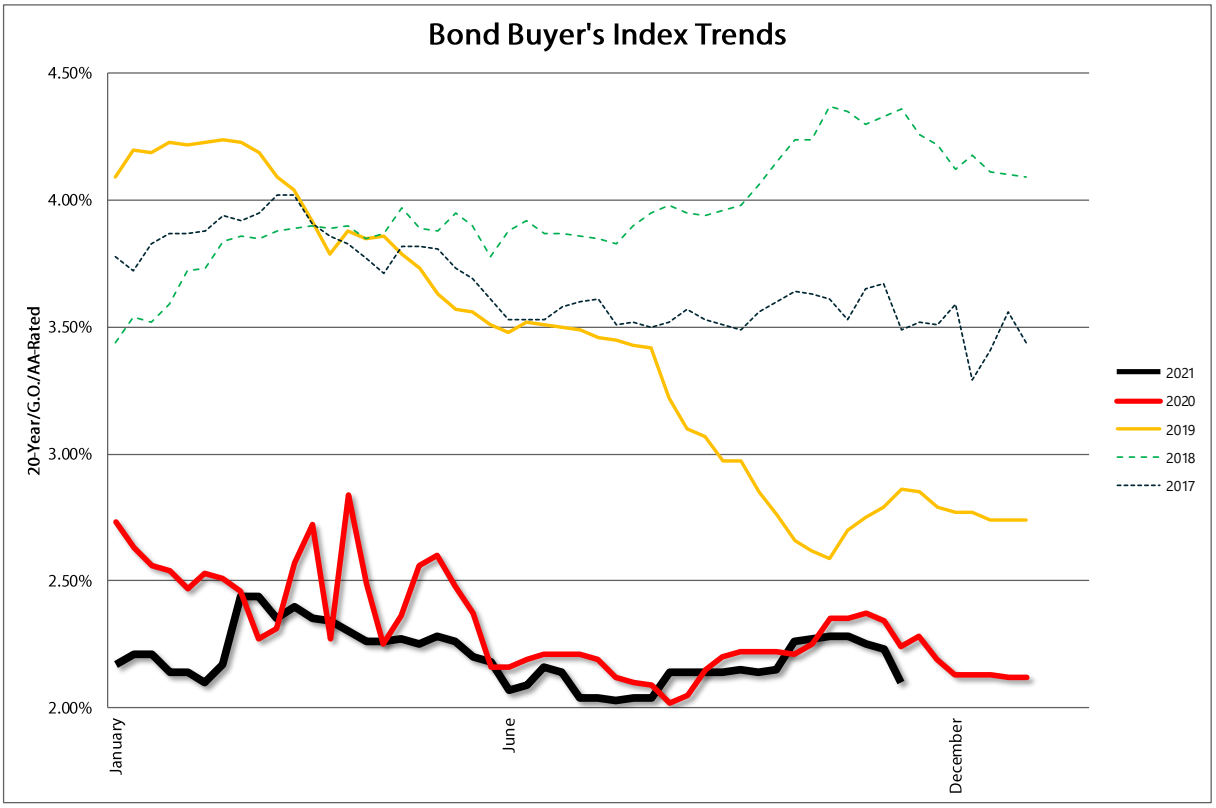
02/01/2029	@100.000%

EXHIBIT F – LOCAL ISSUANCE

Date	Issuer Description	State	Amt (MM)	Tax	Type	Industry	Moody's	S&P	Enhanced	Security Type	Financial Advisor
11/15/2021	CLINTON ISD#2888 -A	MN	2.185	Q	COMP	School District		AAA	Yes	G.O. Unlimited Bonds	BAKER TILLY MUNI ADVISORS
11/15/2021	WACONIA -A	MN	7.215	Q	COMP	General Obligation		AA+	No	G.O. Unlimited Bonds	EHLERS & ASSOCIATES INC
11/15/2021	EAGLE BEND-D-REF	MN	1.09	Q	COMP	General Obligation		A+	No	G.O. Unlimited Bonds	EHLERS & ASSOCIATES INC
11/16/2021	EDINA - B-REF	MN	4.62	N	COMP	General Obligation	Aaa	AAA	No	G.O. Unlimited Bonds	EHLERS & ASSOCIATES INC
11/16/2021	EDINA - C-REV-REF	MN	2.43	N	COMP	General Obligation	Aaa	AAA	No	G.O. Unlimited Bonds	EHLERS & ASSOCIATES INC
11/16/2021	ISANTI-A-REF	MN	1.51	Q	COMP	General Obligation		AA-	No	G.O. Unlimited Bonds	NORTHLAND SECURITIES INC
11/16/2021	WATERTOWN MAYER ISD #111	MN	10.165	N	COMP	School District		AAA	Yes	G.O. Unlimited Bonds	BAKER TILLY MUNI ADVISORS
11/16/2021	EDEN PRAIRIE -A-REF	MN	19.38	N	COMP	General Obligation	Aaa	AAA	No	G.O. Unlimited Bonds	EHLERS & ASSOCIATES INC
11/16/2021	ST JAMES -A	MN	3.585	Q	COMP	General Obligation		A	No	G.O. Unlimited Bonds	DAVID DROWN ASSOCIATES
11/17/2021	COTTAGE GROVE-B-REF	MN	3.98	Q	COMP	General Obligation		AA+	No	G.O. Unlimited Bonds	EHLERS & ASSOCIATES INC
11/17/2021	N ST PAUL MAPLEWOOD-A	MN	88.045	N	COMP	School District	Aa2		Yes	G.O. Unlimited Bonds	EHLERS & ASSOCIATES INC
11/18/2021	CROOKSTON ISD #593-A-REF	MN	4.175	Q	COMP	School District	Aa2		Yes	G.O. Unlimited Bonds	EHLERS & ASSOCIATES INC
11/18/2021	HOUSTON ISD #294 -A	MN	1.66	Q	COMP	School District		AAA	Yes	G.O. Unlimited Bonds	BAKER TILLY MUNI ADVISORS

EXHIBIT G – MUNICIPAL MARKET CONDITIONS

Bond Buyer Index as of November 10, 2021

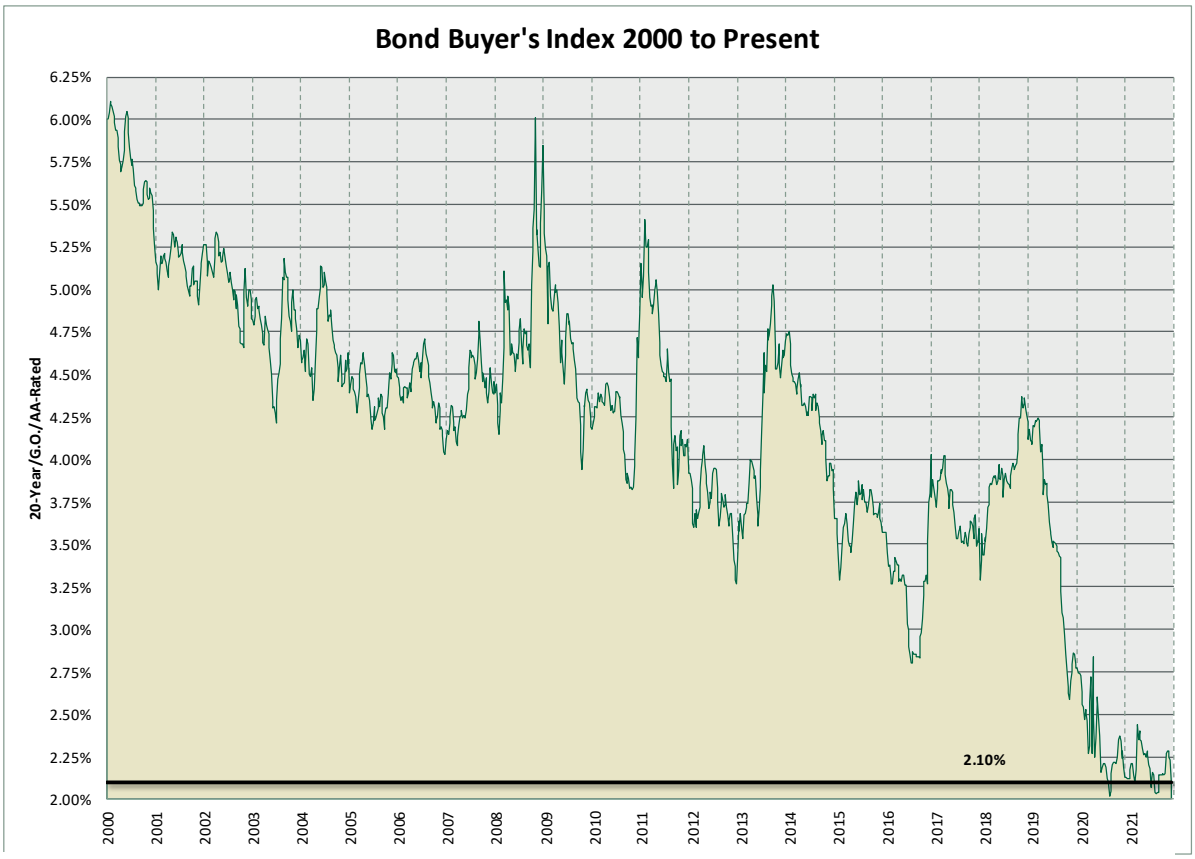


Source: Data compiled by Northland Securities from published Bond Buyer's Index

NORTHLAND SECURITIES

150 South 5th Street, Suite 3300, Minneapolis, MN 55402
Main 612-851-5900 / www.northlandsecurities.com
Member FINRA and SIPC, Registered with SEC and MSRB

Chart for illustration only. This is not an offer to buy or sell securities.
Based on sources believed to be reliable, but not warranted or guaranteed by Northland Securities, Inc. (RC 19-14A/Muni 19-_10A)



Source: Data compiled by Northland Securities from published Bond Buyer's GO 20-Bond Index

150 South 5th Street, Suite 3300, Minneapolis, MN 55402
Main 612-851-5900 / www.northlandsecurities.com
Member FINRA and SIPC, Registered with SEC and MSRB

Chart for illustration only. This is not an offer to buy or sell securities.
Based on sources believed to be reliable, but not warranted or guaranteed by Northland Securities, Inc. (RC 19-15A/Muni 19-11A)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/21	11/03/2021	57050	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	2,280.00
11/21	11/03/2021	57051	2932	ALLIANT FINANCE LLC	505-20200	55,511.54
11/21	11/03/2021	57052	53	BELLBOY CORPORATION	609-20200	2,708.80
11/21	11/03/2021	57053	9	BERNICKS PEPSI-COLA	609-20200	1,542.76
11/21	11/03/2021	57054	1387	BJORKLUND COMPANIES LLC	920-20200	663.00
11/21	11/03/2021	57055	1629	CITY OF ISANTI	226-20200	15,115.81
11/21	11/03/2021	57056	918	CRYSTAL SPRINGS ICE	609-20200	49.84
11/21	11/03/2021	57057	8	DAHLHEIMER DISTRIBUTING CO	609-20200	10,802.35
11/21	11/03/2021	57058	2933	FALCON NATIONAL BANK	609-20200	7,404.41
11/21	11/03/2021	57059	912	FASTENAL COMPANY	101-20200	49.24
11/21	11/03/2021	57060	782	FEDERAL	861-20200	12.31
11/21	11/03/2021	57061	2830	GDO LAW	101-20200	4,083.33
11/21	11/03/2021	57062	134	GOPHER STATE ONE-CALL INC	601-20200	109.35
11/21	11/03/2021	57063	160	HAWKINS INC	602-20200	10,188.15
11/21	11/03/2021	57064	1684	ISANTI COUNTY AUDITOR-TREASURER	101-20200	1,430.83
11/21	11/03/2021	57065	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,794.72
11/21	11/03/2021	57066	5	KAWALEK TRUCKING	609-20200	216.80
11/21	11/03/2021	57067	136	LEAGUE OF MN CITIES	614-20200	229.00
11/21	11/03/2021	57068	1479	LOFFLER -131511	108-20200	104.44
11/21	11/03/2021	57069	17	MCDONALD DISTRIBUTING CO	609-20200	7,398.20
11/21	11/03/2021	57070	2978	MILBANK WINWATER WORKS	601-20200	945.00
11/21	11/03/2021	57071	2116	MINUTEMAN PRESS	101-20200	163.68
11/21	11/03/2021	57072	2080	MVTL LABORATORIES INC	602-20200	452.24
11/21	11/03/2021	57073	1315	NOREEN, DUSTEN	101-20200	11.71
11/21	11/03/2021	57074	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,520.08
11/21	11/03/2021	57075	2827	RATWIK ROSZAK & MALONEY P.A.	505-20200	4,379.60
11/21	11/03/2021	57076	2341	RED BULL DISTRIBUTION CO INC	609-20200	170.29
11/21	11/03/2021	57077	2001	SHRED-N-GO INC	101-20200	98.75
11/21	11/03/2021	57078	2396	SOUTHERN GLAZERS OF MN	609-20200	6,637.57
11/21	11/03/2021	57079	1442	ST LOUIS MRO INC	101-20200	50.00
11/21	11/03/2021	57080	1361	STAPLES ADVANTAGE	603-20200	21.92
11/21	11/03/2021	57081	73	STAR	425-20200	292.60
11/21	11/03/2021	57082	2598	T.A. SCHIFSKY & SONS INC	101-20200	208.03
11/21	11/03/2021	57083	2962	THUNDER BROTHERS BREWERY INC	505-20200	1,454.00
11/21	11/03/2021	57084	2944	UNIFIRST CORPORATION	609-20200	954.74
11/21	11/03/2021	57085	42	VIKING COCA-COLA BOTTLING CO	609-20200	311.65
11/21	11/03/2021	57086	1922	WEX BANK	101-20200	4,177.15
11/21	11/03/2021	57087	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938.00
11/21	11/03/2021	57088	3019	WIDSETH SMITH NOLTING & ASSOC INC	609-20200	4,125.00
11/21	11/03/2021	57089	780	WINE MERCHANTS	609-20200	1,134.00
Grand Totals:						156,740.89

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/21	11/10/2021	57090	3038	ALLIANCE BUILDING CORPORATION	609-20200	424,707.95
11/21	11/10/2021	57091	9	BERNICKS PEPSI-COLA	609-20200	799.72
11/21	11/10/2021	57092	368	BILLS QUALITY CLEANING	609-20200	712.00
11/21	11/10/2021	57093	2319	BREAKTHRU BEVERAGE OF MN	609-20200	1,541.54
11/21	11/10/2021	57094	1198	CENTER POINT ENERGY	601-20200	950.89
11/21	11/10/2021	57095	1822	CENTURYLINK BUSINESS SERVICES	101-20200	17.50
11/21	11/10/2021	57096	1629	CITY OF ISANTI	609-20200	76.99
11/21	11/10/2021	57097	8	DAHLHEIMER DISTRIBUTING CO	609-20200	4,100.85
11/21	11/10/2021	57098	385	FEDERATED CO-OPS INC	101-20200	20.99
11/21	11/10/2021	57099	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	134.55
11/21	11/10/2021	57100	2028	FURTHER	101-20200	32.20
11/21	11/10/2021	57101	2028	FURTHER	861-20200	1,200.00
11/21	11/10/2021	57102	3111	GOODMAN, SETH	603-20200	48.29
11/21	11/10/2021	57103	2761	GRATITUDE FARMS	101-20200	250.00
11/21	11/10/2021	57104	739	HACH COMPANY	601-20200	156.59
11/21	11/10/2021	57105	270	ISANTI READY MIX INC	920-20200	924.00
11/21	11/10/2021	57106	2297	J BECHER & ASSOCIATES INC	101-20200	450.00
11/21	11/10/2021	57107	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,929.71
11/21	11/10/2021	57108	5	KAWALEK TRUCKING	609-20200	61.00
11/21	11/10/2021	57109	3110	KNOLL, JUSTIN & REBECCA	601-20200	63.08
11/21	11/10/2021	57110	131	MACQUEEN EQUIPMENT INC	603-20200	896.68
11/21	11/10/2021	57111	1331	MAGER, JIM	101-20200	219.00
11/21	11/10/2021	57112	17	MCDONALD DISTRIBUTING CO	609-20200	5,739.70
11/21	11/10/2021	57113	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
11/21	11/10/2021	57114	2208	MINNESOTA EQUIPMENT INC	101-20200	38.31
11/21	11/10/2021	57115	823	MINNESOTA WISCONSIN PLAYGROUND	920-20200	79,814.00
11/21	11/10/2021	57116	176	MN DEPT OF REVENUE	101-20200	34,145.00
11/21	11/10/2021	57117	2842	MN PEIP	861-20200	32,407.38
11/21	11/10/2021	57118	2080	MVTL LABORATORIES INC	601-20200	304.47
11/21	11/10/2021	57119	2992	NEXTERA COMMUNICATIONS	108-20200	245.89
11/21	11/10/2021	57120	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	503.00
11/21	11/10/2021	57121	617	PAUSTIS & SONS	609-20200	204.50
11/21	11/10/2021	57122	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,054.14
11/21	11/10/2021	57123	3109	RAUSCHENDORFER, RUTH	601-20200	59.79
11/21	11/10/2021	57124	2625	RESULTS TITLE	601-20200	48.44
11/21	11/10/2021	57125	3060	SCENIC SIGN CORP	609-20200	4,557.50
11/21	11/10/2021	57126	2174	SCR INC ST CLOUD	609-20200	19,402.00
11/21	11/10/2021	57127	2396	SOUTHERN GLAZERS OF MN	609-20200	3,559.14
11/21	11/10/2021	57128	1361	STAPLES ADVANTAGE	101-20200	95.48
11/21	11/10/2021	57129	73	STAR	108-20200	19.47
11/21	11/10/2021	57130	2598	T.A. SCHIFSKY & SONS INC	101-20200	218.30
11/21	11/10/2021	57131	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
11/21	11/10/2021	57132	1290	THE AMBLE GROUP	101-20200	162.64
11/21	11/10/2021	57133	1762	THE TITLE GROUP	601-20200	10.08
11/21	11/10/2021	57134	2485	ULINE	609-20200	732.16
11/21	11/10/2021	57135	1820	URBANS HARDWARE INC	603-20200	27.26
11/21	11/10/2021	57136	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
11/21	11/10/2021	57137	686	VERIZON WIRELESS	101-20200	1,422.61
11/21	11/10/2021	57138	42	VIKING COCA-COLA BOTTLING CO	609-20200	247.70
11/21	11/10/2021	57139	1286	VINOCOPIA INC	609-20200	351.30
11/21	11/10/2021	57140	4	WATSON CO INC	609-20200	1,516.18

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						626,980.56

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

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

City of Isanti

Gross Payroll	108,207.42
Social Security & Medicare	5,900.66
Public Employees Retirement	11,168.17
Total City Expense	125,276.25

Pay Date 11/12/2021

Pay Period 23 (10/24-11/6/21)

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/20/2021	56984	692	ARC IRRIGATION LLP	104-20200	112.75
10/21	10/20/2021	56985	1549	ASTECH CORP INC	440-20200	218,979.99
10/21	10/20/2021	56986	2850	BEAUDRY OIL & PROPANE INC	101-20200	2,207.03
10/21	10/20/2021	56987	53	BELLBOY CORPORATION	609-20200	3,249.96
10/21	10/20/2021	56988	9	BERNICKS PEPSI-COLA	609-20200	769.30
10/21	10/20/2021	56989	2621	BUREAU OF CRIM. APPREHENSION	101-20200	150.00
10/21	10/20/2021	56990	1815	CENTURYLINK	609-20200	665.06
10/21	10/20/2021	56991	1522	CERTIFIED LABORATORIES	101-20200	430.90
10/21	10/20/2021	56992	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,077.10
10/21	10/20/2021	56993	2478	EAST CENTRAL ENERGY	101-20200	42.85
10/21	10/20/2021	56994	55	ECM PUBLISHERS INC	609-20200	170.00
10/21	10/20/2021	56995	739	HACH COMPANY	602-20200	208.59
10/21	10/20/2021	56996	1891	ISANTI AREA JOINT FIRE DISTRICT	101-20200	62,565.68
10/21	10/20/2021	56997	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,807.99
10/21	10/20/2021	56998	5	KAWALEK TRUCKING	609-20200	170.40
10/21	10/20/2021	56999	1479	LOFFLER COMPANIES INC	108-20200	238.45
10/21	10/20/2021	57000	17	MCDONALD DISTRIBUTING CO	609-20200	10,878.64
10/21	10/20/2021	57001	2500	METRO SALES INC	101-20200	168.55
10/21	10/20/2021	57002	2080	MVTL LABORATORIES INC	602-20200	358.25
10/21	10/20/2021	57003	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,072.72
10/21	10/20/2021	57004	2341	RED BULL DISTRIBUTION CO INC	609-20200	213.40
10/21	10/20/2021	57005	3103	ROCKSTAD, AMY	101-20200	295.28
10/21	10/20/2021	57006	3104	ROGER ALLEN BAND	101-20200	400.00
10/21	10/20/2021	57007	2396	SOUTHERN GLAZERS OF MN	609-20200	8,941.51
10/21	10/20/2021	57008	73	STAR	108-20200	10.76
10/21	10/20/2021	57009	859	SYLVESTER, MATTHEW	101-20200	15.00
10/21	10/20/2021	57010	42	VIKING COCA-COLA BOTTLING CO	609-20200	261.90
10/21	10/20/2021	57011	4	WATSON CO INC	609-20200	2,716.31
Grand Totals:						321,178.37

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/25/2021 - 10/25/2021 | Oct 25, 2021 02:32PM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/25/2021	56868	277	MN DEPT OF PUBLIC SAFETY	609-20200	20.00
Grand Totals:						20.00

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/27/2021	57012	598	ASPEN MILLS INC	101-20200	80.90
10/21	10/27/2021	57013	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	642.67
10/21	10/27/2021	57014	9	BERNICKS PEPSI-COLA	609-20200	643.71
10/21	10/27/2021	57015	3106	BOLLINGER, RANDY	601-20200	68.64
10/21	10/27/2021	57016	1500	BOLTON & MENK INC	601-20200	42,116.25
10/21	10/27/2021	57017	2319	BREAKTHRU BEVERAGE OF MN	609-20200	5,609.06
10/21	10/27/2021	57018	120	CONNEXUS ENERGY	101-20200	19,938.88
10/21	10/27/2021	57019	3108	COURTRIGHT, MICHAEL & TRINA MARIE	601-20200	46.84
10/21	10/27/2021	57020	918	CRYSTAL SPRINGS ICE	609-20200	151.94
10/21	10/27/2021	57021	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,126.40
10/21	10/27/2021	57022	1941	DELTA DENTAL	861-20200	3,440.40
10/21	10/27/2021	57023	3069	FIRST RATE OUTDOORS LLC	101-20200	200.00
10/21	10/27/2021	57024	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	73.25
10/21	10/27/2021	57025	188	ISANTI COUNTY SHERIFF	101-20200	311.25
10/21	10/27/2021	57026	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,523.21
10/21	10/27/2021	57027	5	KAWALEK TRUCKING	609-20200	149.20
10/21	10/27/2021	57028	3107	KLANDE, LEVI	601-20200	66.66
10/21	10/27/2021	57029	3105	LAKE TITLE LLC	601-20200	33.42
10/21	10/27/2021	57030	2345	LARSEN DIRT WORKS LLC	101-20200	2,050.00
10/21	10/27/2021	57031	131	MACQUEEN EQUIPMENT INC	603-20200	296.33
10/21	10/27/2021	57032	17	MCDONALD DISTRIBUTING CO	609-20200	11,351.25
10/21	10/27/2021	57033	616	MENARDS - CAMBRIDGE	101-20200	113.46
10/21	10/27/2021	57034	194	MN DEPT OF HEALTH	601-20200	23.00
10/21	10/27/2021	57035	1845	MN DEPT OF TRANSPORTATION	425-20200	986.70
10/21	10/27/2021	57036	2080	MVTL LABORATORIES INC	602-20200	145.15
10/21	10/27/2021	57037	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,003.40
10/21	10/27/2021	57038	2130	PROGRESSIVE BUILDERS INC	601-20200	20.09
10/21	10/27/2021	57039	1113	RJM DISTRIBUTING INC	609-20200	38.00
10/21	10/27/2021	57040	2489	SOLOMONSON, JON	603-20200	5.00
10/21	10/27/2021	57041	315	ST PAUL STAMP WORKS	101-20200	146.94
10/21	10/27/2021	57042	1361	STAPLES ADVANTAGE	609-20200	457.59
10/21	10/27/2021	57043	554	STEVES TIRE INC	101-20200	638.76
10/21	10/27/2021	57044	1503	THE AMERICAN BOTTLING COMPANY	609-20200	112.50
10/21	10/27/2021	57045	1762	THE TITLE GROUP	601-20200	13.04
10/21	10/27/2021	57046	1794	TITAN MACHINERY	101-20200	3,859.13
10/21	10/27/2021	57047	2485	ULINE	609-20200	612.99
10/21	10/27/2021	57048	42	VIKING COCA-COLA BOTTLING CO	609-20200	193.00
10/21	10/27/2021	57049	4	WATSON CO INC	609-20200	3,542.64
Grand Totals:						117,831.65

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/26/2021	56869	120	CONNEXUS ENERGY	609-20200	976.03
Grand Totals:						976.03

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Check number = 56872,56873
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/27/2021	56872	1536	MINNESOTA DEED	219-20200	833.33
10/21	10/27/2021	56873	1165	NORTHLAND TRUST SERVICES INC	602-20200	731,002.50
Grand Totals:						731,835.83

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

City of Isanti

Gross Payroll	103,518.18
Social Security & Medicare	5,808.37
Public Employees Retirement	11,104.22
Total City Expense	120,430.77

Pay Date 10/29/2021

Pay Period 22 (10/10-10/23/21)

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: November 16, 2021
Subject: Resolution 2021-XXX a resolution authorizing a reduction in the Letter of Credit for Fairway Greens North

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Background:
The developer is requesting a reduction in the Letter of Credit (LOC) for Fairway Greens North. Please refer to the City Engineers memo on the explanation of the request. Community Development and Engineering agree on a reduction of $431,468.12 for the completed work.

Attachments:
- Resolution 2021-XXX
- City Engineer Memo

RESOLUTION 2021-XXX

AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR FAIRWAY GREENS NORTH

WHEREAS, Josh Savageau, the developer, has submitted a written request for a reduction in the letter of credit for Fairway Greens North; and,

WHEREAS, the requested reduction is for completed portions of the development; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the requests and recommended approval to reduce the LOC by $431,468.12.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested reduction in the letter of credit be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said reduction.

This Resolution was duly adopted by Isanti City Council this 16th day of November 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
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: November 9, 2021

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Fairway Greens North –Letter of Credit Adjustment
City of Isanti, MN
Project No.: 0R1.125451

The Developer of the Fairway Greens North subdivision has requested a reduction to the Letter of Credit (LOC) the City holds on the project.

The developer has established a system of payment to the Contractor where payment is only released once the City has authorized the reduction of the Letter of Credit to be used for payment. This is a different process than we have used in the past.

In order to maintain the agreed upon balances at the completion of the project and hold retainage to ensure work is finalized and accepted, we recommend following city standard retainage practices. On City led projects, 20% of the requested amounts of non-permanent items is held to ensure the temporary items are removed at the end of the project, and 5% of permanent items that have been installed is held until all tests are passed and the work is finalized. We recommend continuing to hold the 25% additional amount from the initial 125% of the construction cost LOC balance to cover possible overhead costs and the required balances at the end of the project for closeout and warranty (20% until all documents are closed out, and then 10% for the warranty period).

Attached are the invoices from the contractors for work completed to date.

The materials have been found to be in compliance with city standards and all tests have passed to date.

$17,000.00 of the requested amount is temporary erosion control measures, so, following city standard retainage practices, we recommend releasing 80% of these items in the amount of $13,600.00.

$439,861.18 of the requested amount are non-temporary measures, so, following city standard retainage practices, we recommend releasing 95% of these items in the amount of $417,868.12.

We recommend approving the reduction of the Letter of Credit in the amount of **$431,468.12** for materials incorporated into the project. This would hold $25,393.06 in retainage following standard City contract practices.

The remaining balance of the Letter of Credit is anticipated to be sufficient to complete the project as proposed while covering all incurred overhead costs including testing, inspection, and contract administration.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

Invoice

Erosion Works
8177 199th Ave NW
Elk River, MN 55330

Date	Invoice #
9/10/2021	72601

Phone 763-262-7458
Fax 763-712-1851
Email:erosionworks@msn.com
Website: www.erosionworks.net

Bill To

Homepride, Inc.
3495 Northdale Blvd NW Suite 200
Coon Rapids, MN 55448

P.O. No.	Terms	Project

Description	Quantity	Rate	Amount
Silt Fence Installation @ Fairway Greens Isanti	12,700	1.05	13,335.00
Did the above work on 9/10 and 9/11 as requested by Josh			

Thank you for your business.

Total $13,335.00

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	33745
Date	10/25/2021

Bill To

HomePride Inc.
3495 Northdale Blvd., SUite 200
Coon Rapids, MN 55448

Project	P.O. No.	Terms
Fairway Greens North - 1st Addition		

Description	Qty	Units	Rate	Curr %	Total %	Amount
PAY REQUEST 1						
REMOVALS AND EROSION CONTROL						
Storm drain inlet protection	0.25		6,660.00	25.00%	25.00%	1,665.00
Gravel construction entrance			2,000.00	100.00%	100.00%	2,000.00
Remove exisiting bituminous pavement			988.50	100.00%	100.00%	988.50
Remove curb & gutter			50.00	100.00%	100.00%	50.00
EARTHWORK						
Common excavation	0.6		322,927.50	60.00%	60.00%	193,756.50
Subgrade preparation	0.1		14,826.25	10.00%	10.00%	1,482.63
Clay liner	0		56,821.50	0.00%	0.00%	0.00
Random rip rap class ll	0		4,770.00	0.00%	0.00%	0.00
UTILITIES: STORM						
12" RC pipe sewer	0.1		28,116.50	10.00%	10.00%	2,811.65
12" HDPE pipe sewer	0		6,020.00	0.00%	0.00%	0.00
15" RC pipe sewer	0.1		25,864.00	10.00%	10.00%	2,586.40
15" HDPE pipe sewer	0		5,941.00	0.00%	0.00%	0.00
18" HDPE pipe sewer	0		4,888.00	0.00%	0.00%	0.00
24" RC pipe sewer			15,780.00	100.00%	100.00%	15,780.00
24" HDPE pipe sewer	0		30,672.00	0.00%	0.00%	0.00
Manhole	0.1		16,500.00	10.00%	10.00%	1,650.00
Catch basin	0.1		89,900.00	10.00%	10.00%	8,990.00
12" pipe apron	0.1		750.00	10.00%	10.00%	75.00
15" pipe apron	0.1		4,250.00	10.00%	10.00%	425.00
24" pipe apron	0.1		8,000.00	10.00%	10.00%	800.00
UTILITIES: SANITARY						
8" PVC sanitary service pipe	0.25		173,304.00	25.00%	25.00%	43,326.00
4" PVC sanitary service pipe	0.25		56,874.00	25.00%	25.00%	14,218.50

Total

Payments/Credits

Balance Due

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	33745
Date	10/25/2021

Bill To

HomePride Inc.
3495 Northdale Blvd., SUite 200
Coon Rapids, MN 55448

Project	P.O. No.	Terms
Fairway Greens North - 1st Addition		

Description	Qty	Units	Rate	Curr %	Total %	Amount
48" Manhole	0.4		84,500.00	40.00%	40.00%	33,800.00
Tracer wire	0.25		9,179.50	25.00%	25.00%	2,294.88
8"x4" WYE	0.1		13,860.00	10.00%	10.00%	1,386.00
UTILITIES: WATER						
8" C900 PVC watermain	0.25		170,787.50	25.00%	25.00%	42,696.88
6" Hydrant	0.25		45,500.00	25.00%	25.00%	11,375.00
8" Gate valve and box	0.1		44,100.00	10.00%	10.00%	4,410.00
Ductile iron fittings	0.1		16,086.40	10.00%	10.00%	1,608.64
1" Type K copper pipe	0.1		64,986.00	10.00%	10.00%	6,498.60
Corp	0.1		13,860.00	10.00%	10.00%	1,386.00
Curb Stop & Box	0.1		34,650.00	10.00%	10.00%	3,465.00
CONCRETE						
Concrete curb & gutter S418	0		115,840.00	0.00%	0.00%	0.00
4" Concrete walk	0		28,920.00	0.00%	0.00%	0.00
6" Concrete walk	0		45,100.00	0.00%	0.00%	0.00
6" Aggregate base (CV) class 5	0		7,830.00	0.00%	0.00%	0.00
BITUMINOUS PAVING						
1.5" - Type SP 9.5 wearing course mixture (3,B)	0		69,712.00	0.00%	0.00%	0.00
2.5" - Type SP 12.5 non-wearing course mixture (3,B)	0		118,118.00	0.00%	0.00%	0.00
8" Aggregate base (CV) class 5	0		78,561.00	0.00%	0.00%	0.00
MISCELLANEOUS						
Salvage sign	0		540.00	0.00%	0.00%	0.00
Install sign	0		8,460.00	0.00%	0.00%	0.00
Segmental retaining walls	0		22,000.00	0.00%	0.00%	0.00

Total

Payments/Credits

Balance Due

GUSTAFSON EXCAVATING, INC.

P.O. Box 788
6610 410th St.
North Branch, MN 55056
651-674-7430

INVOICE

Invoice #	33745
Date	10/25/2021

Bill To

HomePride Inc.
3495 Northdale Blvd., SUite 200
Coon Rapids, MN 55448

Project	P.O. No.	Terms
Fairway Greens North - 1st Addition		

Description	Qty	Units	Rate	Curr %	Total %	Amount
Dewatering Allowance	0.25434		173,000.00	25.43%	25.43%	44,000.00
Sales Tax			6.875%			0.00

Total	$443,526.18
Payments/Credits	$0.00
Balance Due	$443,526.18

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: November 16, 2021
Subject: Resolution 2021-XXX Approving Second Extension of Recording the Final Plat for Fairway Greens South

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Background:
At the June 1, 2021 City Council meeting the Council approved the preliminary and final plat for Fairway Greens North. City code requires final plats to be recorded within 90 days. As part of the development agreement process the developer has requested a discussion on utility oversizing that we are requiring, resulting in the need to extend the recording. The City Code allows for two extensions. The developer is requesting a one-year extension to record the final plat.

Request:
Consider resolution 2021- XXX approving an extension of recording the final plat for Fairway Greens South for one year.

Attachments:
- Resolution 2021-XXX

RESOLUTION 2021-XXX

APPROVING SECOND EXTENSION OF RECORDING THE FINAL PLAT FOR FAIRWAY GREENS SOUTH

WHEREAS, the developer has an approved final plat known as Fairway Greens South consisting of 45 residential lots; and,

WHEREAS, a 90-day extension was approved on September 7, 2021; and,

WHEREAS, Subdivision Ordinance 536, Article 6, Subdivision 1 (I) requires all plats shall be recorded with the County Recorder's Office within ninety days after the date of approval; and,

WHEREAS, due to the developer not being able to secure bids in time, a one-year extension has been requested;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the extension for one year to record the plat.

This Resolution hereby approved by the City Council of the City of Isanti this 16th day of November 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

ADOPTING THE COMMECIAL DOT DRUG AND ALCOHOL TESTING POLICY

WHEREAS, the City of Isanti preforms random, reasonable suspicion and at hire drug and alcohol testing on DOT staff; and,

WHEREAS, cities must test any employees whose jobs require them to have a commercial driver's license; and,

WHEREAS, the Omnibus Transportation Employee Testing Act of 1991 requires drug and alcohol testing of employees who drive motor vehicles in safety-sensitive functions; and,

WHEREAS, this policy supersedes Resolution 2007-157 to be added to the Personnel Policy;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA to adopt the Transportation Employee Drug and Alcohol Policy as attached as 'Exhibit A'.

This Resolution is hereby approved by the Isanti City Council this 16th day of November 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

CITY OF ISANTI
COMMERICAL DRIVER'S LICENSE
DRUG AND ALCOHOL POLICY

POLICY STATEMENT

The City of Isanti (City) recognizes applicants and employees who are required to hold a Commercial Driver's License (CDL) to perform safety-sensitive functions are subject to the drug and alcohol testing provisions mandated by the Omnibus Transportation Employee Testing Act of 1991. The City has established this policy on the use of drugs and alcohol, including testing for drugs and alcohol as mandated by Title 49 C.F.R. Part 382. Work performance and safety suffers when employees use or abuse drugs and/or alcohol. The City wishes to provide a safe workplace for our employees, customers, and the general public by maintaining a drug and alcohol free workplace.

To the extent federal statute or regulations change, the policy shall be construed as consistent with those changes. Because changes in applicable law and the City's practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the City will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law.

COVERAGE AND APPLICABILITY

In response to regulations issued by United States Department of Transportation ("DOT"), the City has adopted this Policy on Alcohol and Controlled Substances for employees who hold a commercial driver's license (CDL) to perform their duties.

All applicants, including persons currently employed by the City, that apply for a position where job duties include operating commercial motor vehicles, will be required to submit to a pre-employment drug test if a job offer is made.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, the City is required by federal law to implement and maintain a policy which addresses certain requirements related to drug and alcohol use and associated testing for its CDL drivers.

PROCEDURE

To ensure this policy is clearly communicated to all drivers and applicants, and in order to comply with applicable federal law, drivers and applicants are required to review this policy, sign the "CDL Driver Acknowledgement of DOT Drug and Alcohol Policy" form [see Appendix A], and return this documentation to the Human Resources Department.

DEFINITIONS

The following definitions shall define the terms as used in this policy. In the event any conflict should arise between the definitions of terms herein and the definitions of those terms in DOT rules, regulations, interpretations or guidance, the definitions herein shall be deemed superseded and the DOT rules, regulations, interpretations or guidance shall control.

Accident means an occurrence involving a CMV operating on a public road which results in:

1. A fatality; or
2 Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
3. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

Actual knowledge means actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the driver, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or a controlled substance, or a driver's admission of alcohol or controlled substance use under the provisions of Sec. 382.121. Direct observation as used in this definition means observation of alcohol or controlled substance use and does not include observation of driver behavior or physical characteristics sufficient to warrant reasonable suspicion testing under Sec. 382.307. As used in this definition, "traffic citation" means a ticket, complaint, or other document charging driving a CMV while under the influence of alcohol or controlled substances.

Adulterated Specimen means a specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

Alcohol Concentration means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an alcohol test conducted under 49 C.F.R. Part 40.

Alcohol Confirmation Test means a subsequent test using an Evidential Breath Testing Device (EBT), following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.

Alcohol Screening Devise (ASD) means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration and appears on the Office of Drug and Alcohol Policy and Compliance's (ODAPC) Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications of National Highway Traffic Safety Administration (NHTSA).

Alcohol Screening Test means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.

Alcohol Use means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol.

Breath Alcohol Technician (BAT) means a person who instructs and assists employees in the alcohol testing process and operates an EBT.

Chain of Custody means a procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF).

Collection site means a place designated by the City, where individuals present themselves for the purpose of providing a urine specimen for a drug test.

Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) means the FMCSA database that 49 C.F.R. Part 382, Subpart G requires employers and service agents to report information to and to query regarding drivers who are subject to the DOT controlled substance and alcohol testing regulations.

Commercial Motor Vehicle (CMV) means a motor vehicle or combination of motor vehicles used to transport passengers or property if the vehicle:

1. Has a gross combination weight rating (GCWR) of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating (GVWR) of 26,001 or more pounds, or
3. Is designed to transport 16 or more passengers including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act, (49 U.S.C. 5103(b)) and which requires the motor vehicle to be placarded under the Hazardous Materials Regulations (49 C.F.R. Part 172, Subpart F).

Confirmation (or confirmatory) drug test means a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

DHHS is the Department of Health and Human Services or any designee of the Secretary of the Department of Health and Human Services.

Dilute Specimen means a specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling Damages means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

1. *Inclusions.* Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.
2. *Exclusions.*

a) Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
b) Tire disablement without other damage even if no spare tire is available.
c) Headlight or taillight damage.
d) Damage to turn signals, horn or windshield wipers which make them inoperative

Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to: Full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors. All "drivers" are "employees" for purpose of this policy.

Drugs (or Controlled Substances) means the substance for which laboratories are required to test for under 49 C.F.R. Part 40 and FMCSA regulations as each may be amended from time to time.

Employee means any person who is designated in a DOT Agency regulation as subject to drug testing and/or alcohol testing. For purposes of drug testing, the term employee has the same meaning as the term "donor" does in connection with Custody and Control Forms and Department of Health and Human Service regulations and guidance.

Evidential Breath Testing Device (EBT) means a device that is approved by the NHTSA for the evidential testing of breath at the .02 and .04 alcohol concentration, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

FMCSA is the Federal Motor Carrier Safety Administration.

Initial Drug Test (also known as a screening drug test) means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolite.

Laboratory means any US laboratory certified by DHHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of DHHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Licensed medical practitioner means a person who is licensed, certified, and/or registered, in accordance with applicable federal, state, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

Medical Review Officer (MRO) means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

Negative return-to-duty test result means a return-to-duty test with a negative drug test result and/or and alcohol test with an alcohol concentration of less than 0.02 as described in 49 C.F.R. Part 40.305.

Prescription Medications means the use (by a driver) of legally prescribed medications issued by a licensed health care professional familiar with the driver's work related responsibilities.

Random selection means a mechanism for selection of employees for testing where each employee has an equal chance of being selected each time selection are made.

Reasonable suspicion means that the employer believes the appearance, behavior, speech, etc. of an employee are indicative of the use of a drugs or alcohol based on the observation of at least one (1) supervisor or official who has received training in the identification of behaviors indicative of drug and/or alcohol use.

Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
2. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations, or otherwise inspecting servicing, or conditioning any CMV at any time;
3. All time spent at the driving controls of a CMV in operation;
4. All time, other than driving time, in or upon any CMV except time spent resting in a sleeper berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle;

Screening Test Technician (STT) means anyone meeting the requirements for a BAT that may act as a SST, provided that the individual has demonstrated proficiency in the operation of a non-evidential screening device.

Service Agent or Third Party Administrator means any person or entity, other than an employee of the employer, who provides

services specified under this part to employers and/or employees in connection with DOT drug and alcohol testing requirements.

Substance Abuse Professional (SAP) means a person who evaluates employees who have violated a DOT alcohol and drug regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Substituted Specimen means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

RESPONSIBILITIES

All employees are strictly prohibited from using, possessing, selling, transferring, transporting, or being under the influence of drugs or alcohol while working, performing job duties, while on the employer's premises, or while operating the employer's vehicles or equipment.

It is the City's responsibility to provide testing for drivers that is in compliance with all federal and state laws and regulations, and within the provisions of this policy. The City will retain all records related to this testing. The City's designated person(s) to retain records, monitor, facilitate, and answer questions pertaining to these procedures is the City Human Resources Director or designee(s).

The supervisor(s) of drivers is responsible to be able to make reasonable suspicion observations to determine if the driver is impaired in some way, and be prepared to implement the requirements of this policy if necessary.

The driver is responsible for complying with the requirements set forth in this policy. The driver will not use, have possession of, abuse, or have the presence of alcohol or any controlled substance in excess of regulation-established threshold levels while on duty. The driver will not use alcohol within 4 hours prior to performing a safety-sensitive function, while performing a safety-sensitive function, immediately after performing a safety-sensitive function, or as required under post-accident testing.

The driver must submit to alcohol and controlled substances tests administered under Part 382.

The driver is responsible to inform their supervisor of any prescription medication use prior to performing a safety-sensitive function which may have an effect on their driving ability. The driver may be required to present written evidence from a health care professional which describes the effects such medications may have on the driver's ability to perform safety-sensitive functions. The City reserves the right to seek additional opinions from qualified medical personnel concerning the potential effects of the prescribed medication on a driver's ability to perform safety-sensitive functions, and to prohibit a driver from performing safety-sensitive functions while they are taking prescription medications. Any such prohibition will be without prejudice and the driver will be allowed to return to duty upon ceasing to use the medication or when the City determines safety-sensitive functions will not be affected upon review of sufficient information, provided by a qualified medical personnel.

PROHIBITED DRUG AND ALCOHOL RELATED CONDUCT

The following alcohol and drug related activities are prohibited by the FMCSA for operators of CMV(s):

1. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. Being on duty or operating a CMV while possessing alcohol, unless that alcohol is manifested as a part of a shipment. This includes the possession of medicines containing alcohol (prescription or over the counter), unless the package seal is unbroken.
3. Using alcohol while performing safety-sensitive functions.
4. Performing safety-sensitive functions within four (4) hours after using alcohol.
5. When required to submit a post-accident test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
6. Refusing to submit to an alcohol or drug test required by post-accident, random, reasonable cause, return to duty, or follow up testing requirements.
7. Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any drug, except when instructed to by a licensed medical practitioner who has advised the driver that the substances do not adversely affect the driver's ability to operate a CMV.
8. Reporting for duty, remaining on duty, or performing a safety-sensitive function after testing positive for drugs.

OTHER ALCOHOL RELATED CONDUCT

FMCSA rules require that in the event of an alcohol test result equal or greater than 0.02 BAC, but less than 0.04 BAC the employee will not be permitted to perform safety-sensitive duties for a minimum of 24 hours.

TYPE OF TESTING REQUIRED

PRE-EMPLOYMENT TESTING (Sec. 382.301): All applicants, including employees currently employed by the employer, applying for a job where duties include operating a CMV, are required to submit to pre-employment testing for controlled substances, if a job offer is made. The offer is contingent upon all of the following:

1. A negative result of the drug test.
a) Diluted specimens: A Positive diluted specimen verified and reported by the MRO will be treated as a verified positive test. A Negative diluted specimen verified and reported by the MRO will be directed to immediately take another test. The test of any second test conducted shall be the final test result.
2. The applicant's written agreement authorizing all former employers to release to the Employer all information about the applicant concerning the following items within the last three (3) years:
a) alcohol tests with result of 0.04 BAC or greater,
b) positive test results for drugs,
c) refusals to be tested,
d) any SAP referrals or evaluations
3. The receipt of acknowledgements from all former employers in a manner satisfactory to the Employer indicating that none of the items referenced in paragraph 2 above have occurred with respect to the applicant.
4. Verification that applicant has submitted electronic consent through the Clearinghouse granting access to the applicant's Clearinghouse records to determine whether the Driver:
a) Has a verified positive, adulterated, or substituted controlled substances test result;
b) Has an alcohol confirmation test with a concentration of 0.04 or higher;
c) Has refused to submit to a test in violation of §382.211;
d) That an employer has reported actual knowledge, as defined at §382.107;
e) That the driver used alcohol on duty in violation of §382.205;
f) That the driver used alcohol before duty in violation of §382.207;
g) That the driver used alcohol following an accident in violation of §382.209;
h) That the driver used controlled substance in violation of §382.213.
5. Completion of a successful query of the Clearinghouse indicating that none of the items referenced in paragraph 4 above have occurred with respect to the applicant.

An applicant who submits a specimen which the MRO verifies and reports to be an adulterated or substituted specimen will be deemed to have refused to submit to testing.

The employer will not consider an applicant for employment who received a verified positive test result.

An applicant who refuses to submit to a controlled substance test shall be disqualified from further consideration for the conditionally offered position.

POST-ACCIDENT TESTING (Sec. 382.303): If a driver is involved in an accident, the driver shall immediately notify their supervisor. The driver is subject to post-accident testing if the accident involved:

1. a fatality,
2. bodily injury with immediate medical treatment away from the scene,
3. disabling damage to any motor vehicle requiring tow away, or
4. the driver receiving a citation.

The driver may also be subject to post-accident testing at the discretion of the supervisor without the meeting the above listed reasons, including, but not limited to, involvement in an accident resulting in $500.00 or more in damage to one or more motor vehicle(s) as estimated by the supervisor.

The driver will be tested for drugs and alcohol as soon as possible following the accident. The driver must remain readily available for testing. If the driver isn't readily available for alcohol and drug testing, the driver may be deemed as refusing to submit to testing. A driver involved in an accident may not consume alcohol for eight (8) hours or until testing is completed.

If the alcohol test is not administered within two (2) hours following the accident the Designated Employer Representative (DER) or designee(s) will prepare a report and maintain a record stating why the test was not administered within two (2) hours.

If the alcohol test is not administered within eight (8) hours following the accident, all attempts to administer the test will cease. The DER or designee(s) will prepare a report and maintain a record stating why the test was not administered within eight (8) hours.

The drug test must be administered within thirty-two (32) hours of the accident. If the test could not be administered within thirty-two (32) hours, all attempts to test the driver will cease. The DER or designee(s) will prepare and maintain a record stating the reasons why the test was not administered within thirty-two (32) hours.

RANDOM TESTING (Sec 382.305): Random testing will be spread reasonably throughout the calendar year. All random alcohol and drug tests will be unannounced, with each driver having an equal chance of being tested each time selections are made. The selection of drivers for random alcohol and controlled substances testing will be made by a scientifically valid method as described in Sec. 382.305(i). At least the minimum percent of the average number of driver positions as required by FMCSA will be tested for each year.

A driver may be tested for alcohol while performing a safety-sensitive function, just before performing a safety-sensitive function, or just after completing a safety-sensitive function.

The driver must proceed immediately to the assigned collection site when notified of being randomly selected for testing.

REASONABLE SUSPICION TESTING (Sec. 382.307): If the driver's supervisor or another official designated to supervise drivers believes a driver is under the influence of alcohol or drugs, the driver will be required to undergo a drug and/or alcohol test. Reasonable suspicion alcohol testing is only authorized if the observations are made during, just preceding, or after the driver is performing a safety-sensitive function.

The basis for requiring testing will be specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. In the case of controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance A written record of the observations leading to an alcohol or controlled substance reasonable suspicion test, signed by the supervisor or official who made the observation, will be completed within twenty-four (24) hours of the observed behavior or before the results of the alcohol or controlled substances test are released, whichever is first.

The driver's supervisor or another official will immediately remove the driver from any and all safety-sensitive functions and take the driver or make arrangements for the driver to be taken to a testing facility.

If an alcohol test is not administered within two (2) hours following a reasonable suspicion determination, the DER or designee(s) will prepare and maintain a record stating the reasons why the test was not administered within two (2) hours. If the test was not administered within eight (8) hours after a reasonable suspicion determination, all attempts to administer the test shall cease. A record of why the test was not administered must be prepared and maintained.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the City permit the driver to perform or continue to perform safety-sensitive functions until (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

RETURN-TO-DUTY TESTING (Sec 382.309): The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers for a first positive test result.

Should the City consider reinstatement of a DOT covered driver, the driver must undergo a SAP evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol testing with a result indicating an alcohol concentration of less than 0.02 and/or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.

The employee is responsible for paying for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct observation.

FOLLOW-UP TESTING (Sec. 382.311): The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers.

Should the City reinstate a driver following a determination by a SAP that the driver is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substances, the City will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the driver's return to duty. The SAP may terminate the requirement for follow-

up testing at any time after the first six (6) tests have been administered, if the SAP determines that such testing is no longer necessary. The employee is responsible for paying for all costs associated with follow-up tests.

Follow-up testing will be conducted only when the driver is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.

COST OF REQUIRED TESTING. The City will pay for the cost of pre-employment, post-accident, random, and reasonable suspicion controlled substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

TESTING PROCEDURES

All testing shall be conducted in accordance with 49 C.F.R. Part 40 and any published guidance, interpretation or amendments. If any conflict arises between the procedure described below and the currently effective provisions of 49 C.F.R. Part 40, the currently effective provision shall control.

DRUG TESTING PROCESS: Drug testing is conducted by analyzing an employee's urine specimen. Laboratory analysis of specimens consists of testing for the following classes of drugs at the cutoff levels determined by DOT:

1. Amphetamines/Methamphetamines
2. Cocaine
3. Opioids
4. Phencyclidine (PCP)
5. THC (marijuana, hashish, etc.)

In accordance with FMCSA regulations, the urine specimens will be collected using the split sample collection method. The employee will provide a urine sample at an employer designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split", seal the specimen bottles, complete the CCF, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the employee.

Once the specimen is received by the testing laboratory, the laboratory will inspect the specimen bottles and the CCF for the presence of any fatal or correctable flaws. The laboratory will then conduct the initial testing on the specimen to determine if the specimen contains sufficient quantity of any drug to warrant further testing. The testing laboratory will also conduct validity testing on the specimen to determine whether certain adulterants or foreign interfering substances are present in the urine, if the urine was diluted, or if the specimen was substituted.

If the results of the initial drug test are negative, no further testing will be conducted. If the results of the initial drug test are positive, the laboratory will perform a confirmation testing on the specimen for each of the substances identified in the initial test. The results of any confirmation tests will be the laboratory's final test result.

Drug test results are reported directly to the MRO by the testing laboratory. The MRO reviews the laboratory results, verifies the results, then reports the results directly to the employer. If the laboratory results are negative, the MRO performs an administrative review only. If the laboratory's test result is confirmed positive, adulterated or substituted the MRO performs an administrative review and interviews the employee in order to provide an opportunity to explain the test result. The MRO will contact the employee directly, on a confidential basis, to determine whether the employee wishes to discuss the test result. The MRO will determine whether a legitimate medical explanation exists to explain the laboratory result. If no legitimate medical explanation is offered for the laboratory's test result the MRO shall verify the test results as positive for drugs, or as a refusal to test because of adulterated or substituted and report the results to the employer.

The MRO shall notify each employee that the employee has seventy-two (72) hours in which to request a test of the split specimen. If the employee requested an analysis of the split specimen within seventy-two (72) hours of having been informed of a verified positive test, the MRO shall direct the laboratory, in writing, to transfer the split specimen to another DHHS-Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory for analysis. If the employee has not contacted the MRO within seventy-two (72) hours, the employee may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee from timely making contact. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact him or her within seventy-two (72) hours, the MRO will direct the analysis of the split specimen.

If after making reasonable efforts and documenting those efforts, the MRO is unable to reach the employee directly, the MRO must contact the employer, who shall direct the employee to contact the MRO.

The MRO may verify a test positive without having communicated directly with the employee about the test results under the following circumstances:

1. The employee expressly declines the opportunity to discuss the test results.
2. Neither the MRO nor the employer is able to reach the employee within ten (10) days of the date on which the MRO received the test result from the laboratory.
3. The employee has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the employer.

Special Urine Specimen Collection Situations

The Observed Collection

In most circumstances the employee will provide the urine specimen in a private enclosure. However, in limited situation the employee is required to be observed while providing the required urine specimen. A direct observation collection is required in the situations listed below:

1. For all Return-to-Duty Follow-up drug tests
2. It the collector observes materials brought to the collection site or if the employee's conduct clearly indicates an attempt to tamper with a specimen;
3. If the employee provides a specimen with a temperature out of range;
4. If the employee provides a specimen that appears to have been tampered with;
5. If the laboratory reported to the MRO that a specimen was invalid, and the MRO reported to the employer that there was not an adequate medical explanation for the result, the employee must submit a second specimen under direct observation;
6. If a positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed, then the employee must submit a second collection under direct observation; and
7. If the laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2mg/dL but less than or equal to 5 mg/dL, then the employee must submit to a second collection under direct observation.

In an observed collection, a person of the same gender will accompany the donor into the urination area to observe the urination process. The observer is required to direct the donor to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the observer, by turning around, that the donor does not have a prosthetic device. The observer must then watch the donor urinate into the collection container. Specifically the observer must watch the urine go from the donor's body into the collection container.

Employee is unable to provide sufficient specimen

If the employee is unable to provide the appropriate quantity of urine, the collection site person will instruct the employee to drink up to forty (40) ounces of fluids distributed over a period of up to three hours or until the employee has provide a sufficient sample. If the employee is still unable to provide a complete sample, the test shall be discontinued and the employer notified. The employee will be instructed to obtain, within five (5) working days, an evaluation from a licensed physician acceptable to the MRO to determine if the employee's inability to provide a specimen is genuine or constitutes a refusal to test.

TESTING LABORATORY: All drug testing will be conducted by a laboratory certified by DHHS-SAMHSA to perform drug testing for DOT regulations. The laboratory shall be chosen by the employer or its service agent.

ALCOHOL TESTING PROCESS: The FMCSA alcohol test rules require alcohol screening tests to be administered by a BAT using an EBT or ASD; or by a STT using an ASD. The technician will first administer an alcohol screening test. Any result less than 0.02 alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02 or greater a second test, an alcohol confirmation test, must be performed. The alcohol confirmation test must be conducted on an EBT administered by a BAT. The test must be conducted within 15–30 minutes of the alcohol screening test. The results of the alcohol confirmation test will be the final test result. If the employee attempts and fails to provide an adequate amount of breath, the employer will direct the employee to obtain written evaluation from a licensed physician to determine if the employee's inability to provide a breath sample is genuine or constitutes a refusal to submit to testing. Alcohol test results are reported directly to the employer.

REFUSAL TO SUBMIT TO TESTING

An employee subject to this policy shall have refused to submit to testing when they:

1. Fails to appear for a test after being directed to do so by the employer;
2. Fails to remain at the test site until the test is completed;
3. Fails to provide a urine specimen for a required drug test or fails to attempt to provide a breath or saliva specimen for a

required alcohol test;
4. Fails to permit the direct observation or monitoring of the provision of their urine specimen for drug test when required by DOT regulations;
5. Fails to provide a sufficient amount of urine or breath for a drug or alcohol test and it has been determined through a medical evaluation that there was not adequate medical explanation for the failure;
6. Fails or declines to take a second test that the employer or collector has directed the employee to take;
7. Fails to undergo a medical examination as directed by the MRO as part of the result verification process or as directed by the employer as part of the DOT required insufficient specimen procedure;
8. Fails to sign the certification statement at Step 2 on the Alcohol Testing Form (for an alcohol test);
9. Fails to cooperate with any part of the testing process (e.g. refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
10. For an observed collection, fails to follow the observer's instructions to raise clothing above waist, lower clothing and underpants, and turn around to permit the observer to determine if the donor has any type of prosthetic or other device that could be used to interfere with the collection process;
11. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process;
12. Admits to the collector or MRO that he/she adulterated or substituted the specimen;
13. Has a test result that is verified by the MRO as adulterated or substituted.
14. Engages in other conduct that clearly obstructs the test process.

CONSEQUENCES OF REFUSAL TO SUBMIT TO TESTING: An employee who refuses to submit to alcohol and/or controlled substance test required by this policy will not be permitted to perform safety-sensitive functions and will be considered insubordinate which will result in disciplinary action, up to and including immediate termination from employment. In accordance with the FMCSA's Clearinghouse reporting requirements, the City will report a driver's refusal to submit to a DOT test for controlled substance or alcohol use to the Clearinghouse within three (3) business days.

ADULTERATED/SUBSTITUTED SPECIMENS: An employee who submits a specimen which the MRO verifies and reports to be an adulterated or substituted specimen will have refused to submit to testing.

DILUTED SPECIMENS: Any specimen submitted by an employee which the MRO verifies and reports as a positive diluted specimen will be treated as a verified positive test.

Any employee who submits a specimen which the MRO verifies and reports as a negative diluted specimen will be directed to immediately take another test. The test of any second test conducted shall be the final test result.

EMPLOYEE/APPLICANT RIGHTS TO A SPLIT SAMPLE TEST

All applicants and employees subject to the drug testing provisions of this policy that receive a confirmed positive test result for the use of drugs, have the right to request, at employee or applicant expense, a confirming retest of the split urine sample.

If the confirming retest is negative, no adverse action will be taken against the employee, and an applicant will be considered for employment.

DISCIPLINE

Any employee found to be in violation of this policy is subject to disciplinary action, up to and including termination of employment. Nothing in this policy limits or restricts the right of the employer to discipline or discharge an employee for conduct which violates the employer's policies or rules. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers for a first positive test result.

FMCSA CONSEQUENCES TO EMPLOYEES ENGAGING IN PROHIBITED CONDUCT

Employees who have engaged in prohibited conduct are subject to the following consequences according to FMCSA rules:

1. The employee will be immediately removed from safety-sensitive functions;
2. The employee will not be permitted to perform safety-sensitive functions;
3. The employees will be referred to a SAP and advised by the employer of the resources available to him/her in evaluating and resolving problems associated with the misuse of alcohol and/or the use of drugs;
4. If the employer retains the employee, the employee must complete an initial evaluation by a SAP who will determine what assistance the employee needs in resolving problems associated with alcohol misuse and/or drug use;
5. The SAP will make a recommendation for education or treatment and refer the employee to an appropriate educational or treatment program;
6. The employee must complete a follow-up evaluation with the SAP to determine if the employee has successfully carried

out the SAP's educational or treatment recommendations;
7. If the SAP believes any ongoing services are needed to assist an employee to maintain sobriety or abstinence from drug use after the employee resumes the performance of safety-sensitive duty, the employee must comply with these recommendations and the employer or its agent may monitor and document the employee's participation in the recommended services;
8. Before the employee will be allowed to return to performing of safety-sensitive functions, they must undergo a return-to-duty testing. If the conduct involved the use of alcohol, the employee must submit to an alcohol test with a result indicating breath alcohol level of less than 0.02. If the conduct involved the use of drugs, the employee must submit to a drug test with a verified negative test result received; and
9. The employee shall also be subject to unannounced follow-up alcohol and/or drug testing.

LOSS OF CDL LICENSE FOR TRAFFIC VIOLATIONS IN COMMERCIAL AND PERSONAL VEHICLES

Effective August 1, 2005, the FMCSA established strict rules impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if their CDL changes in any way (Sec. 391.11-391.15).

CONFIDENTIALITY/RECORDKEEPING

All driver alcohol and controlled substance test records are considered confidential (Sec. 382.401). For the purpose of this policy/procedure, confidential recordkeeping is defined as records maintained in a secure location with controlled access.

Driver alcohol and controlled substance test records will only be released in the following situations (Sec. 382.405):

1. to the driver, upon his/her written request;
2. upon request of a DOT agency with regulatory authority over the City;
3. upon request of state or local officials with regulatory authority over the City;
4. upon request by the United States Secretary of Transportation;
5. upon request by the National Transportation Safety Board (NTSB) as part of a crash investigation;
6. upon request by subsequent employers upon receipt of a written request by a covered driver;
7. to the decision maker in a lawsuit, grievance, or administrative proceeding initiated by or on behalf of the individual, and arising from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results) of this part (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver). Additionally, an employer may disclose information in criminal or civil actions in accordance with 49 C.F.R. § 40.323(a)(2).
8. upon written consent by the driver authorizing the release to a specified individual.

In the event of a post-accident test, the drug and/or alcohol test result(s) may also be provided to the worker's compensation insurance carrier.

COMMERCIAL DRIVER'S LICENSE DRUG AND ALCOHOL CLEARINGHOUSE REPORTING REQUREMENT

The City is required to query and report to the Clearinghouse prior to hiring new drivers, conduct annual checks of existing CDL drivers, and, as required by 49 C.F.R. Part 382, Subpart G, the following information will be reported to the Clearinghouse:

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to a drug or alcohol test;
4. An employer's report of actual knowledge of, as defined at 49 C.F.R. §382.107:
a) On duty alcohol use pursuant to 49 C.F.R. §382.205;
b) Pre-duty alcohol use pursuant to 49 C.F.R. §382.207;
c) Alcohol use following an accident pursuant to 49 CFR §382.209;
d) Drug use pursuant to 49 C.F.R. §382.213;

5. A SAP's report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and
7. An employer's report of completion of follow-up testing.

[See APPENDIX B- Driver Consent for Limited Queries of the Clearinghouse]

In addition, a driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to his or her alcohol or controlled substance tests.

TRAINING AND ASSISTANCE

Driver Education and Training (Sec. 382.601): All drivers will be given information regarding the requirements of Part 382 and this policy by Human Resources or their supervisor.

Training for Supervisors (Sec. 382.603): The City shall ensure all persons designated to supervise drivers receive at least sixty (60) minutes of training on alcohol misuse and receive at least an additional sixty (60) minutes of training on controlled substances use. The training will be used by the supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing under § 382.307. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. Recurrent training for supervisory personnel is not required.

Referral, Evaluation, and Treatment (Sec. 382.605): A list of substance abuse professionals will be provided to all drivers who fail an alcohol test or test positive for drugs. According to FMCSA regulations, prior to returning to duty, a driver must be evaluated by a SAP and must complete the treatment recommended by the SAP. Successful completion of a return to duty test and all follow-up tests is mandatory. All cost associated with referral, evaluation, and treatment is the sole responsibility of the driver/employee.

DESIGNATED EMPLOYER REPRESENTIVE (DER)

The DER will coordinate the implementation, direction, and administration of the alcohol and drug testing policy for the employer. The DER is the individual(s) employed by the Employer who is identified by the employer as able to receive communications and test results from service agent and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation process. Employee questions concerning this policy should be directed to the DER.

Our DER(s) are:

Katie Grotte or designee(s)
City Human Resources Director
(763) 762-5760

MISCELLANEOUS

The Employer retains the right to modify this policy to conform to changes in regulation or law.

This policy is not intended to alter the at-will nature of employee's employment with employer and shall not be construed to create any contract for, or promise of, continued employment.

APPENDIX A

TO

COMMERICAL DRIVER'S LICENSE
DRUG AND ALCOHOL POLICY

CDL Driver Acknowledgement of Receipt of Employer Policy

I, _____, acknowledge that I have received a copy of the City of Isanti's ("Employer") Commercial Driver's License Drug and Alcohol Policy. I have read, understand and agree that I will abide by the Employer policies. I also understand that the Employer has the right to modify this policy as changes in regulation, law, or as the Employer otherwise determines is necessary.

EMPLOYEE:
I understand that violation of the DOT regulations and/or Employer policies would be an act of misconduct and/or gross misconduct, and failure to comply is grounds for disciplinary action, up to and including termination.

I further acknowledge that I have voluntarily signed this document below and that my signature is evidence of my agreement to and acceptance of these terms and conditions of my employment.

Signature: _____ Date: _____

Printed Name: _____ Witness Signature: _____

APPLICANT:
I understand my conditional job offer will be withdrawn if I refuse to test or test positive for a controlled substance.

I further acknowledge that I have voluntarily signed this document below and that my signature is evidence of my agreement to and acceptance of these terms and conditions of my pre-employment testing.

Signature: _____ Date: _____

Printed Name: _____ Witness Signature: _____

APPENDIX B

TO

COMMERICAL DRIVER'S LICENSE
DRUG AND ALCOHOL POLICY

Driver Consent for:
Limited Queries of the Federal Motor Safety Administration (FMCSA)
Drug and Alcohol Clearinghouse

I, _____, herby provide consent to the City of Isanti conducting limited queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exist in the Clearinghouse.

I understand that if a limited query conducted by the City of Isanti indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the City of Isanti without first obtaining additional specific consent from me.

I further understand that if I refused to provide consent for the City of Isanti to conduct a limited query of the Clearinghouse, the City of Isanti must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

This consent will remain in effect through the duration of my employment with the City of Isanti and authorizes the City of Isanti to conduct limited queries as often as needed to comply with FMCSA requirements.

_____
Employee Printed Name

_____ _____
Employee Signature Date

_____
CDL Number

RRM: #398987

RESOLUTION 2021-XXX

ACCEPTING LETTER OF RESIGNATION FOR COMMUNITY DEVELOPMENT DIRECTOR SHEILA SELLMAN

WHEREAS, Community Development Director, Sellman has submitted a letter of resignation to the City Administrator on October 15, 2021; and,

WHEREAS, the effective date of this resignation is November 15, 2021 as a final day of employment; and,

WHEREAS, the letter of resignation and the effective resignation date is in compliance with the personnel policy as a 30- day notice is required; and,

WHEREAS, Sheila Sellman is leaving employment in good standing and is eligible for applicable payouts;

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 Sheila Sellman is hereby effective November 15, 2021 as the final day of work with the City of Isanti.

2. That the Human Resources Director and the City Administrator are hereby directed to fill the position immediately.

This Resolution is hereby approved by the Isanti City Council this 16th day of November 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

ACCEPTING VOLUNTARY RESIGNATION FOR LIQUOR STORE CLERK II KATIE OLSEN

WHEREAS, PT Liquor Store Clerk, Katie Olsen has voluntary resigned from her position by not showing to 3 or more of her shifts per current personnel policy 2.02; and,

WHEREAS, the effective date of this resignation is November 1st, 2021; and,

WHEREAS, Katie Olsen is not leaving employment in good standing as she did not resign per current personnel policy with proper 2-week notice;

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 Katie Olsen is hereby effective November 1st, 2021.

2. That Human Resources Director and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 16th day of November 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE REHIRE OF FT LIQUOR STORE CLERK I TO BECKY WHITMAN

WHEREAS, the City Council of the City of Isanti is required to approve hiring of all employees; and,

WHEREAS, the City Council has approved at the Committee of the Whole meeting on October 19, 2021 to add another FT Liquor Store Clerk I; and,

WHEREAS, the Interviewing Panel has selected Becky Whitman as the most qualified candidate for the position, as she previously has worked for the Isanti Liquor Store; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation and reference check;

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

1. Human Resource Director has offered Becky Whitman the FT Liquor Store Clerk I position to for the City of Isanti Liquor Store
2. This position is full-time, non-exempt, and eligible for all benefits.
3. The expected start date in that position is November 8, 2021.
4. The wage will start at Step 4 of the wage scale at $17.1598 per hour
5. That Becky Whitman will accrue vacation at the first-year rate.
6. Human Resources Director is to complete all required documentation for the completion of the employment offer and place a copy of this Resolution in the employee's personnel file for future reference.

This resolution is hereby approved by the Isanti City Council this 16th day of November 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE OFFER FOR COMMUNITY DEVELOPMENT DIRECTOR STEPHANIE HILLESHEIM

WHEREAS, the City Council of the City of Isanti approves all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill Community Development Director Position; and,

WHEREAS, the Interviewing Panel selected the most qualified candidate for Community Development Director position; and,

WHEREAS, the candidate's offer is contingent on successfully completing and passing a background investigation and reference check;

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

1. That Human Resources offered the Community Development Director position to Stephanie Hillesheim for the City of Isanti and that she shall be eligible to start in that position after successfully passing a background and reference check expected start date November 30, 2021.
2. That Stephanie shall start at Step 3 of the wage scale at $92,294.59 ($44.3724 per hour).
3. That Stephanie Hillesheim shall receive 40 hours vacation banked to start.
4. That Stephanie Hillesheim shall be on probationary status per the Personnel Policy in the position Community Development Director position effective November 30, 2021.
5. That Human Resources is directed to complete all required documentation for the completion of the employment contract and employment offer.
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 16th day of November, 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into on November 16, 2021 by and between the City of Isanti, Minnesota, a municipal corporation, herein called EMPLOYER, and Stephanie Hillesheim, herein called EMPLOYEE. This Agreement shall become effective on the EMPLOYEE'S first day of employment of November 30, 20121.

EMPLOYER desires to employ the services of Stephanie Hillesheim as Community Development Director for the City of Isanti as provided by applicable Minnesota law and applicable ordinances of the City of Isanti, Minnesota.

It is the desire of the EMPLOYER to employ the EMPLOYEE and it is the EMPLOYEE's desire to accept employment from the EMPLOYER on the terms and conditions as set forth herein.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE EMPLOYER AND EMPLOYEE AGREE AS FOLLOWS:

1. Duties. As authorized pursuant to the provisions of Minnesota Statutes Section §412.111, the EMPLOYER hereby agrees to employ EMPLOYEE as Community Development Director of the City of Isanti to perform the functions and duties as specified in the job description for the position of Community Development Director of the City of Isanti, as approved by the City Council, and as the same may be amended from time to time.

2. Term. The EMPLOYEE's employment shall be for an indefinite term at the will of the EMPLOYER. The terms of this contract shall be applicable from November 30, 2021 and until termination of the employment relationship, or until amended by subsequent agreement approved by action of the City Council of the City of Isanti and signed by both EMPLOYER and EMPLOYEE.

3. Employment at Will. The EMPLOYEE is employed at the will of the EMPLOYER, and therefore may be terminated at any time with or without cause upon, except as hereinafter provided, not less than 30 days' written notice from EMPLOYER to EMPLOYEE. EMPLOYER may however, in EMPLOYER's sole discretion, terminate the EMPLOYEE without any prior notice for misconduct, defined as follows:

A. Conduct by the EMPLOYEE resulting in criminal charges against the EMPLOYEE (except for petty misdemeanor traffic violations); or

B. EMPLOYEE's refusal to obey a lawful directive of EMPLOYER; or

C. Acts by the EMPLOYEE intended to cause injury to the EMPLOYER.

The EMPLOYEES probationary period shall be six (6) months, unless extended for a specified period not to exceed six (6) additional months. Notwithstanding the provision for thirty (30) days' notice prior to termination, the EMPLOYER shall have the right to terminate employment with the EMPLOYEE with or without cause at any time during the EMPLOYEES probationary period without the requirement that said thirty (30) days' notice be given.

4. Salary. EMPLOYER agrees to pay EMPLOYEE for services rendered pursuant to this contract wages calculated on an annual base salary of $92,294.59 (step 3) payable in installments at the same time as other payroll employees of the EMPLOYER are paid. Subsequent annual step salary increases, as applicable, shall be contingent upon on a satisfactory annual performance review. Cost of living salary adjustments, if any, shall be subject to approval by the City Council.

5. Vacation, Sick Leave and Insurance Benefits. The EMPLOYEE shall be entitled to 40 hours of vacation banked. The EMPLOYEE shall be entitled to earn vacation at the accrual

rate of year (2) two or (12 days a year) per current personnel policy, with any additional adjustment based on years of service as prescribed by the EMPLOYER's personnel policy.

Sick leave shall be provided as prescribed by the EMPLOYER's personnel policy. Insurance and other employee benefits shall be provided as prescribed by the EMPLOYER's personnel policy.

6. Performance Appraisal. The City Administrator, or in absence of the City Administrator, the Mayor and Council shall review and evaluate the performance of EMPLOYEE at least once annually. Following completion of each such performance appraisal the EMPLOYEE shall be given a summary thereof. In the first year of employment the EMPLOYEE shall be subject to a probationary performance review after three and six months of employment as per the EMPLOYER's personnel policy.

7. Retirement Benefits. The EMPLOYEE shall be entitled to participate in the accrual of retirement benefit contributions as prescribed for public employees under PERA, and/or under any other retirement program, if any, which may now or hereafter be available pursuant to and consistent with any applicable state or federal laws and EMPLOYER's personnel policy.

8. Personnel Policy. Except where specifically abridged or modified by this Agreement, the EMPLOYEE shall be subject to all terms and provisions of the EMPLOYER's personnel policies as set forth in the EMPLOYER's personnel policy manual. If any provision of this manual conflicts with a provision in this contract, then the contractual provision shall prevail.

9. Professional Development. The EMPLOYER agrees, subject to annual budget approval and subject to preauthorization of the City Administrator and/or City Council, to pay all necessary and reasonable expenses of EMPLOYEE for short courses, institutes and seminars that are, in the opinion of both EMPLOYER and EMPLOYEE necessary for professional

development of EMPLOYEE. These shall include materials and coursework necessary for the EMPLOYEE to obtain their AICP certification. Once certified, these expenses include up to 40 credit hours per year of Continuing Professional Education as required for EMPLOYEE to maintain on a current basis their AICP certification. EMPLOYER shall pay for EMPLOYEE's attendance at the Minnesota Planning Association annual conference. The EMPLOYER will pay costs for training fees, travel and lodging, and meals, as per the EMPLOYER's personnel policy manual. The EMPLOYER shall pay for publications for the EMPLOYEE to assist in performance of their job duties. Such publications shall be approved by the EMPLOYER.

10. Professional Membership. During the term of employment, EMPLOYER will pay EMPLOYEE's annual regular membership dues for EMPLOYEE's ongoing membership in the AICP, APA, MNAPA, and Economic Development Association of MN as the same become due and payable.

11. Severability. Should any provision of this agreement be held unlawful by a Court of competent jurisdiction; all other provisions of this agreement shall remain in force for the duration of the agreement.

12. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

EMPLOYER	EMPLOYEE
Mayor of City of Isanti 110 First Ave. NW P.O. Box 428 Isanti, MN 55040	Stephanie Hillesheim 11078 Geneva Circle SE Becker, MN 55308

Alternatively, notices required pursuant to this agreement may be personally served as prescribed by the Minnesota Rules of Civil Procedure. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States mail.

13. Council Approval. This Employment Agreement is subject to approval by the City Council of the City of Isanti, Minnesota.

IN WITNESS WHEREOF, the EMPLOYER has caused this agreement to be signed and executed on its behalf by the Mayor and City Administrator, and the EMPLOYEE has signed and executed this agreement as of the day and year first above written.

EMPLOYER

City of Isanti, Minnesota

By:_____
Mayor Jeff Johnson
Its Mayor

By:_____
Josi Wood
Its City Administrator

EMPLOYEE

_____
Stephanie Hillesheim

RESOLUTION 2021-XXX

APPROVING THE HIRE OF LIQUOR STORE CLERK II FOR NICOLE JOHNSON

WHEREAS, the City Council of the City of Isanti is required to approve hiring of all employees; and,

WHEREAS, the City Council has approved the PT Liquor Store Clerk II position; and,

WHEREAS, the Interviewing Panel has selected Nicole Johnson as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation and reference check;

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

1. Human Resource Director has offered the Liquor Store Clerk II position to Nicole Johnson for the City of Isanti.
2. This position is full-time, non-exempt, and eligible for all benefits.
3. The expected start date in that position is November 16, 2021.
4. The wage will start at Step 1 of the wage scale at $14.4715.
5. This position is non-exempt and not eligible for benefits.
6. This position will be scheduled up to 29 hours per week.
7. Human Resources Director is to complete all required documentation for the completion of the employment offer and place a copy of this Resolution in the employee's personnel file for future reference.

This resolution is hereby approved by the Isanti City Council this 16th day of November 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE HIRE OF LIQUOR STORE CLERK II FOR SANDRA KOLLER

WHEREAS, the City Council of the City of Isanti is required to approve hiring of all employees; and,

WHEREAS, the City Council has approved the PT Liquor Store Clerk II position; and,

WHEREAS, the Interviewing Panel has selected Nicole Johnson as the most qualified candidate for the position; and,

WHEREAS, the offer is contingent upon successfully passing a background investigation and reference check;

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

1. Human Resource Director has offered the Liquor Store Clerk II position to Nicole Johnson for the City of Isanti.
2. This position is full-time, non-exempt, and eligible for all benefits.
3. The expected start date in that position is November 16, 2021.
4. The wage will start at Step 1 of the wage scale at $14.4715.
5. This position is non-exempt and not eligible for benefits.
6. This position will be scheduled up to 29 hours per week.
7. Human Resources Director is to complete all required documentation for the completion of the employment offer and place a copy of this Resolution in the employee's personnel file for future reference.

This resolution is hereby approved by the Isanti City Council this 16th day of November 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING THE POSITION OF POLICE SUPPORT SPECIALIST

WHEREAS, the City Council of the City of Isanti is required to approve new positions and the Committee of the Whole moved to create the position of FT Police Secretary to FT Police Support Specialist; and,

WHEREAS, the position of Police Secretary was re-evaluated for Penny Anderson, after analyzing the job duties of the PT Police Data Clerk and PT Police Secretary it to be found the position of FT Police Secretary performed more managerial or lead duties; and,

WHEREAS, the FT Police Secretary will now be a separate position from the PT Police Secretary and the PT Police Data Clerk (See Exhibit A); and,

WHEREAS, based off of local City comparisons and job description evaluation the position falls under the Grade 10 of the current wage scale and 194 in points; and,

WHEREAS, Penny Anderson is currently in the position of Police Secretary and will be re-titled to Police Support Specialist with adjusted wage effective November 2;

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

1. The City will now have a non-exempt position called Police Support Specialist
2. Penny Anderson will now have the title and wage of Police Support Specialist.
3. Penny Anderson will not lose any seniority, benefits or status.
4. The Police Support Specialist will be a wage scale Grade 10.
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 November 2021.

_____

Attest:

Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

Exhibit A

City of Isanti
POSITION DESCRIPTION

POLICE SUPPORT SPECIALIST

DEPARTMENT:	**Police**
FLSA CLASSIFICATION:	**Non-Exempt**
REPORTS TO:	**Chief of Police**
SUPERVISES:	**Police Office Staff**

DEFINITION: The Police Support Specialist performs skilled administrative support and technical supervision of office staff for the Police Department. They perform high level secretarial support and confidential secretarial duties for the Police Chief and other staff of the Police Department as directed.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Serves as a lead to staff to include assigning and monitoring work and providing direction.
- Oversees the general work flow of the office to ensure tasks are completed in a timely manner.
- Transcribes and assists the investigator as requested. Assists Investigator with Child Maltreatment reports and MAARC reports.
- Performs skilled administrative support work including: typing a variety of documents, letters, reports and memos and retrieves documents as needed.
- Supervises the Permit Tech and Secretary, assists in hiring, assigns and reviews work, advises and handles the more complex questions or requests, coaches and trains and conducts performance reviews, subject to approval by the Chief.
- Assists the Chief with BCA related tasks and security trainings. Assists with Triennial Audit with BCA (Hot file, CCH-III, Administrative audit).
- Assists the police officer assigned to the evidence room by reviewing and disposing of property and recording for chain of possession.
- Maintains POR database.
- Greet the public as they enter the department and assist with questions or complaints.
- Answer phones and assist citizens with questions or complaints.
- Process all citations to courts and prosecuting authorities as well as search warrants.
- Process all Part A and Part B offenses to the State and Federal Bureau of Investigation.
- Code, input incident reports, transfer information to BCA (CJRS).
- Oversee the maintenance of police files, records, and related documents and ensure accuracy.
- Process and review requests for LE data/ reports

- Oversee processing requests for discovery from prosecution and/or defense.
- Provide all services for 'Bad Checks', including paperwork and documentation.
- Provide services for 'Record Checks' – Criminal History.
- Review and make changes to the MN State ID's provided by MNCJSS daily notification.
- Process Court Dispositions received by Daily Disposition Bulletin
- Designated Records Manager for the department.
- Maintain dispositions for review of Squad and Body Cam video evidence
- Manage all police records including Squad and Body video evidence for retention.

- Assist Code Enforcement as needed.
- Oversee orders for supplies for the Police Department.
- Oversee and assist process and complete background investigations and record checks.
- Manage the inventory of office supplies, phone system set up, speed dials and set up for new hires.
- Agency TAC (Terminal Agency Coordinator); liaison between agency and BCA on matters related to FBI CJIS and BCA MNJIS access. Which includes fingerprinting all users prior to access, ensure all officers are allowed access to proper applications with BCA and have completed security training prior to access of CJIS. Ensure requirements are up to date and training is documented within the records management system.
- Performs other related duties as assigned or apparent.

EQUIPMENT USED:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, fax machines and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge and ability to operate computers and computer software and department radios.
- Knowledge and ability to maintain files and records; and knowledge of record retention.
- Knowledge of Data Privacy Laws.
- Knowledge of city, state and federal laws and regulations.
- Ability to provide excellent written and oral communication and interpersonal skills.
- Ability to have respectful interaction with coworkers, supervisor, the general public.
- Ability to proactively greet customers; be friendly, professional, polite and helpful in dealing with the public and employees.
- Ability to represent the City in a positive and professional manner at all times.
- Ability to read maps and give directions.
- Ability to produce quantity, quality and accurate work with strong attention to detail.
- Ability to 10- key and type efficiently.
- Ability to maintain confidentiality with private data.
- Ability to organize work and utilize work time productively and multi-task.
- Ability to consistently have strong customer service and a positive attitude.
- Ability to work independently and as a team player.
- Ability to effectively solve problems and have strong analytical skills.
- Ability to perform essential functions during required hours of work**.**

MINIMUM QUALIFICATIONS:

- High school degree or equivalent.
- Two (2) or more years of police administrative or police records management experience.
- Three (3) years of increasingly responsible office support work including records management, data entry, word processing and customer service.
- Previous government experience

PREFERRED QUALIFICATIONS:

- Associates degree in business or related field.
- Two (2) or more years in an administrative supervisory role.
- Experience in law enforcement, military or government settings

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- Must represent the City in a respectful, professional manner with positive interactions with the public.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is Monday-Friday, hours are subject to current personnel policy. Additional hours may be required on occasion.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside in an office.

Activities that will **occur continuously**, 5-8 hours: Sitting, walking, verbal communication, hearing, repetitive motions, handling, typing, light physical effort.

Activities that will **occur frequently**, 2-5 hours: problem solving, written communication, reaching, interpersonal skills, standing, pulling.

Activities that **occur occasionally**, up to 2 hours: reaching, hand/eye/foot coordination, balancing, temperature changes, loud noises.

Activities that **occur infrequently**, less than 1 hour: lifting, bending, stooping, kneeling, reaching at, above, and below shoulder level with the right, left, and both shoulders, carrying, and lifting and carrying up to 24 pounds.

This position will require the ability to drive an automobile.

Exhibit A

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

_____	_____	_____
Employee Signature	Printed Name	Date

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Katie Brooks, Human Resources Director
Date: November 16, 2021
Subject: Liquor Store Dress Code Policy

Background:
Isanti Liquor Store staff have previously been expected to wear "appropriate clothing" per current dress code policy. With respect to the new Liquor Store coming in November 2021. All Employees will be required to wear Isanti shirts once the new store opens. This policy will be added to the Liquor Store Process Manuel and Personnel Policy.

Request:
This is informative and does not have a resolution

RESOLUTION 2021-XXX

TO REPEAL CITY POLICIES THAT ARE NO LONGER APPLICABLE

WHEREAS, the City of Isanti has a number of policies that are no longer applicable due to changes in state statute, superseded by City Code, new policies were written or subsequent policies were already included in the Personnel Policy, Policy Manual or Lexipol; and,

WHEREAS, the following policies shall be repealed:

- 1999-135 Business Subsidy
- 2017-286 Council Mtg Procedures
- 2009-078 PW Procedures
- 2014-017 Sidewalk Snow Policy
- 2016-210 Nuisance Lot Mowing
- 2016-279 Nuisance Abatement
- 2015-297 Outdoor Hockey Rink
- 2009-078 PW Policies and Procedures
- 2012-254 Water disconnect Policy
- 2018-277 Language Change Dom. Abuse
- 2013-054 Panic Button Security
- 2007-057 Travel Reimbursement
- 2009-080 Temperature Settings
- 2013-210 Veteran Bid Preference
- 2007-194 Development Agreement Process
- 2003-110 Street Closure Application
- 2003-007 Zoning Violations
- 2010-230 Grant Management Guide
- 1997-34 Use of Municipal Liquor Store Net Profits
- 1996-18 Liquor Store Funds for Special Events
- 2010-249 Liquor Store Cash Balance
- 1995-10 Transferring Surplus Funds from Previous Year
- 2007-230 Fee Policy on Existing Home, Comm, or Industrial Building

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve repealing policies outlined per this Resolution.

This Resolution is hereby approved by the Isanti City Council this 16th day of November 2021.

Attest: _____ Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

AUTHORIZING THE ESTABLISHMENT OF A PERMIT AND PLAN REVIEW FEE REFUND POLICY

WHEREAS, the City of Isanti's Building Official is responsible for plan review and building inspections; and,

WHEREAS, per MN Rules Chapter 1300.0160 Subp. 9, the City is authorized to implement a policy for permit and plan review refunds; and

WHEREAS, this Resolution supercedes 2004-089;

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

1. The Building Inspections Department shall be authorized to refund fees for permits in which no work has been done and no inspections have been made.

2. Requests for refunds must be in writing and signed by the permit holder. The Building Official will review the request for refund and make a determination to approve or deny the request. The City shall retain the following as described in the table below:

City Retains	Timeframe
$50.00 – Fees less than $50.00 are non-fundable	For requests made within 30 days
$50.00 or 20% of the permit fee whichever is greater	For requests made within 60 days
$50.00 or 40% of the permit fee whichever is greater	For requests made within 90 days
$50.00 or 60% of the permit fee whichever is greater	For requests made within 120 days
$50.00 or 80% of the permit fee whichever is greater	For requests made within 180 days

3. No refunds will be approved or granted after 180 days from the date the permit was issued. No refunds will be approved or granted for the following: Plan Review Fees, State Surcharge Fees, Re-inspection Fees, and any other services that have previously been rendered.

This resolution was duly adopted by the Isanti City Council this 16th day of November 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

AMENDMENTS TO REVOLVING LOAN FUND POLICY

WHEREAS, the City of Isanti approved a Revolving Loan Fund (RLF) Policy on October 5, 2010; and,

WHEREAS, the Economic Development Authority Board recommended amendments to the RLF policy that was voted on and approved January 7, 2020 referenced as 'Exhibit A'

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the RLF policy referenced as 'Exhibit A' as recommended by the Economic Development Authority.

This Resolution is hereby approved by the Isanti City Council this 16th day of November 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Exhibit A

City of Isanti
Revolving Loan Fund Policy
Adopted October 5, 2010
Revised January 7, 2020

Purpose:

The purpose of this policy is for the City to have the opportunity to provide short-term financing to assist business in the form of a loan. The purpose of such financing is to provide gap financing where conventional funding sources are not sufficient to meet the business needs for new facilities, business retention, building purchase, renovation, expansion, landscaping, machinery and equipment. The objectives of the revolving loan fund are to create or retain permanent full-time jobs in the City; to improve the overall tax base of the City; to diversify the economy; and to enhance the quality of life within the community.

The revolving loan fund is intended to complement and not to compete with private lending institutions. All loans are subject to the availability of funds. All funding is limited to the corporate limits of the City of Isanti. In addition to the loan terms and conditions set forth in this policy, the City shall have the right to impose additional terms and conditions in its sole discretion.

Revolving Loan Fund Evaluation and Approval Criteria:

Prior to the approval of any economic assistance, the Finance Director shall review the application and any other documentation to ensure all necessary information has been provided. The City's Attorney should prepare, or if prepared by others, review all documents related to the public assistance. The cost incurred by the City for such review and preparation shall be paid by the applicant.

If requested, an appraisal shall be submitted establishing the value of all collateral that will be pledged as security for the loan with an analysis of the life and value of the assets. The Council has the right to accept or reject the appraisal. If an appraisal is provided to the City, the cost of the appraisal is the responsibility of the applicant. At no time is a loan to be granted that exceeds ninety percent of the collateral that is to be pledged as security.

Applicants must be in compliance with the City of Isanti zoning codes as well as all other local, state, and federal laws applicable to them.

All applicants shall pay the non-refundable application fee and non-refundable origination fee as established by the City Council. The commitment fees shall be retained for the administration of the loan.

Revolving Loan Fund Repayment and Default Information:

Applicant shall make all loan payments to the City electronically through the Automated Clearing House (ACH) system. Applicant shall provide the City with a fully completed and executed authorization as required by ACH.

The applicant agrees to promptly notify the City of any change in the location of the collateral and agrees not to sell, lease, offer to lease or transfer the collateral in any way without prior consent of the City. The applicant will keep the collateral insured at all times and safe from damage and theft

and will pay promptly taxes and/or any debt to which collateral is secured. The applicant will pay a delinquency and collection charge on each installment not paid within 10 days of due date in the amount of 5% of each installment in default, plus reasonable costs of collection including attorney's fees. An applicant will be considered in default under the agreement upon occurrence of any of the following events: (a) default in the payment of any obligation including payment of taxes and City utility bills, (b) giving false information to the City, (c) loss, theft, substantial damage, destruction, sale, or encumbrances to any of the collateral, (d) death, dissolution, termination of existence, insolvency, business failure, appointment of a receiver of any part of the property, or assignment for the benefit of creditors by applicant, (e) other conditions that may be imposed by the City.

Upon such default and anytime thereafter, the City has the option to declare all obligations immediately due and payable. Without limitation, the City has the right to take immediate and exclusive possession of the collateral. The City will give the applicant at least 10 days written notice before the sale or disposition of the collateral.

Immediate repayment of the entire outstanding balance of the loan will be made if the business relocates outside the corporate limits of the City.

Disbursement Process:

Applicant shall be solely responsible for all payments for eligible uses of funds. Loan proceeds shall be paid directly to applicants only after the work for which payment is requested has been performed or items purchased and inspected by the City, if applicable. Applicant will provide all invoices, certification and evidence in such form that the City may require, demonstrating work has been completed and Applicant has paid for the items eligible in the loan agreement. If periodic draws are requested, they will be limited to amounts equal to the values of materials furnished and/or services completed and shall be limited in number to three, including final payment. No payments shall be made without appropriate lien waivers being given.

Business Subsidy Reporting:

As required by Minnesota Subsidies Law, certain assistance provided to a business must be reported to the Department of Employment and Economic Development on forms provided by the State of Minnesota. The applicant must provide information regarding jobs created and wages paid.

City of Isanti
Application for
Business Assistance Financing

Legal Name of Applicant: _____

Name of Business: _____

Business Address: _____

Telephone Number: _____

E-mail Address: _____

Business Website: _____

Tax ID #:_____NAICS Code: _____

Name of Contact Person: _____

General Information:

Principal(s)	Address	Phone	Social Security #	Title	% of Ownership

Type of Business: Sole Proprietorship: _____ Corporation: _____
Partnership: _____ New Business: _____

Date Established: _____

Business Name: _____

Address: _____

Web Address: _____

Type (partnership, etc.): _____

Authorized Representative:_____Phone: _____

E-mail of contact person: _____

Description of Business: _____

_____

Legal Counsel: _____

Address: _____ Phone: _____

Contact Person: _____ E-mail: _____

Participating Bank: _____

Address: _____ Phone: _____

Contact Person: _____ E-mail: _____

Accountant: _____

Address: _____ Phone: _____

Contact Person: _____ E-mail: _____

Financial Background:

1) Have you ever filed for bankruptcy? _____
2) Have you ever defaulted on any loan commitment? _____
3) Have you applied for conventional financing for a project? _____
4) List Financial references:
    a. _____
    b. _____
    c. _____

Project Information:

1) Location of proposed project: _____
2) Amount of Business Assistance requested: _____

3) Need for Business Assistance: _____

4) Present ownership of site: _____

5) Number of permanent jobs created as a result of project: _____

6) Estimated annual sales: Present:_____Future: _____

7) Market value of project following completion: _____

8) Anticipated start date: _____

9) Anticipated completion date: _____

Financial Information:

1) Estimated project related costs:

a) Land Acquisition: $ _____

b) Site development: _____

c) Building cost: _____

d) Equipment: _____

e) Architectural / Engineering fees: _____

f) Legal fees: _____

g) Off-site development costs: _____

h) Public infrastructure costs: _____

i) Other (explain): _____ _____

_____

Total $ _____

2) Sources of financing:

		Public/Private Total
a) Private Financing Institution:	$_____	_____
b) Revolving Loan Funds:	_____	
c) Other Public Funds (identify):	_____	_____
d) Developer Equity:	_____	
Total $	_____	

City of Isanti

Check List for Final Application

The following is a list of the information and documentation necessary to submit a final application. Forms have been enclosed to aid you in preparing this information.

_____A. Description of the project that you propose to take place at the property as well as a Business Plan and History of the Business including a written description of the business, principals, and past projects.
_____B. Market Analysis and Business Plan
_____C. Products
_____D. Manufacturing Process
_____E. Financial Information

1. Projections. Provide pro-forma balance sheets, income statements and statements of cash flow (in both a monthly and annual basis) for the next three years. Define the assumptions used to derive the projections.
2. Profit and Loss Statements: last three years, current statement (less than 90 days old) and three years' projections.
3. Balance Sheets: last three years, current, and three years projections.

_____F. Schedule of Business Debts
_____G. Statement of Collateral
_____H. Resumes and Personal Financial Statements
I. Preliminary financial commitment from bank.
_____J. Information on Affiliates
_____K. Appraisals / Proposed Lease / Purchase Agreements
_____L. Corporate / Partnership Authorization

Additional Attachments
_____1. Last year's Business Income Tax Statement, if applicable
_____2. Last year's Personal Income Tax Statement
_____3. Evidence of Payroll tax payment
_____4. Evidence of Worker's Compensation Insurance
_____5. A letter from the County Auditor or Treasurer verifying that there are no outstanding judgments or tax liens against the business, property or owners of the business.
_____6. Plans and drawing of project.
_____7. Background material of company
_____8. Payment of fee.
_____9. A map showing the location of your business, legal description and parcel identification number.
_____10. Current zoning of the property.
_____11. Existing Comprehensive Future Land Use designation of the property.
_____12. A statement identifying how the Revolving Loan Fund money will be used and why it is necessary to undertake the project.
_____13. A statement identifying the public benefits of the proposal. This may include property valuation, job creation if applicable and other community assets.

TO BE SIGNED BY APPLICANT

I have willfully furnished this information to the City of Isanti for the purpose of applying for a loan. I understand that this information will be available for review by the City Finance Director**,** the City Attorney, or any other professional the City Council may request. I declare that the information provided in this application is true to the best of my knowledge. I understand that the City of Isanti has the right to verify this information and will be in contact with those individuals and institutions involved in this proposed project as well as credit references. False information, in addition to disqualifying me from any further considerations and financial assistance, may also subject me to litigation to recover the City's expenses related to reviewing this application and/or costs to collect any loan balances. In addition, I understand that the City of Isanti may release information for public relations purposes regarding the project, excluding any confidential financial information.

_____ _____

Signature Date

Loan Criteria

Eligible Businesses
~Businesses must be located, or willing to relocate to the City of Isanti.
~Manufacturing, assembly, warehousing, research and development, retail and service businesses.

Ineligible:
~Non-profits are not eligible under this program.

Eligible Uses of Funds:
~Building Purchase
~Building construction
~Building renovation / expansion
~Machinery & equipment
~Landscaping
~Retention

Ineligible Uses of Funds:
~Working Capital
~Inventory
~Purchase of equity positions in business enterprises
~Refinancing of existing debt

Loan Amounts:
~$15,000 to $50,000
~The City reserves the right to approve loan amounts less than the amount requested.
~Funding is limited to 33% of the eligible asset.

Loan Terms Available:
~Up to 10 year loan terms are available.
~Each loan will be determined on a case-by-case basis.
~Equipment loans will generally not exceed beyond the depreciated life of the asset being financed.
~Debt Service Coverage of 1.2/1.

Interest Rates:
~Anywhere from a rate of 3% to the 5 year Treasury bill + 1%
~Interest rates will be fixed.
~Interest rates are determined on a case-by-case basis.

Job Creation & Wage Requirements:
~Must meet State requirements when utilizing State funds and business subsidy law if applicable.

Fees:
~Approved borrowers are responsible for all legal fees, document preparation, recording & filing fees.
~An application fee and a 1% origination fee will apply.

Equity Requirements:
~The borrower must provide a minimum of 10% of total project costs as equity.

Personal Guarantees:
~Personal guarantees are required of all persons having 20% or more ownership of the business.
~Life insurance on the principle(s), for the amount of the loan is required. This insurance policy must be assigned to the City of Isanti.

Repayment Ability:
~Credit Checks will be made on businesses and primary owners as a part of the financial analysis.
~Applicants must demonstrate adequate historical and / or pro-forma cash flow for the proposed new debt.

Financial Structure:
~A financial institution must be involved in the development project.

Collateral Requirements:
~The Finance Director**,** the City Attorney, or any other professional the City Council may request will review and take into consideration loan collateral coverage.
~The City may take a subordinate collateral position to other lenders.

Management Experience:
~It is required that the project have capable, skilled management through experience or expertise in the applicant's industry, either through previous successful business ownership or through appropriate managerial support services.

Late Penalties:
~The City shall include late penalties for loan payments made after their due date.

Loan Disbursement Policy:
~The City will place restrictions on the disbursement of loan funds.

Consideration in Setting Interest Rates:
~Size of Loan
~Length of Loan
~Use of Loan
~Inflationary expectations.
~Interest rate expectations.
~Perceived risk of project
~Amount of owner equity.
~Presence / absence of other funding sources.
~Financial strength of ownership
~General economic conditions & expectations.
~Type and size of building
~Number of jobs created, if applicable
~Wages paid
~Location of business within the City.
Considering all these factors, loan interest rates are set at the sole discretion of the City of Isanti.

Memo for Council

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: November 16, 2021
Subject: Adopting Finance Related Policies

Background:
The attached policies are final drafts of those discussed at Committee of the Whole on October 19th 2021.

Request:
Consider Adoption of the following Policies:

- Tax Abatement Business Assistance Policy – Remove all language regarding a five year limit for assistance..
- Fund Balance Policy – Largely the same as prior version however enterprise funds are now included within the policy and the General Fund target Fund Balance would now be a range, between 30% and 70%.
- Investment Policy – Entirely rewritten but with many of the same features, much of which is based on state statute. Biggest change is that the new policy would give the Finance Director additional discretion to invest in a slightly broader portfolio of investments. Matches state statute with the exception of commercial paper, which is not included in this policy. Also clarifies that working with multiple brokers is acceptable and eliminates the need to use the RFP process to make that determination.
- Purchasing Policy – Update Committee reference language, revise dollar threshold limits for administrative approval, as well as the sealed bid threshold, which now matches State Statute. Also moved needed unbudgeted expenditures from Finance Committee oversight and authorization to City administrator authorization and oversight as well as other minor language changes.
- Single Audit Policy – Entirely new policy written at the recommendation of the City auditors.

Action Required:
Consider adoption by Resolution

Attached:
Res 2021-XXX Adopting Finance Related Policies

RESOLUTION 2021-XXX

ADOPTING FINANCE RELATED POLICIES

WHEREAS, Staff has thoroughly reviewed the City's finance related policies and made recommended revisions in the best interest of the City; and,

WHEREAS, the policies have been reviewed by the Committee of the Whole on October 19, 2021 and they recommend adopting the following policies:

- Tax Abatement Business Assistance Policy ('Exhibit A')
- Fund Balance Policy ('Exhibit B')
- Investment Policy ('Exhibit C')
- Purchasing Policy ('Exhibit D')
- Federal Grants Administration (Single Audit) Policy ('Exhibit E'); and,

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota, hereby approves the policies outlined per this Resolution and attached as 'Exhibit A', 'Exhibit B', 'Exhibit C', 'Exhibit D', 'Exhibit E'.

This Resolution hereby approved by the Isanti City Council this 16th day of November 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

'Exhibit A'

Tax Abatement Business Assistance Policy

Adopted November 16, 2021
Supercedes Resolution 2008-083

Purpose:

The purpose of this policy is to provide a guide to be used in the processing and reviewing of requests from private businesses locating in or expanding in the City of Isanti for tax abatement business assistance. This policy was developed as a method to assist in business expansion, location and relocation within the City of Isanti. This policy is intended to be a guide only and the City has the right to depart from the guidelines set f01ih herein in its sole discretion.

Proposed Abatement Funding:

The City of Isanti will work to obtain tax abatement for a successful project, with the County of Isanti and the Cambridge - Isanti School District. We also believe this tool should be considered available in a modified format for Businesses that would provide significant development in our area, but that this outline is for the "normal" business attraction to our area.

Abatement Evaluation and Approval Criteria:

Upon a business submitting a request to City Staff; City Staff shall forward the request for evaluation to the City of Isanti Economic Development Authority (EDA). The project will be scored using the information provided by the business requesting a business subsidy. The scores will assist in making a decision if the project qualifies for tax abatement.

The EDA will forward a recommendation to the City Council with the score of the project. The City Council will make the final decision on what, if any, business assistance will be provided for a project. The information provided by the business requesting the assistance will be used in determining if the limited tax abatement shall be used on the project.

Some criteria, by their very nature, may be subjective. However, wherever possible "when the proposal may meet one or more "benchmark" criteria does not mean that it is entitled to funding under this policy. The determination to grant or not grant a subsidy for a business resides in the sole discretion of the City.

Eligibility of Businesses to Obtain Business Assistance:

The business assistance shall be provided with the applicable State legislative restrictions, State Auditor interpretation, debt limit guidelines, and other appropriate financial requirements and policies. The criteria for a business to obtain tax abatement business assistance is outlined in the tax abatement formula worksheet that is updated yearly by the City and stated below:

A) Eligibility to receive tax abatement business subsidy per all governmental laws and policies.

B) Proposals shall create jobs within Isanti or relocate jobs from anothercommunity.

C) Type of business requesting the assistance.

D) Increase the tax base of the City of Isanti.

E) Diversification of the tax base of the City ofIsanti.

F) To assist in redevelopment costs.

G) To determine consistency with the City of Isanti Comprehensive Plan and City Planning and Zoning Ordinances.

H) Environmental and City Service demands.

I) Job retention, increasing the local job base and diversification of the jobbase.

J) Evaluate the wages for the retained and/ or increased jobs.

K) Location of the project.

L) Priority of the project as determined by the EDA and City Council.

M) To not support speculative industrial, commercial and office projects.

N) To encourage additional unsubsidized private development in the area, either directly, or through secondary "spin-off' development.

O) Business assistance will not be used when the developer's credentials, in the judgment of the City, are inadequate due to past track record relating to: timeliness and quality level of completed projects, general reputation, bankruptcy, credit worthiness or other relevant considerations by the City.

P) Business assistance will not be used for projects that would generate significant environmental problems in the opinion of the local, state, or federal governmental entities.

Q) Business assistance may not be allocated due to the following factors: projects that fail to meet good public policy criteria as determined by the EDA and City Council, including, poor project quality; projects that are not in accordance with the comprehensive plan, zoning, redevelopment plans and city policies; projects that provide no benefit or improvement to surrounding land uses, the neighborhood, and/ or the City; projects that do not have significant new, or retained employment; projects that do not meet financial feasibility criteria established by the City; and projects that do not provide for the highest and best desired use for the property.

Statutory Limits:

The City of Isanti shall follow the statutory limits on the use of tax abatement as stated by State Statute. Any grant of $25,000+ or loan of $75,000+ shall have a business subsidy agreement and meet certain wage and job goals and stay in business for at least 5 years. (Per Minnesota Statute Sections 116J.993 to 116J.995). The business subsidy agreement and City Council resolution shall state the length of the business assistance.

Policy Review:

This policy shall be evaluated on a yearly basis to ensure its applicability and to establish priority economic development projects to the followingyear.

Pre-Application for Business Assistance Financing

Legal Name of Applicant: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

Business Website: _____

Name of Contact Person: _____

Requested Information:
Please submit the following information to Staff for your business subsidy review:

1) A map showing the exact boundaries of the property requested to be abated.
2) Describe the project that you propose to take place at the property. Please include building size, business type/ use; existing parking/ parking needs; proposed project timing; estimated market value of the project upon completion. Parcel numbers and/ or legal description.
3) Existing Comprehensive Future Land Use designation of the property.
4) Current zoning of the property.
5) A statement identifying how the increment assistance will be used and why it is necessary to undertake the project.
6) A statement identifying the public benefits of the proposal including estimated increase in property valuation, new jobs created or relocated, hourly wages and other community assets.
7) A written description of the developer's business, principals, history and past projects.

I understand that the application fee of $1000 will be used for the City of Isanti and consultant costs and may be partially refundable if the request for assistance if withdrawn. Refunds will be made at the discretion of the City Council and may be based on the cost uncuffed by the City prior to the withdrawal of the request for assistance. If the initial application fee is insufficient, I will be responsible for additional deposits.

Applicant Signature: .....

Date: .....

Application for Business Assistance Financing

General Information:

Business Name:..... Date:..... Address:

_____ Web

Address: _____ Type

(partnership, etc.):_____ Authorized

Representative:. Phone:..... E-mail: .....

Description ofBusiness: _____

_____

Legal Counsel: ..... Address:_____Phone: _ _ _ _ _ _

Financial Background:

1) Have you ever filed for bankruptcy?_____

2) Have you ever defaulted on any loan commitment?_____

3) Have you applied for conventional financing for a project?_____

4) List Financial references:

   a. _____

   b. _____

   C. _____

5) Have you ever used Business Assistance financing before? _ _ _ _ _ _ _ _

   If yes, what, where and when? .....

Project Information:

1) Location of proposed project: _____

2) Amount of Business Assistance requested: _____

3) Need for Business Assistance: .....

4) Present ownership of site: _____

5) Number of permanent jobs created as a result of project: _____

6) Estimated annual sales: Present: _ _ _ _ _ _ _ _ Future: _ _ _ _ _ _

Market value of project following completion: _____

Anticipated start date: ___

7) Anticipated completion date: _____

Financial Information:

1) Estimated project related costs:
   a) Land Acquisition: $ _____
   b) Site development: _____
   c) Building cost: _____
   d) Equipment: _____
   e) Architectural / Engineering fees: _____
   f) Legal fees: _____
   g) Off-site development costs: _____
   h) Public infrastructure costs: _____
   i) Other (explain):

_____ _____

2) Source of financing: Amount:

a) Private Financing Institution: _____ _____

b) Tax Abatement Funds: _____

_____

c) Other Public Funds (identify): _____

d) Developer Equity: _____

Please Include:

1) Preliminary financial commitment from bank.
2) Plans and drawing of project.
3) Background material of company.
4) Pro Forma analysis.
5) Financial statements.
6) Statement of property ownership or control.
7) Payment of application fee of: $1000.00 (one thousand dollars.)

'Exhibit B'

Fund Balance Policy Adopted

November 16, 2021

PURPOSE

The purpose of this policy is to establish specific guidelines the City of Isanti will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines the City of Isanti will use to classify fund balances into categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. **Nonspendable**

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

2. **Restricted**

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

3. **Committed**

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.

- The City's highest level of decision-making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

- To remove the constraint on specified use of committed resources the City Council shall pass a resolution

4. **Assigned**

- Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.

- The City Council has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the Finance Director or City Administrator.

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.

  i. The City will seek to maintain a maximum unassigned fund balance in the General fund of 70% of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year. Additionally this will assist in maintaining a stable tax rate even in times of significantly reduced taxable market value. Fund balance in excess of 70% shall be utilized to reduce the tax rate in the subsequent budget year(s). Use of fund balance to reduce the tax rate should be guided by the City's desire to avoid double digit increases or decreases in the tax rate, as measured by percent against the prior year's certified tax rate.

  ii. The City will seek to maintain a minimum unassigned fund balance in the General fund of 30% of the next year's budgeted expenditures of the General fund. In the event that fund balance falls below 30% the Council will determine a plan to restore the fund balance first to the minimum 30% threshold and then subsequently toward the 70% maximum threshold. Any such plan shall be guided by the City's desire to avoid double digit increases or decreases in the tax rate, as measured by percent against the prior year's certified tax rate.

STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

MONITORING AND REPORTING

The City Administrator and Finance Director shall annually prepare the status of fund balance in relation to this policy and present to the City Council in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

ENTERPRISE FUNDS

The City will seek to maintain cash balances sufficient to cover 6 months of operating expenses, the next year's debt service obligations as well as future identified capital outlay needs. In the event that cash balances fall below the above prescribed level, the Council will determine a plan to restore the deficient cash balance. Any such plan shall be guided by the City's desire to avoid double digit increases in service rates, as measured by percent against the prior year's service rate.

'Exhibit C'

Investment Policy Adopted

November 16, 2021

PURPOSE

The purpose of this policy is to establish the specific guidelines for the investment of all public funds of City of Isanti. This policy is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return commensurate with the City's investment risk constraints and cash flow characteristics of the portfolio.

OBJECTIVES

The objective of this policy is to establish standards for governing the investment of the funds of the City. These funds will be invested in accordance with this policy and Minnesota Statute 118A. The City has determined that its funds shall be invested based on the following three objectives, listed in priority order:

- SAFETY OF PRINCIPAL – Safety of principal is the foremost objective of the City. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. Avoiding capital losses shall be the primary objective of each investment transaction.
- MAINTENANCE OF ADEQUATE LIQUIDITY – The portfolio will remain sufficiently liquid to enable the City to meet all operating and capital requirements that might be reasonably anticipated. A portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity.
- MAXIMIZATION OF RETURN ON INVESTMENT –Following the satisfaction of liquidity and maturity needs, the balance of the funds available for investment will be placed with institutions that offer the highest rate of return consistent with preservation of principal.

SCOPE

This policy applies to all financial assets of City of Isanti. While separate investment funds are created to accommodate reporting on certain bonded indebtedness, individual investments are purchased using a pooled approach for efficiency and maximum investment opportunity. The City's funds are defined in the City's *Comprehensive Annual Financial Report and include all Governmental, Enterprise, Internal Service and Agency funds* and any new funds created by the City, unless specifically exempted by the City Council through resolution.

POOLING OF FUNDS: Except for cash in certain restricted and special funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

STANDARDS OF CARE

1. PRUDENCE

The prudent person standard shall be applied to the management of the portfolio. This standard states: "Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

2. ETHICS AND CONFLICTS OF INTEREST

Any city official involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or that could impair their ability to make impartial decisions. Investment officials shall disclose any material interests in financial institutions with which they conduct business. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City.

3. DELEGATION OF AUTHORITY

The Finance Director is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The Finance Director through assistance of staff and consultants shall develop and maintain written administrative procedures for the operation of the investment program, monitoring diversification and risk as well as a system of controls to regulate the activities of subordinate officials. Procedures should include references to: safekeeping, investment accounting, repurchase agreements, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and procedures established by the Investment Officer.

4. INTERNAL CONTROLS

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the investment officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record-keeping
- Safekeeping account
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

FINANCIAL INSTITUTIONS AND SAFEKEEPING

1. AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS

The Finance Director is authorized, as allowed under State Statute, to designate depositories and broker-dealers for City Funds. The Finance Director will maintain a list of financial institutions authorized to provide investment services to the City. All broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director or Designee with:

- Audited financial statements (a current audited financial statement is required to be on file for each financial institution)
- Proof of National Association of Security Dealers (NASD) certification,
- Proof of Minnesota registration
- Broker Notification and Certification form required by Minnesota Statutes 118A prior to any investment transactions with the City. The Broker Notification must be updated annually.
- The Official Broker/Dealer Questionnaire must be on file for each broker the City is currently doing business with.
- Authorized institutions must maintain an investment office within the Twin Cities metropolitan area and have other Minnesota local government clients.

The purchase of all investments must be from institutional brokers. An annual review of the financial condition and registration of qualified financial institutions and brokers/dealers will be conducted by the investment officer.

2. SAFEKEEPING

Investments shall be safe kept in the City's name. Certificates will be held at the financial institution in the City's name. All securities should be a risk category one according to the Governmental Accounting Standard No. 3.

SUITABLE AND AUTHORIZED INVESTMENTS

Consistent with Minnesota Statute 118A, the following investments will be permitted by this policy:

- U.S. Treasury Obligations (bills, notes, bonds);
- U.S. Government Agency and Federally Sponsored Agency Securities, excluding mortgage backed securities that fail the FFEIC test;
- General obligations 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;
- Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the amount provided by the Federal Deposit Insurance Corporation coverage limit;
- Bankers Acceptances that are eligible for purchase by the Federal Reserve;
- Repurchase Agreements which conform to the requirements stated in 118A.05, sub. 2 of the statutes;
- Guaranteed Investment Contracts that meet the requirements of M.S. 118A;
- Local government investment pools, either state-administered or through joint powers statutes and other intergovernmental agreement legislation;
- Shares of an investment company which is registered under the Federal Investment Company Act of 1940 and which holds itself out as a money market fund meeting the conditions of rule 2a-7 of the Securities and Exchange Commission and is rated in one of the two highest rating categories for money market funds by at least one nationally recognized statistical rating organization;

- Shares of an investment company which is registered under the Federal Investment Company Act of 1940, and whose shares are registered under the Federal Securities Act of 1933, as long as the investment company's fund receives the highest credit rating and is rated in one of the two highest risk rating categories by at least one nationally recognized statistical rating organization and is invested in financial instruments with a final maturity no longer than 13 months.

INVESTMENT PARAMETERS

1. DIVERSIFICATION

The investments shall be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

2. MAXIMUM MATURITIES

To the extent possible, the City should attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 10 years from the date of purchase.

REPORTING

1. METHODS

The Finance Director shall prepare an investment report at least quarterly to the City Administrator, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City Administrator to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following:

- Listing of individual securities held at the end of the reporting period,
- Realized and unrealized gains for losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year,
- Average yield to maturity of portfolio on investments as compared to applicable benchmarks,
- Listing of investment by maturity date,
- Percentage of the total portfolio which each type of investment represents.

2. PERFORMANCE STANDARDS

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should seek to obtain a market average rate of return during an economic environment of stable interest rates.

3. MARKING TO MARKET

The market value of this portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued to the City Administrator at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the recommended practice.

POLICY CONSIDERATIONS

The City's investment policy shall be adopted by resolution by the City Council and will be reviewed on an annual basis. Any changes must be made in consultation with the Finance Director and approved by the City Council.

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

STATUTORY AUTHORITY

Specific investment parameters for the investment of public funds by the City are found in Minnesota Statutes Chapters 118A. Copy attached to this policy.

LIST OF ATTACHMENTS

The following documents, as applicable, are attached to this policy:

- Relevant investment statutes and ordinances.

INVESTMENT POLICY APPROVAL

This policy was accepted and approved by the City Council on November 16, 2021.

City of Isanti Investment Policy

APPENDIX A

LISTING OF AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS AND LIST OF AUTHORIZED PERSONNEL

AS OF 11/16/2021

Financial Institution

RBC Capital Markets

Falcon National Bank

Authorized Personnel

Finance Director

City Administrator

City of Isanti Investment Policy

APPENDIX B

RELEVANT INVESTMENT STATUTES AND ORDINANCES

AS OF 11/16/2021

118A.01 DEFINITIONS.

Subdivision 1.Application.

The definitions in this section apply to sections **118A.01** to **118A.06**.

Subd. 2.Government entity.

(a) "Government entity" means a county, city, town, school district, hospital district, public authority, public corporation, public commission, special district, any other political subdivision, except an entity whose investment authority is specified under chapter 11A or 356A.

(b) For the purposes of sections **118A.02** and **118A.03** only, the term includes an American Indian tribal government entity located within a federally recognized American Indian reservation.

Subd. 3.Financial institution.

"Financial institution" means a savings association, commercial bank, trust company, credit union, or industrial loan and thrift company.

Subd. 4.Public funds.

"Public funds" means all general, special, permanent, trust, and other funds, regardless of source or purpose, held or administered by a government entity, unless otherwise restricted.

History:

1996 c 399 art 1 s 2; 1999 c 151 s 39

118A.02 DEPOSITORIES; INVESTING: SALES, PROCEEDS, IMMUNITY.

Subdivision 1.Designation; delegation.

(a) The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.

(b) The governing body may authorize the treasurer or chief financial officer to:

(1) designate depositories of the funds;

(2) make investments of funds under sections **118A.01** to **118A.06** or other applicable law; or

(3) both designate depositories and make investments as provided in this subdivision.

118A.02 DEPOSITORIES; INVESTING: SALES, PROCEEDS, IMMUNITY. (CONTINUED)

Subd. 2.Sale; proceeds; immunity, if loss.

(a) The treasurer or chief financial officer of a government entity may at any time sell obligations purchased pursuant to this section and the money received from such sale, and the interest and profits or loss on such investment shall be credited or charged, as the case may be, to the fund from which the investment was made.

(b) Neither such official nor government entity, nor any other official responsible for the custody of such funds, shall be personally liable for any loss sustained from the deposit or investment of funds in accordance with the provisions of sections **118A.04** and **118A.05**.

History:

1996 c 399 art 1 s 3

118A.03 WHEN AND WHAT COLLATERAL REQUIRED.

Subdivision 1.For deposits beyond insurance.

To the extent that funds on deposit at the close of the financial institution's banking day exceed available federal deposit insurance, the government entity shall require the financial institution to furnish collateral security or a corporate surety bond executed by a company authorized to do business in the state. For the purposes of this section, "banking day" has the meaning given in Federal Reserve Board Regulation CC, Code of Federal Regulations, title 12, section 229.2(f), and incorporates a financial institution's cutoff hour established under section **336.4-108**.

Subd. 2.In lieu of surety bond.

The following are the allowable forms of collateral in lieu of a corporate surety bond:

(1) United States government Treasury bills, Treasury notes, Treasury bonds;

(2) issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;

(3) 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;

(4) general obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;

(5) 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

(6) time deposits that are fully insured by any federal agency.

Subd. 3. Amount.

The total amount of the collateral computed at its market value shall be at least ten percent more than the amount on deposit at the close of the financial institution's banking day, except that where the collateral is irrevocable standby letters of credit issued by Federal Home Loan Banks, the amount of collateral shall be at least equal to the amount on deposit at the close of the financial institution's banking day. The financial institution may furnish both a surety bond and collateral aggregating the required amount.

Subd. 4.Assignment.

Any collateral pledged shall be accompanied by a written assignment to the government entity from the financial institution. The written assignment shall recite that, upon default, the financial institution shall release to the government entity on demand, free of exchange or any other charges, the collateral pledged. Interest earned on assigned collateral will be remitted to the financial institution so long as it is not in default. The government entity may sell the collateral to recover the amount due. Any surplus from the sale of the collateral shall be payable to the financial institution, its assigns, or both.

Subd. 5.Withdrawal of excess collateral.

A financial institution may withdraw excess collateral or substitute other collateral after giving written notice to the governmental entity and receiving confirmation. The authority to return any delivered and assigned collateral rests with the government entity.

Subd. 6.Default.

For purposes of this section, default on the part of the financial institution includes, but is not limited to, failure to make interest payments when due, failure to promptly deliver upon demand all money on deposit, less any early withdrawal penalty that may be required in connection with the withdrawal of a time deposit, or closure of the depository. If a financial institution closes, all deposits shall be immediately due and payable. It shall not be a default under this subdivision to require prior notice of withdrawal if such notice is required as a condition of withdrawal by applicable federal law or regulation.

Subd. 7.Safekeeping.

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 shall be approved by the government entity.

History:

1996 c 399 art 1 s 4; **2003 c 51 s 15**,16; **2004 c 151 s 1**,2; **2004 c 174 s 2**; **2007 c 44 s 7**; **2007 c 57 art 3 s 39**; **2008 c 154 art 10 s 1**; **2014 c 292 s 1**

NOTE: The amendments made to subdivisions 1 and 3 by Laws 2004, chapter 151, sections 1 and 2, are effective retroactively from the beginning of a government entity's fiscal year 2003 and apply to each fiscal year thereafter. Laws 2004, chapter 151, section 3.

118A.04 INVESTMENTS.

Subdivision 1. **What may be invested.** Any public funds, not presently needed for other purposes or restricted for other purposes, may be invested in the manner and subject to the conditions provided for in this section.

Subd. 2. **United States securities.** Public funds may be invested in governmental bonds, notes, bills, mortgages (excluding high-risk mortgage-backed securities), and other securities, which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress.

Subd. 3. **State and local securities.** Funds may be invested in the following:

(1) any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;

(2) any security which is a revenue obligation of any state or local government which is rated "AA" or better by a national bond rating service;

(3) a general obligation of the Minnesota housing finance agency which is a moral obligation of the state of Minnesota and is rated "A" or better by a national bond rating agency; and

(4) any security which is an 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 section 126C.55.

Subd. 4. **Commercial papers.** Funds may be invested in commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by at least two nationally recognized rating agencies and matures in 270 days or less.

Subd. 5. **Time deposits.** Funds may be invested in time deposits that are fully insured by the Federal Deposit Insurance Corporation or bankers acceptances of United States banks.

Subd. 6. **High-risk mortgage-backed securities.** For the purposes of this section and section 118A.05, "high-risk mortgage-backed securities" are:

(1) interest-only or principal-only mortgage-backed securities; and

(2) any mortgage derivative security that:

(i) has an expected average life greater than ten years;

(ii) has an expected average life that:

(A) will extend by more than four years as the result of an immediate and sustained parallel shift in the yield curve of plus 300 basis points; or

(B) will shorten by more than six years as the result of an immediate and sustained parallel shift in the yield curve of minus 300 basis points; or

(iii) will have an estimated change in price of more than 17 percent as mediate and sustained parallel shift in the yield curve of plus or minus 300 basis points.

118A.04 INVESTMENTS.

Subd. 7. **Temporary general obligation bonds.** Funds may be invested in general obligation temporary bonds of the same government entity issued under section 429.091, subdivision 7, 469.178, subdivision 5, or 475.61, subdivision 6.

Subd. 8. **Debt service funds.** Funds held in a debt service fund may be used to purchase any obligation, whether general or special, of an issue which is payable from the fund, at such price, which may include a premium, as shall be agreed to by the holder, or may be used to redeem any obligation of such an issue prior to maturity in accordance with its terms. The securities representing any such investment may be sold by the government entity at any time, but the money so received remains part of the fund until used for the purpose for which the fund was created. Any obligation held in a debt service fund from which it is payable may be canceled at any time unless otherwise provided in a resolution or other instrument securing obligations payable from the fund.

Subd. 9. **Broker; statement and receipt.** (a) For the purpose of this section and section 118A.05, the term "broker" means a broker-dealer, broker, or agent of a government entity, who transfers, purchases, sells, or obtains securities for, or on behalf of, a government entity.

(1) Prior to completing an initial transaction with a broker, a government entity shall provide annually to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota Statutes governing the investment of public funds.

(2) A broker must acknowledge annually receipt of the statement of investment restrictions in writing and agree to handle the government entity's account in accordance with these restrictions. A government entity may not enter into a transaction with a broker until the broker has provided this written agreement to the government entity.

(3) The state auditor shall prepare uniform notification forms which shall be used by the government entities and the brokers to meet the requirements of this subdivision.

History: *1996 c 399 art 1 s 5; 2013 c 143 art 12 s 1; 2014 c 292 s 2,3*

118A.05 CONTRACTS AND AGREEMENTS.

Subdivision 1.May enter into.

In addition to other authority granted in sections **118A.01** to **118A.06**, government entities may enter into contracts and agreements as follows.

stat.118A.05.2

Subd. 2.Repurchase agreements.

Repurchase agreements consisting of collateral allowable in section **118A.04**, and reverse repurchase agreements may be entered into with any of the following entities:

(1) a financial institution qualified as a "depository" of public funds of the government entity;

(2) any other financial institution which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds $10,000,000;

(3) a primary reporting dealer in United States government securities to the Federal Reserve Bank of New York; or

(4) a securities broker-dealer licensed pursuant to chapter 80A, or an affiliate of it, regulated by the Securities and Exchange Commission and maintaining a combined capital and surplus of $40,000,000 or more, exclusive of subordinated debt.

Reverse agreements may only be entered into for a period of 90 days or less and only to meet short-term cash flow needs. In no event may reverse repurchase agreements be entered into for the purpose of generating cash for investments, except as stated in subdivision 3.

stat.118A.05.3

Subd. 3.Securities lending agreements.

Securities lending agreements, including custody agreements, may be entered into with a financial institution meeting the qualifications of subdivision 2, clause (1) or (2), and having an office located in Minnesota. Securities lending transactions may be entered into with entities meeting the qualifications of subdivision 2 and the collateral for such transactions shall be restricted to the securities described in this section and section **118A.04**.

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Subd. 4.Minnesota joint powers investment trust.

Government entities may enter into agreements or contracts for:

(1) shares of a Minnesota joint powers investment trust whose investments are restricted to securities described in this section, section **118A.04, and section 118A.07, subdivision 7**;

(2) units of a short-term investment fund established and administered pursuant to regulation 9 of the Office of the Comptroller of the Currency, in which investments are restricted to securities described in this section and section **118A.04**;

(3) shares of an investment company which is registered under the Federal Investment Company Act of 1940 and which holds itself out as a money market fund meeting the conditions of rule 2a-7 of the Securities and Exchange Commission and is rated in one of the two highest rating categories for money market funds by at least one nationally recognized statistical rating organization; or

(4) shares of an investment company which is registered under the Federal Investment Company Act of 1940, and whose shares are registered under the Federal Securities Act of 1933, as long as the investment company's fund receives the highest credit rating and is rated in one of the two highest risk rating categories by at least one nationally recognized statistical rating organization and is invested in financial instruments with a final maturity no longer than 13 months.

stat.118A.05.5

Subd. 5.Guaranteed investment contracts.

Agreements or contracts for guaranteed investment contracts may be entered into if they are issued or guaranteed by United States commercial banks, domestic branches of foreign banks, United States insurance companies, or their Canadian subsidiaries, or the domestic affiliates of any of the foregoing. The credit quality of the issuer's or guarantor's short- and long-term unsecured debt must be rated in one of the two highest categories by a nationally recognized rating agency. Agreements or contracts for guaranteed investment contracts with a term of 18 months or less may be entered into regardless of the credit quality of the issuer's or guarantor's long-term unsecured debt, provided that the credit quality of the issuer's short-term unsecured debt is rated in the highest category by a nationally recognized rating agency. Should the issuer's or guarantor's credit quality be downgraded below "A", the government entity must have withdrawal rights.

History:

1996 c 399 art 1 s 6; **1997 c 219 s 1**; **2000 c 493 s 1**; **2005 c 152 art 1 s 2**; **2010 c 234 s 1**; **2010 c 385 s 4**; **2013 c 143 art 12 s 2**; **2014 c 292 s 4**

118A.06 SAFEKEEPING; ACKNOWLEDGEMENTS.

(a) Investments, contracts, and agreements may be held in safekeeping with:

(1) any Federal Reserve bank;

(2) any bank authorized under the laws of the United States or any state to exercise corporate trust powers, including, but not limited to, the bank from which the investment is purchased;

(3) a primary reporting dealer in United States government securities to the Federal Reserve Bank of New York; or

(4) a securities broker-dealer, or an affiliate of it, that meets the following requirements:

(i) it is registered as a broker-dealer under chapter 80A or is exempt from the registration requirements;

(ii) it is regulated by the Securities and Exchange Commission; and

(iii) it maintains insurance through the Securities Investor Protection Corporation or excess insurance coverage in an amount equal to or greater than the value of the securities held.

(b) The government entity's ownership of all securities under paragraph (a) must be evidenced by written acknowledgments identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP number, or other distinguishing marks.

History:

1996 c 399 art 1 s 7; **2010 c 234 s 2**

118A.07 ADDITIONAL INVESTMENT AUTHORITY.

118A.07 ADDITIONAL INVESTMENT AUTHORITY.

stat.118A.07.1

Subdivision 1.Authority provided.

As used in this section, "governmental entity" means a city with a population in excess of 200,000, a county that contains a city of that size, or the Metropolitan Council. If a governmental entity meets the requirements of subdivisions 2 and 3, it may exercise additional investment authority under subdivisions 4, 5, and 6.

stat.118A.07.2

Subd. 2.Written policies and procedures.

Prior to exercising any additional authority under subdivisions 4, 5, and 6, the governmental entity must have written investment policies and procedures governing the following:

(1) the use of or limitation on mutual bond funds or other securities authorized or permitted investments under law;

(2) specifications for and limitations on the use of derivatives;

(3) the final maturity of any individual security;

(4) the maximum average weighted life of the portfolio;

(5) the use of and limitations on reverse repurchase agreements;

(6) credit standards for financial institutions with which the governmental entity deals; and

(7) credit standards for investments made by the governmental entity.

stat.118A.07.3

Subd. 3.Oversight process.

Prior to exercising any authority under subdivisions 4, 5, and 6, the governmental entity must establish an oversight process that provides for review of the governmental entity's investment strategy and the composition of the financial portfolio. This process shall include one or more of the following:
(1) audit reviews;
(2) internal or external investment committee reviews; and
(3) internal management control.
Additionally, the governing body of the governmental entity must, by resolution, authorize its treasurer to utilize the additional authorities under this section within their prescribed limits, and in conformance with the written limitations, policies, and procedures of the governmental entity.
If the governing body of a governmental entity exercises the authority provided in this section, the treasurer of the governmental entity must annually report to the governing body on the findings of the oversight process required under this subdivision. If the governing body intends to continue to exercise the authority provided in this section for the following calendar year, it must adopt a resolution affirming that intention by December 1.

stat.118A.07.4

Subd. 4.Repurchase agreements.

A governmental entity may enter into repurchase agreements as authorized under section **118A.05**, provided that the exclusion of mortgage-backed securities defined as "high-risk mortgage-backed securities" under section **118A.04, subdivision 6**, shall not apply to repurchase agreements under this authority if the margin requirement is 101 percent or more.

stat.118A.07.5

Subd. 5.Reverse repurchase agreements.

Notwithstanding the limitations contained in section **118A.05, subdivision 2**, the governmental entity may enter into reverse repurchase agreements to:
(1) meet cash flow needs; or
(2) generate cash for investments, provided that the total securities owned shall be limited to an amount not to exceed 130 percent of the annual daily average of general investable monies for the fiscal year as disclosed in the most recently available audited financial report. Excluded from this limit are:
(i) securities with maturities of one year or less; and
(ii) securities that have been reversed to maturity.
There shall be no limit on the term of a reverse repurchase agreement. Reverse repurchase agreements shall not be included in computing the net debt of the governmental entity, and may be made without an election or public sale, and the interest payable thereon shall not be subject to the limitation in section **475.55**. The interest shall not be deducted or excluded from gross income of the recipient for the purpose of state income, corporate franchise, or bank excise taxes, or if so provided by federal law, for the purpose of federal income tax.

stat.118A.07.6

Subd. 6.Options and futures.

A governmental entity may enter into futures contracts, options on futures contracts, and option agreements to buy or sell securities authorized under law as legal investments for governmental entities, but only with respect to securities owned by the governmental entity, including securities that are the subject of reverse repurchase agreements under this section that expire at or before the due date of the option agreement.

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Subd. 7.Negotiable certificates of deposit.

A Minnesota joint powers investment trust may invest funds in negotiable certificates of deposit or other evidences of deposit, with a remaining maturity of three years or less, issued by a nationally or state-chartered bank, a federal or state savings and loan association, or a state-licensed branch of a foreign bank, except that for obligations with a maturity of one year or less, the debt obligations of the issuing institution or its parent are rated in the top short-term rating category by at least two nationally recognized statistical ratings organizations and for obligations with a maturity in excess of one year, the senior debt obligations of the issuing institution or its parent are rated at least A or its equivalent by at least two nationally recognized statistical ratings organizations. Investments in these instruments shall not be subject to the collateralization requirements of section **118A.03**.

History:

1996 c 399 art 1 s 8; **2014 c 292 s 5**

118A.08 NO SUPERSEDING EFFECT.

Except as provided in Laws 1996, chapter 399, article 1, section 11, sections **118A.01** to **118A.06** shall not supersede any general or special law relating to the deposit and investment of public funds.

History:

1996 c 399 art 1 s 9

'Exhibit D'

Purchasing Policy
Amended January 6, 2009
Amended December 15, 2009
Amended August 16, 2011
Amended June 3, 2014
Amended March 15, 2016- Addendum
Amended January 17, 2017
Amended October 19, 2021
Adopted November 16, 2021 (supercedes)

PURPOSE

The City of Isanti will support a purchasing policy that provides quality goods and services that meet the need of the City. These goods and services will be acquired in a manner to maximize the value received for each tax dollar spent. Purchasing policies are designed to facilitate the effective delivery of municipal services while maintaining adequate financial controls.

All purchasing by local government units is regulated by State Law. Consequently, these laws will govern each employee's responsibility in all purchasing processes.

The primary basis for the City's system of internal control is the City's annual budget. The budget, as adopted by the City Council, serves as the basis for the City's spending for that year. All purchases must be within a department's annually adopted final operating or capital budget.

It will be the responsibility of each City employee to adhere to the purchasing process and procedures for the actual ordering/purchasing of goods and services, procedures for receiving and reporting purchases and procedures for payment of vendor invoices.

The City of Isanti encourages its staff to consider local purchasing when all factors are relatively equal.

GUIDELINES

It is the policy of the City of Isanti that the following ethical principles shall govern the conduct of every employee involved, directly or indirectly, in the City procurement process.

1. All purchases must be within a department's annually adopted final operating or capital budget.

2. Employees will avoid activities which would compromise or give the perception of compromising the best interests of the City of Isanti. Employees will not knowingly use confidential proprietary information for actual or anticipated personal gain.

3. Employees will follow guidelines outlined within the City's approved Fuel Card and Credit Card Use Program.

4. Employees will avoid any activity that would create a conflict between their personal

interest and the best interest of the City. Conflicts exist in any relationship where a person is not acting in the City's best interest and may be acting in their own interest or the interest of someone associated with them. Such conflicts of interest would include being involved in any procurement in which:

a. The employee or any member of the employee's family has a financial interest pertaining to the City procurement process.
b. A business or organization in which the employee, or any member of the employee's family, has a financial interest pertaining to the City procurement process.
c. Any other person, business, or organization with whom the employees or a member of the employee's family is negotiating or has an arrangement concerning prospective employment.

If such conflicts of interest exist, the employee will notify the City Administrator in writing and will remove him/herself from the City procurement process.

5. Employees will avoid the appearance of unethical or compromising practices in relationship, actions, and communications regarding the procurement process.

6. Employees will never solicit or accept money, loans, gifts, favors, or anything of value, from present or potential contractors which might influence or appear to influence a purchasing decision. If anyone is in doubt about whether a specific transaction complies with this policy, the person should disclose the transaction to the City Administrator for a determination of compliance.

7. The City of Isanti shall be environmentally conscious by encouraging the use of recycled products whenever reasonably practical and in the best interest of the City.

8. It is City policy not to endorse or in any way permit an employee's name, position or the City's name to be used and advertised as supporting a product or vendor. This does not apply to giving references for products or services used by the City.

9. No individual shall be allowed to make any purchases for personal use through the City.

10. Effective January 1, 2014, the City, with the exception of the Liquor Store, is exempt from paying sales tax on most goods and services. Reference Minnesota Statutes for current guidelines on Local Government Sales and Use Tax Exemptions.

PURCHASING PROCEDURES

These policies regulating the degree of formality are to be followed in the purchase of goods and services, depending on the costs of the items to be purchased. The splitting of purchases into smaller orders to avoid these requirements is strictly prohibited.

Purchase Level	**Quotes/Bids**	**Approving Authority**
$0 - $2,500	**Invoice**	**Department Head**

$2,500.01 - $10,000	**2 Written Quotes***	**Finance Director**
$10,000.01 - $20,000	**2 Written Quotes***	**City Administrator**
$20,000.01 - $100,000	**3 Written Quotes ***	**City Council**
Over $100,000	**Bids**	**City Council**

**Written quotes or a completed quote form is to be attached where there is more than one feasible source*

All purchases must be within a department's annually adopted final operating or capital budget.

Purchases Under $2,500. Department heads are authorized to purchase directly from vendors for any purchase under $2,500. It is the responsibility of each Department head to insure complete control over this segment of the purchasing process. It is recommended that equipment purchases under $2,500 should have two (2) quotations to confirm competitive pricing. Department heads should designate employees who will be allowed to make purchases and to provide internal control procedures to ensure that all purchases are for legitimate public purposes and all purchases accounted for.

Purchases from $2,500.01 to $10,000. Purchase requisitions for goods or services having a value of $2,500 to $10,000 must be submitted for approval by the City Finance Director prior to placing an order with a vendor. Before submitting a purchase requisition, Department heads must obtain two (2) or more written quotations for the goods or services required. The quotations may be in any written format and signed by an authorized representative of the vendor. The purchase requisition awarding the purchase to the lowest responsible bidder should then be forwarded to the City Finance Director who will check to ensure that the quotation form has been completed correctly and that funds are available in the appropriate budget. If Department heads are unable to secure two (2) quotations, a notation explaining why less than two (2) qualified vendors were available should be made on the quotation form, attached to the purchase order and forwarded to the City Finance Director. When seeking two (2) quotes, the practice of "auctioneering" should be avoided by refusing to disclose to a vendor the price quoted by competitors. Purchase requisition and quotation request form will be attached to the appropriate City Council bill list.

Purchases from $10,000.01 to $20,000 The same procedures apply as when purchasing from $2,500 to $10,000 except that once approved by the Finance Director further approval must be made by the City Administrator.

Purchases from $20,000.01 to $175,000 Prior to processing a purchase requisition to secure goods or services valued at $20,000 to $100,000, Department heads must obtain three (3) written quotations. For purchases over $25,000 the State of Minnesota's Cooperative Purchasing Venture (CPV) must be considered. If Department Heads are unable to secure three (3) written quotations a memo explaining why less than three (3) qualified vendors were available as well as the Quotation Request form should be attached to the purchase order and forwarded to the City Clerk/Assistant for placement on the City Council agenda. All purchases over $20,000 require City Council approval. The Quotation Request form requires appropriate planning to ensure that adequate lead time is available to satisfy the purchasing requirements.

Purchases over $175,000 Department heads anticipating the purchase of goods or services valued over $175,000 should prepare specifications based upon standards appropriate to meet the City's

needs. For local improvement contracts that are paid for with special assessments the purchases over $175,000 process must be used. Specifications should be forwarded to the City Clerk. The City Clerk will then direct the preparation of the necessary bid packet, public notices and advertisements to meet the City's purchasing policy and will also send invitations to bid to qualified vendors. Department heads should submit a list of such vendors along with the specifications. A bid packet containing an invitation to bid, specifications, and general bid documents will be sent to these vendors, as well as those that respond to the legal notice. Formal bids will be advertised for at least ten (10) business days prior to bid opening.

After the bids are opened, the bids will be referred to the Department head for review. The Department head will prepare a written tabulation of all bids and draft a memo to the City Clerk that will be placed on the next City Council Agenda, which will include the Department heads recommendation for the bid award. All purchases over $20,000 must be awarded by the City Council. The award will normally be made to the low bidder meeting specifications. If not, documentation should be made to list the reasons why other than the low bidder was selected in the best interest of the City. Performance bonds and payments bonds are required for all public work contracts over $75,000. Bid bonds may be requested. Workers compensation insurance and general insurance certificates may also be required with the City of Isanti named as an additional insured.

Independent Contractor Exemption Certificate (ICEC) Residential and commercial building construction or improvement service independent contractors carrying on a trade or business as a sole proprietor must present an ICEC when submitting a quote or bid. In accordance with state law if a sole proprietor does not have an ICEC the individual becomes an employee of the City of Isanti. Payments made to a sole proprietor are subject to 2% withholding for Minnesota income tax if the work was performed in the State of Minnesota and the total payments during the year exceed $600.

State of Minnesota Cooperative Purchasing Program All requirements of this policy are deemed to be met if purchases are made through this State Program. Depending upon purchase level of item appropriate approvals still apply. All purchases over $25,000 require consideration of the Cooperative Purchasing Venture (CPV).

Cumulative Purchases The same purchase level guidelines under PURCHASING GUIDELINES remain effective for the total amount purchased throughout the year, however purchases for the same product may be made by a department by obtaining quotes/bids once during the year. Example: Sand/salt purchases for public works.

Emergency Purchases An "emergency" is defined as an unforeseen combination of circumstances that calls for immediate action to prevent a "disaster" from developing or occurring. A "disaster" is defined as a situation that creates an actual or imminent serious threat to the health and safety of persons, or a situation that has resulted or is likely to result in catastrophic loss to property or the environment, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

A "public health emergency" means an occurrence or imminent threat of an illness or health condition in Minnesota where there is evidence that the cause of the illness or health condition is bioterrorism, or an airborne infectious agent or toxin and that the illness poses a high probability of a large number of deaths or disabilities or widespread exposure to an airborne infectious agent that poses a significant risk to a large number of people.

Unbudgeted Expenditures by Department Heads may be permitted with approval from the City Administrator in amounts up to $1,000 provided the expenditure is deemed necessary by the City Administrator and does not leave the Department's aggregate budget over the annually approved budget amount. If the latter occurs a budget amendment may be required at the direction of the Finance Director.

Professional Services are considered to be unique and are not subject to the bid law even though the contract amount may exceed $175,000. This group includes: architects, engineers, construction managers, attorneys, accountants, consultants, and other services requiring technical, scientific or professional training

Request For Proposal (RFP) can be prepared much the same way as specifications including requirements and minimum standards for the services to be provided. RFP's should be submitted to the city council for review and approval prior to distribution. When a RFP is approved, a limited number of qualified professionals will be invited to submit a proposal setting forth their interest, qualifications and how they can meet the City's needs. In securing professional services it is the primary goal of the City to obtain the services of a professional who has a proven record of providing in a professional way those services required. A contract will be negotiated with the professional deemed to best meet the City's needs.

Contracts Only the city council may make contracts on behalf of the city. Individual council members, council committees, and city administrative officers may not enter into these contracts.

The following purchases are exempt from this purchasing policy:

Utility invoices-telephone, electric, natural gas, gasoline, mileage, products purchased for resale, emergency purchases, maintenance and repairs, schools, conferences and meeting reimbursements.

Major capital repairs beyond normal maintenance are NOT exempt from the purchasing policy.

Environmental Sustainability is promoted by conserving natural resources, minimizing environmental impacts, such as pollution and supporting strong recycling markets. Increasing the use and availability of environmentally preferable products that protect the environment. Rewarding manufacturers and vendors that reduce environmental impacts in their production and distribution systems. Creating a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals. Lowering overall costs by addressing full cost accounting (purchase, maintenance, disposal, staff time, and labor) and leveraging buying power.

The following guidelines are to be followed as practicable by the City of Isanti:

1. Recycled Paper Products and Recycled-Content Products. Per Minnesota Statute 16B.122 and per the Federal Environmental Protection Agency's (EPA) requirements, the City of Isanti will endeavor to purchase paper products containing the highest postconsumer content practicable, but no less than 30% recycled-content for copy paper (which is the minimum recycled content standard established by the EPA Comprehensive Procurement Guidelines: www.epa.gov). The City should purchase other products made with recycled material whenever possible and economically feasible.

2. Waste Minimization. The City should buy in bulk whenever practicable to reduce packaging. Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.

3. Energy Saving Products. All appliances and products purchased by the City, for which the US EPA Energy Star certification is available, will meet Energy Star certification, provided such products are available and financially feasible (www.energystar.gov). This would include lighting systems, exhaust fans, water heaters, computers, exit signs, and appliances, such as refrigerators, dishwashers, and microwave ovens.

4. Water Saving Products. Water saving products purchased by the City will meet the WaterSense certification when such products are available and financially feasible (www.epa.gov.) This includes, but is not limited to, high-performing fixtures, such as toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

5. Cleaning Products. Cleaning products purchased by the City will meet Green Seal, EcoLogo, and/or U.S. EPA Design for the Environment cleaning product standards, if such products are practicable, available, and perform to an acceptable standard.

6. Lighting. The City should purchase and install LED lighting on any new construction, retrofits, remodels or replacement projects, including street lighting.

When purchasing products and services for the City, staff will:

1. Ensure that specifications support the use of reusable, recycled, or environmentally preferable products by following these guidelines.

2. Evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors.

3. Facilitate data collection on purchases of designated environmentally preferable products by the department in order to determine the effectiveness of the products and services.

4. Use a standard of accepting a 10% increased cost for these items. Financial incentives should be taken into consideration in cost comparisons.

5. All City departments are responsible for implementation of this policy and to ensure their respective employees are fully aware and supportive of the City's policy to purchase environmentally preferable goods and services. City staff will implement environmental sustainability guidelines in conjunction with the city's normal purchasing procedure and with consideration of the above price differential

Attachments:

Quotation Request Form
Purchase Requisition

'Exhibit E'

Federal Grants Administration Policy

Adopted November 16, 2021

Goal

The goal of the City Council is to establish administrative requirements and cost principles for Federal grant awards received by the City of Isanti and the Economic Development Authority of the City of Isanti that comply with Key Policy Areas identified by the Office of Management and Budget.

Objective

The objective of the City Council in meeting this goal is to ensure compliance with OMB Uniform Grant Guidance:

a. Have effective controls in place to manage Federal awards and show compliance with Federal Statutes, regulations and terms and conditions of the award by identifying how compliance is evaluated and monitored.
b. Have reasonable procedures in place to protect personally identifiable information (PII) and other information identified as sensitive by Federal agency or pass-through entity.

Procedures

1. Segregation of Duties

a. Personally identifiable information (PII) and sensitive data as defined by a Federal Agency or pass-through entity shall be accessible only by employees who have been determined to have need for the information. The City Administrator and the Finance Director will determine which city staff members need access to personally identifiable information that may be acquired through various Federal grant processes.

b. Only those staff members who are required to access personally identifiable information will be authorized to access it when needed to produce accurate and complete financial data for reliable and timely financial and management reports.

c. The Department Head for the department receiving a Federal Grant Award shall be the primary responsible person to review and approve all costs associated with the Grant.

d. All required reports related to a Federal Grant shall be prepared by the responsible Department Head and reviewed and signed by the City Administrator and any other official as required in the Grant document.

2. Accounting Controls

a. The financial accounting system must identify all federal awards in all accounts that are received and expended by:
    i. CFDA number and title

ii. Federal award ID and year
iii. Name of federal awarding agency
iv. Pass-through entity's name

b. The payment process shall follow the accounting procedures for Accounts Payable.

c. The Department Head assigned responsibility for a federal grant shall review and approve all requests for payment under the federal grant in accordance with Subpart E Cost Principles as well as the terms and conditions of the federal grant award.

d. Federal grant payments received shall be disbursed according to the terms and conditions of the federal grant award. If grant disbursement guidelines are not included the grant proceeds shall be disbursed within 30 days of receipt.

e. Payments to sub recipients are:
   i. Not required to be maintained in separate depository accounts for federal awarded funds.
   ii. Required to be accounted for by receipt, obligation and expenditure of federal funds.

f. Travel costs must be consistent with Section 905 of the City of Isanti Personnel Policy.

g. Personnel compensation from Federal grant awards shall follow the accounting procedures for Payroll to ensure accurate recording of an employee's time activities associated with a federal award.

h. Complete payroll documentation must be maintained for all employees whose salaries are paid in full or in part by a federal award (200.430 (i) (1); and used in meeting cost sharing or matching requirements on Federal awards (200.430 (i) (4).

i. Contracts using Federal grant funds shall be with responsible contractors that can perform successfully meeting the requirements and terms and conditions of contract award based on:
   i. Contractor integrity
   ii. Compliance with public policy
   iii. Record of past performance
   iv. Financial and technical resources

j. Conflict of interest disclosure:
   i. Conflict of Interest forms shall be reviewed to determine if any conflict of interest exists in regard to a Federal Grant Award.
   ii. Any potential conflict of interest that an employee may have relating to a Federal Grant Award must be disclosed in writing to the City Administrator and the Grant issuing Federal Agency.
   iii. Any violation of Federal criminal law that involves fraud, bribery or gratuities that could affect a Federal Grant Award must be disclosed in writing to the City Administrator and Grant issuing Federal Agency.
   iv. Any contractual or administrative issues, which may include disputes, protests and source evaluations, must be referred to the office of the City

Attorney who must provide guidance and facilitate a legal solution to the issue.

k. Procurement of items to be purchased using Federal grant funds shall follow the Purchasing Policy contained in this manual and shall follow all state and federal rules and regulations.
   i. Reasonable effort must be made to avoid purchasing unnecessary or duplicative items.
   ii. Records must be maintained with sufficient detail to provide a historical or audit trail for the procurement.
   iii. Employees who have a conflict of interest relating to the selection of a contractor who will be paid from Federal Grant funds must disclose such conflict of interest to the City Administrator who shall name another employee to select an appropriate contractor.

l. Performance reporting will require:
   i. Financial data to be related to performance of accomplishments.
   ii. Oversight and monitoring must cover each program or activity.
   iii. Quantifiable data when available.
   iv. Trend data or data analysis
   v. Explanation of reasons why goals were not met or explanation of any cost overruns.

m. Prior written approval must be received from the Federal Grant Award Agency for indirect costs or the incurrence of special or unusual costs and the Federal Agency approval should include timeframe or written agreement.

n. Report Certification for the Authorizing Official for any Federal Grant Award must sign a certification on the annual and final fiscal report or voucher requesting payments that includes the following language:

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objective set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-32730 and 3801-3812)."

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: November 16, 2021
Subject: Closing Debt Service Fund 929

Background:
Final payment on the 2010B General Obligation Improvement Refunding Bonds is due by December 1st 2021. That final payment is to be approved at this November 2nd 2021 Council meeting. Upon final payment the Debt Service Fund should be closed per accounting standards.

Recommendation:
Finance Director Betker is recommending that the cash balance remaining in fund 929 after the final debt payment has been made be transferred to the General Fund and that all remaining special assessments receivable be transferred to Fund 920. This fund closure and cash transfer has been previously discussed and accounted for within the previously presented preliminary 2022 Budget.

Request:
Staff is requesting approval of the attached Resolution.

Attachments:
- Res 2021-XXX Authorizing the Closing of Debt Service Fund 929

RESOLUTION 2021-XXX

AUTHORIZING THE CLOSING OF DEBT SERVICE FUND 929

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 interest of the community to close Debt Service Fund 929 to the General Fund (101) and Fund 920 – Capital Replacement Fund effective upon final scheduled payment of the debt service schedule; and

WHEREAS, the remaining cash balance in Fund 929 will be transferred to the General Fund and all remaining special assessments receivable will be closed to Fund 920.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, to:

1. Close Fund 929 – 2010B GO Improvement Refunding Bonds to the General Fund and Fund 920 – Capital Replacement Fund.

Adopted by the Isanti City Council this 16th day of November 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

FORGIVING INTERFUND LOAN PAYABLE FROM GENERAL FUND TO WATER AND SEWER UTILITIES

WHEREAS, the Isanti City Council has annually approved budgeted repayment of funds advanced to the General Fund by the Water and Sewer Utilities; and

WHEREAS, the General Fund had been making transfers of $28,330 and $56,670 annually to the Water and Sewer Funds respectively, that began in budget year 2019 and were scheduled to conclude in the 2028 budget year; and

WHEREAS, the fiscal health of the Water and Sewer Utilities is such that the repayment of these obligations is no longer a financial imperative; and

WHEREAS, the Isanti City Council has determined that it is in the best interest of the City to end the repayment schedule effective with the 2021 budget and consider the obligation of the General Fund to be completed.

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

1. The City Council approves ending the aforementioned 10-year repayment schedule in budget year 2021.

2. The Finance Director is authorized to make the needed budget amendments within the 2021 Budget to conclude the repayment schedule with no transfers occurring in 2021.

This Resolution is hereby approved by the Isanti City Council this 16th day of November, 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Isanti Police Department

PO Box 428, 401 First Ave NW, Isanti, MN 55040 763-444-4761

Memo

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: November 16, 2021
Subject: Resolution Approving Archery Hunting regulations

Background:

Resolution 2010-193 adopted protocols to allow archery deer hunting within the city limits of Isanti. Discussion on proposed changes was held at October 19th Committee of Whole meeting.

Recommendation:

With new property annexation and changes over the past 11 years staff is requesting council approval on proposed changes.

Attachment:

- Resolution 2021-XXX

RESOLUTION 2021-XXX

RESOLUTION APPROVING ARCHERY HUNTING REGULATIONS

WHEREAS, the City of Isanti has regulations regarding hunting pursuant to City Code Chapter 188; and,

WHEREAS, requests have been made to the City of Isanti to bow hunt whitetail deer in the City; and,

WHEREAS, the City Council to allow archery hunting with conditions set by the City of Isanti and in conformance with hunting regulations specified by the Minnesota Department of Natural Resources;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota to approve bow hunting in the City of Isanti as follows:

1. Under specific conditions attached as 'Exhibit A'.
2. Bow hunting in the City of Isanti shall be administered by the Isanti Police Department.

This Resolution was duly adopted by the Isanti City Council this 16th day of November 2021.

ATTEST: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

EXHIBIT A

1. Areas open for archery hunting of deer shall be single parcels larger than 40 contiguous acres.

2. Signed written permission from the property owner(s) of the tract that will be hunted. A map will be provided by the hunter to the City identifying the tracts, boundaries and closest residential structures. All hunting must be performed on those tracts.

3. Each 40 acre parcel is limited to two (2) archery hunting permits per each open bow season as set by the Minnesota Department of Natural Resources. If more than 2 hunters apply for permission from the City of Isanti to hunt in a designated area, a random drawing conducted by the City shall be used to select the hunter(s) for that area.

4. All hunting shall be conformance with regulations of the Minnesota Department of Natural Resources.

5. Hunting for deer is limited to utilization of an elevated tree stand. No still hunting or use of ground blinds shall be allowed. A map shall be provided to the City identifying the location of the elevated tree stand.

6. The hunter shall follow all State requirements for distance for discharge of a bow from residential dwellings, commercial structures and road right of ways.

7. No hunting shall take place within 500 feet of any Isanti City park boundary.

8. The City Administrator or Police Chief may suspend hunting activities in the event of emergency in the City of Isanti.

9. These hunting activities shall be administered by the Isanti Police Department.

A Community For Generations.

MEMO for CITY COUNCIL

To: **Mayor Johnson and Members of the City Council**
From: Alyssa Olson, Parks, Recreation & Events Coordinator
Date: November 16, 2021
Subject: Resolution 2021-XXX Approving BMX Lighting Upgrade

Background:
Rum River BMX has outlined a plan to upgrade current lighting inside of the Isanti Indoor Arena with LED fixtures that would enhance the lighting while saving money on utilities. The project will include the following:

- Replace 16 fluorescent fixtures in ceiling with 29 LED fixtures.
- Remove existing track lighting that are on poles.
- Upgrade all other arena fluorescent fixtures to LED using existing fixtures.

All work will be completed by a licensed electrician with permits and inspections and is anticipated to begin this month. Rum River BMX will be covering all costs associated with this project and the new lighting plan will increase the average foot candle reading to between 20-25 from 6-11.

Attachment:
1. Resolution 2021-XXX Approving BMX Lighting Upgrade

RESOLUTION 2021-XXX

APPROVING BMX LIGHTING UPGRADE

WHEREAS, the Rum River BMX has outlined a plan to upgrade the current lighting system in the Isanti Indoor Arena; and,

WHEREAS, Rum River BMX is proposing the following changes:

- Replace 16 fluorescent fixtures in ceiling with 29 LED fixtures
- Remove existing track lighting on poles
- Upgrade all other fluorescent fixtures to LED using existing fixtures; and,

WHEREAS, Rum River BMX is responsible for all costs associated with this project; and,

WHEREAS, Rum River BMX will work with a licensed electrician to complete the work and acquire all necessary permits and inspection approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the BMX lighting upgrade.

This resolution was duly adopted by the Isanti City Council this 16th day of November 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

RESOLUTION 2021-XXX

AUTHORIZING SALE OF SECURITY CAMERAS AND EQUIPMENT IN THE CURRENT LIQUOR STORE

WHEREAS, the City entered into a purchase agreement on October 5, 2021, with Nick & Drew Enterprises, LLC (they buyer) for the sale of the current liquor store at 400 West Dual Blvd.; and,

WHEREAS, some of the items inside the store that were not permanent fixtures were to be negotiated outside of the purchase agreement; and,

WHEREAS, the buyer proposes to buy the security cameras and equipment for $1,000.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested sale of security cameras and equipment are approved to sell for $1,000 be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said sale.

This Resolution was duly adopted by Isanti City Council this 16th day of November 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

October 2021

Reported Crime	Month to Date	Year to Date
Theft	7	88
Assault	4	42
Vandalism/Damage to Property	1	47
Narcotics	7	40
Burglary	1	8
Domestics	5	54
Crim Sex	2	9
Robbery	0	0
Loud Party/Disturbance	6	57
Medical	41	360
Permit to Purchase	5	84
Security Check / Extra Patrol	344	3,743

Traffic Offenses	Month to Date	Year to Date
No Insurance	30	85
DUI	1	19
Accidents	10	94
Hit & Run	0	1
Warrant P/U	6	52
Speed	13	148
DAR/DAC/DAS	38	102
Administrative Citations (Including Speed)	10	93

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	101,749	433	5,948
Ford Explorer 224	100,941	797	7,904
Ford F150 225	53,049	3,774	11,777
Chevy Impala 223	100,758	328	2,741
Dodge Durango 226	39,264	1,569	13,270
Dodge Durango 227	Unavailable - In Shop	#VALUE!	#VALUE!
Dodge Durango 228	25,936	1,736	18,250
Chevy Tahoe 229	12,209	1,209	12,209

CEZT REPORT SEPTEMBER 2021

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
NEW THIS MONTH				**12**	**4**	**17**	**13**	**10**	**12**	**9**	**2**	**9**
TOTAL YTD				**83**	**76**	**72**	**55**	**42**	**32**	**20**	**11**	**9**
CARRIED FWD FROM PREVIOUS MONTH				5	13	4	4	5	3	1	5	5 (2020)
CLOSED THIS MONTH				10	12	8	13	11	10	7	6	9
REMAIN OPEN END OF MONTH (NOT CITATIONS)				7	5	13	4	4	5	3	1	5 (2020)
NEW CRIMINAL CITATIONS ISSUED THIS MONTH					1				1			
OPEN CRIMINAL CITATIONS END OF MONTH				6	6	5	5	5	5	4	4	
CAN-Proh Animals. **87-1**												
CCV-Comm Vehicle Storage. **227-10**												
CDO Dogs. **87-Article 2**				1								
CPA-Park & Store. **227-8**				1	1	6	3	4	9	3	1	
CSN-Snow Removal **216-2-Q**										1	1	
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs. **227-8**												
H2O-Water restrictions. **325-17**					1							
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage. **216-4**							1					
NGR--Grass/weed length. **216-2-H**				7		8	6	1				
Nuisance Junk/rubbish/salvage. **216-2-L**				2		2	2	3	1	3		
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates. **216-2-L**							1	1		2		
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building. **445**				1								
ZFE-Fence. **216**								1	1	1		
LETTERS SENT THIS MONTH				8	3	15	5	4	8	5	1	
ABATED PROPERTIES THIS MONTH				3	1	2	1					

M.2.

CITY OF ISANTI MONTHLY REPORT

October 2021

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	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		
ROOF / SIDING	4	135	$0.00	$0.00	$4.00	$4.00	$320.00	$10,800.00		
DECK	2	29	$0.00	$8,000.00	$2.00	$2.00	$600.00	$8,284.28		
LL FINISH	1	20	$0.00	$7,000.00	$1.00	$1.00	$300.00	$5,178.88		
REMODEL / ADDITION	0	5	$0.00	$45,650.00	$0.00	$0.00	$0.00	$2,038.20		
GARAGE / SHED	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
MISCELLANEOUS	13	166	$0.00	$70,000.00	$13.00	$21.75	$1,480.00	$17,934.82		
SINGLE DWELLINGS	9	64	$1,842,046.77	$13,445,585.21	$921.22	$921.22	$24,321.80	$176,223.50		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	15	132	$0.00	$0.00	$15.00	$17.00	$1,125.00	$9,820.00		
PLUMBING	14	111	$0.00	$0.00	$14.00	$14.00	$1,116.00	$8,980.00		
RESIDENTIAL TOTAL	**58**	**663**	**$1,842,046.77**	**$13,576,235.21**	**$970.22**	**$980.97**	**$29,262.80**	**$239,339.68**		
COMMERCIAL										
NEW BUILDINGS	1	2	$557,238.50	$2,476,138.50	$278.62	$278.62	$6,253.50	$6,253.50		
REMODEL / ADDITION	0	3	$0.00	$366,000.00	$0.00	$0.00	$0.00	$5,590.20		
PLUMBING	2	10	$0.00	$0.00	$21.50	$21.50	$645.00	$1,805.50		
MECHANICAL	0	5	$0.00	$0.00	$0.00	$0.00	$0.00	$365.38		
ROOF / SIDING	0	2	$0.00	$15,150.00	$0.00	$0.00	$0.00	$1,728.50		
MISCELLANEOUS	3	59	$0.00	$673,390.00	$3.00	$3.00	$594.00	$14,960.40		
COMMERCIAL TOTAL	**6**	**81**	**$557,238.50**	**$3,530,678.50**	**$303.12**	**$303.12**	**$7,492.50**	**$30,703.48**		
RESIDENTIAL/COMMERCIAL TOTAL	**64**	**744**	**$2,399,285.27**	**$17,106,913.71**	**$1,273.34**	**$1,284.09**	**$36,755.30**	**$270,043.16**	**$73,312.50**	**$430,008.50**

YEARLY BUILDING PERMIT COMPARISONS **THRU 10/31/2021**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	439	34	0	2	$14,621,172.44	$172,167.41	$264,546.17
2015	404	37	0	0	$8,026,537.06	$146,802.54	$231,507.00
2016	499	58	0	4	$20,051,192.20	$284,109.32	$617,564.88
2017	604	82	0	3	$15,447,899.00	$260,533.87	$645,866.80
2018	581	77	0	2	$20,100,118.43	$313,013.58	$431,650.00
2019	627	70	0	2	$16,312,146.54	$280,671.03	$417,614.00
2020	930	82	0	2	$19,847,857.82	$349,586.20	$488,201.00
2021	744	64	0	2	$17,106,913.71	$270,043.16	$430,008.50

MONTHLY COMPARISON FOR 2021

Month	# Permits	Permit Value	Permit Fees
January	37	$264,490.00	$7,048.43
February	81	$1,945,632.00	$33,478.30
March	72	$404,636.00	$14,229.50
April	101	$2,384,357.00	$38,043.50
May	105	$4,473,807.00	$43,279.90
June	76	$1,730,398.00	$30,338.69
July	76	$1,039,961.00	$20,638.53
August	67	$1,162,552.36	$21,243.90
September	59	$1,301,795.08	$24,399.23
October	64	$2,399,285.27	$36,755.30
November	6	$0.00	$587.88
December	0	$0.00	$0.00
Totals	744	$17,106,913.71	$270,043.16

BOLTON & MENK
Real People. Real Solutions.

M.4. 7533 Sunwood Drive NW
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Ramsey, MN 55303-5119

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Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: November 10, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.123130

Please find listed below a status report of the current projects in the City of Isanti:

1) **Liquor Store Site**
The site and building are on track for final completion this month.

2) **Main Street Reconstruction**
Work is complete. Final closeout documents will be processed this month.

3) **Eagle Park Parking Lot Reconstruction**
Work is complete. Final closeout documents will be processed this month.

4) **Heritage Walk Improvements**
Work is complete. Final closeout documents will be processed this month.

5) **2021 Pavement Management Project**
Work is complete. Final closeout documents will be processed this month.

6) **2021 Storm System Management Project**
Work will continue on the apron restorations this month.

7) **6th Avenue Rehabilitation**
Work is complete. Final closeout documents will be processed this month.

8) **Legacy Pines 2nd & 3rd Additions**
The final pavement lift on Eagle Street is scheduled to be completed next spring.

9) **Fairway Greens South Development**
The owner has requested to extend the recording of the plat up to 1 year.

10) **Fairway Greens North Development**
The First Addition Phase 1 will continue through next month. Curb has been installed and the first lift of pavement is scheduled this month.

11) **MS4 Implementation**
We will continue to assist the City as requested to meet MS4 requirements.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
October 26,2021

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: Aaron Zdon, Zachary Gahm, Dan HinnenKamp, Tressa Hunting, and Mayor Jeff Johnson
Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator

Agenda/Modifications: None; Motion by Gahm, second by HinnenKamp

3. Meeting Minutes: Motion by HinnenKamp; second by Johnson to approve meeting Minutes from September 28, 2021. Motion passed 5-0.

4. Little Free Library / Sports Library: Ms. Olson shared plans for adding a Little Free Sports Library to one of the parks in 2022 and requested the Board's insights on which park. The Board recommended either Bluebird Park or Mattson Park. Olson also shared that a local Eagle Scout is interested in adding a Little Free Library to one or more of our parks as part of his final service project. The Board recommended Bluebird Park, Mattson Park or Eagle Park for the standard library. Mr. Zdon noted that any unit placed should be anchored and/or placed on a concrete slab to secure the item for wind or vandalism. Olson will provide the recommendations to the Eagle Scout and report back to the Board with an update on timeline and location(s) associated with the project.

4. Department Updates: Olson shared an update on Curious Creatures and an intent to begin finding more toddler-friendly activities as most of the attendees this fall appear to be 2-3 year olds.
The holiday lighting event in December 2022 will be concept #2 from the event concept packet, which a ticketed walk-through experience. Olson is working on building out the event plan and sponsor opportunities. She requested the Board think about names for the event. Gahm wondered if the name is being over-considered, to which Olson noted that choosing a flashy name may give the appearance that the event is more than just a community festival and, thus, draw in more sponsors and attendees from outside of the County.
Eagle Park plan is to add some bushes and landscaping, and add a few more seating areas in the Spring while we wait for more information on the railroad park idea.
Bluebird Amphitheater has been named by the City Council and the build is nearly complete with doors and trim arriving earlier that day. The donation from the Lions Club is pending their decision on whether or not they want to provide a seating area. The ribbon cutting ceremony went well and the band sounded great with the amphitheater's acoustics.
Council has opted to have three of the Street Dances remain at Main Street in 2022 and one will move over to Bluebird Park. It may take on a different form in order to shift mentality on the event itself and to create a bigger show at the park. Olson is looking at the September 2022 dance moving over to Bluebird and being amplified with a carnival or expanded event. HinnenKamp asked if the events would still be called a 'street dance' if moved to the park and Olson noted that will be part of the Council's discussion next year on if they should take a new shape. It was also noted that the Street Dances do not necessarily have a long history in the city, but they are beloved and known as is.
Olson is working to update the Adopt-A-Park Policy to allow residents to request an addition or modification to an adopted park. The request was made by two local residents to utilize an area of Mattson Park that borders their properties as a flower garden. The application and agreement would designate the process for request approval and maintenance.
Olson shared that Northern Elements All Stars have selected to host the November and December movie nights. They will retain the profits from concession sales for both of those events. Olson is working on adding crafts and activities for the Santa event ahead of the December movie night. She is also working on the Candy Cane Flashlight Hunt on December 12.

5. Open Discussion: Johnson mentioned security camera plans for Bluebird Park. Olson is working on getting quotes for adding cameras to the amphitheater, as well as at the warming house at the BMX Arena. Johnson requested thoughts on adding cameras throughout the park to have a visual on the full area. The

Board was in agreement that we will need additional security as we continue adding to Bluebird and it would make some sense to cover the full park for liability. Olson will be reviewing quotes and options and moving to Council with potential options, as needed.
Johnson also mentioned he was approached by the Redbirds about the City painting the backside of the fence around Sportsman's Field, which is visible to Bluebird Park. It was noted that the City owns that property, but the Redbirds lease the field and maintain their own revenue, in addition to maintaining the field. Olson mentioned arts grants that are available that could be sought out for painting a mural on the back of the fence to make it more appealing and add some art to the park. Gahm mentioned using the County corrections services to paint the fence for us, using paint supplied by the City. Johnson will share the Sherriff's contact information with Olson so she can get insight into that process. Hunting mentioned that both of these options could fall under Arts & Culture and be applicable for a number of different grant programs.
Hunting circled back to discussions from the September Board meeting about inclusivity in City events. As part of those initiatives, Hunting found a handful of grants and organizations that can help and finance future events and programs that can assist in creating a more culturally diverse community. Olson summarized that we should consider looking to 2022 and beyond through a multi-cultural lens that will help us ensure our events and programs are appealing to the full community. Hunting also recommended including groups like United Nations from the local high school or Play Inc. and other community organizations that do build culturally diverse programs. Olson noted that it could look like turning Celebrate Isanti into a vendor fair that includes and showcases cultural groups from the region and truly celebrates all of the diversity in the area. Gahm mentioned using a similar event layout to the holiday lights event for future beer or food festivals. HinnenKamp noted the Farmers Market potentially moving to Bluebird as well. Olson noted that visibility is difficult at Bluebird due to its topography and the current plan is still to look at the new liquor store. Johnson mentioned bringing back a tree lighting ceremony with the new holiday event as something to consider with future planning.
Zdon confirmed that we will not have a December meeting, so the November meeting will be the final meeting of the year.

Adjournment: Motion by Johnson, second by HinnenKamp to adjourn the October 26, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 5-0, meeting adjourned at 7:05 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, DECEMBER 7, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes
1. November 16, 2021- Regular Meeting of the City Council
2. November 16, 2021- Committee of the Whole Meeting
3. November 16, 2021- Planning Commission Meeting
4. November 16, 2021- Special Economic Development Authority Meeting
5. October 26, 2021- Park, Recreation and Culture Meeting

H. Announcements

1. Committee of the Whole	Tuesday, December 21, 2021 at 5:00 p.m.
2. City Council Meeting	Tuesday, December 21, 2021 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, December 21, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

Finance Director Mike Betker

Truth-In-Taxation (Presentation, Public Comment)
1. Resolution 2021-XXX Adopting the 2022 Final Budget
2. Resolution 2021-XXX Adopting Final 2021 Tax Levy, Collectable 2021
3. Resolution 2021-XXX Adopting Final 2022 Enterprise Fund Budgets
4. Resolution 2021-XXX Approving a Cost of Living Adjustment (COLA) for Non-Union Employees
5. Resolution 2021-XXX Approving Purchase of Property Owned by Hobby Farms Inc.

City Administrator Josi Wood

6. Ordinance-XXX Amending City Code Chapter 281, Stormwater Charges
7. Resolution 2021-XXX Approving a Conditional Use Permit Amendment for Site Plan Operations for a Biodiesel Distillation System for Ever Cat Fuels LLC
8. Resolution 2021-XXX Approving a Rezoning for Properties with PID 16.134.0030, 16.134.0040, 16.134.0050, 16.134.0060, From B-2 General Commercial to R-3A Low Density Multiple Family Residential

City Engineer Jason Cook

9. South Brookview- Preliminary Engineering Report and 2022 Pavement Management Project
    a. Resolution 2021-XXX Authorizing Engineering Services for the South Brookview PER
    b. Resolution 2021-XXX Authorizing Engineering Services for the 2022 Pavement Management Project

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $844,435.46 Payroll in the Amount of $133,969.63
2. Resolution 2021-XXX Accepting Resignation of Kalee Springer Liquor Clerk II
3. Resolution 2021-XXX Approving State of MN Joint Powers Agreements with the City of Isanti on Behalf of its City Attorney and Police Department
4. Resolution 2021-XXX Accepting the Redistribution of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act
5. Resolution 2021-XXX Accepting Resignation of Part-Time Liquor Store Clerk II Angela Kersting
6. Fairway Greens North, Phase I, Development Agreement Amendment
7. Memorandum of Understanding (MOU) City of Isanti and LELS #217-Chief of Police to Assign New Investigator (Revised)

M. Other Communications

1. Draft Minutes for the November 23, 2021 Parks, Recreation and Culture Board Meeting

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, November 16, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon Paul Bergley and Steve Lundeen, Dan Collison

Staff Present: Human Resources Director Katie Grotte, Finance Director Mike Betker, and Chief of Police Travis Muyres, Community Development Specialist Ryan Saltis, Assistant Finance Director Pamela Dahlheimer

D. Public Comment
E. Adopt Agenda
ADD L.22, L.23

Motion by Lundeen, seconded by Bergley to approve agenda with the modifications listed above. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. October 19, 2021- Regular Meeting of the City Council
2. October 19, 2021- Committee of the Whole Meeting
3. September 28, 2021 – Parks, Recreation and Culture Board Meeting

Motion by Collison, seconded by Lundeen to approve minutes as presented. Motion passed 5-0. Motion carried.

I. Council Committee Reports

J. Public Hearings
1. **Assessment Hearing - Main Street Reconstruction**

Jason Cook presented a PowerPoint for the Main Street NW Final Project Cost. Elaine Fischer asked a question about fee deadlines. Finance Director Betker confirmed the fees would be due the 15th of the month interest free for 30 days from adoption. Leroy Johnson asked about sod. Council wants Leroy to call in the spring if grass is not growing.

a. **Resolution 2021-223** Adopting Assessment for the Main Street Reconstruction project

Motion by Lundeen, seconded by Bergley to approve adopting assessments. Motion passed 5-0. Motion carried.

K. Business Items

Finance Director Mike Betker

1. **Resolution 2021-224** Certification of Delinquent Charges for City Services Payable in 2022
   a. Requested Hearing – George Hemen

George Hemen asked to re-explore SAC/WAC fees and asked to have his fees waived if he pays in full ($60) for the amount since he does not receive City water/sewer. Council agreed to waive the fees and reconsider in the spring.

Motion by Gordon, seconded by Bergley to approve Delinquent Charges for City Services. Motion passed 5-0. Motion carried.

2. **Resolution 2021-225** Issuance and Sale of GO Tax Abatement Refunding Bonds 2021A (Jessica Green-Northland)

Jessica Green- Northland presented to results of the Bond sale. Three (3) bids came in. Sale summary was delivered that day awarding the sale of $1,445,000.00. General Tax Abatement Refunding Bonds, Series 2120A. Gordon stated it was great to be saving $100,000.00.

Motion by Gordon, seconded by Bergley to approve Issuance and Sale of GO Tax Abatement Refunding Bond. Motion passed 5-0. Motion carried.

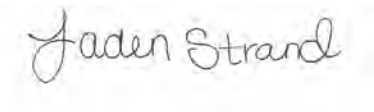
L. Approve Consent Agenda

1. Accounts Payable in the Amount of $1,955,563.33 Payroll in the Amount of $245,707.02
2. **Resolution 2021-226** Authorizing a Reduction in the Letter of Credit for Fairway Greens North
3. **Resolution 2021-227** Extending the Recording of Final Plat for Fairway Greens South
4. **Resolution 2021-228** Update the DOT Drug and Alcohol Testing Policy for Compliance
5. **Resolution 2021-229** Accepting the Resignation of Community Development Director
6. **Resolution 2021-230** Accepting the Resignation of Liquor Clerk II Katie Olsen
7. **Resolution 2021-231** Approving the Re-Hire of FT Liquor Store Clerk I Becky Whitman
8. **Resolution 2021-232** Approving the Hire of Community Development Director
9. **Resolution 2021-233** Approving the Hire of PT Liquor Clerk II Nicole Johnson
10. **Resolution 2021-234** Approving the Hire of PT Liquor Clerk II Sandra Koller
11. **Resolution 2021-235** Approving New Position of Police Support Specialist
12. Liquor Store Dress Code Amendment
13. **Resolution 2021-236** Repeal City Policies that are No Longer Applicable
14. **Resolution 2021-237** Authorizing the Establishment of Permit and Plan Review Fee Refund Policy
15. **Resolution 2021-238** Approving Amendments to the Revolving Loan Fund Policy
16. **Resolution 2021-239** Adopting Finance Related Policies
17. **Resolution 2021-240** Closing Debt Service Fund 929
18. **Resolution 2021-241** Forgiving Interfund Loan Payable from General Fund to Water and Sewer Utilities
19. **Resolution 2021-242** Approving Archery Hunting Regulations
20. **Resolution 2021-243** Approving BMX Lighting Upgrade
21. **Resolution 2021-244** Authorizing Sale of Security Camera and Equipment in the Current Liquor Store
22. Memorandum of Agreement (MOA) City of Isanti and LELS #217- Investigator Reassignment
23. Memorandum of Understanding (MOU) City of Isanti and LELS #217- Chief of Police to Assign New Investigator

Lundeen asked a questioned about L.2. Betker confirmed it was worked out.
Motion by Lundeen, seconded by Bergley to approve consent agenda. Motion passed 5-0. Motion carried.

Adjournment
A motion was made by Bergley, seconded by Lundeen to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:35 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, November 16, 2021 – 5:00 P.M.
CITY HALL

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

B. The Pledge of Allegiance was recited.

C. Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen, Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources Director Katie Grotte, Finance Director Mike Betker, Parks, Recreation and Events Coordinator Alyssa Olson, City Engineer Jason Cook and Chief of Police Travis Muyres

D. Public Comment- None

E. Committee Meeting Items

1. Liquor Updates- presented by Liquor Store Manager Keith Lusk

- Sales YTD through September 30th total $2,986,609. That's up $34,834 from 2020
- Customer Count through September 30th is up 1,839 from 2020.
- The new store is being stocked and merchandised
- The "Bozo and LouElla Polzin Beer Cave" signage will be up in time for the Grand Opening.
- We've filled the Assistant Store Manager and the newly created full-time position.

2. Developer's Agreement Amendment Request (*Josh Savageau*)

Josh Savageau came to the meeting to discuss building model homes in lots that do not have a curb and bit installed. This is not permitted in other agreements in the past. If committee wants to allow this, it would be an amendment to the developer's agreement. Direction from the committee Staff to amend the developer's agreement at the next City Council meeting. Collision was okay with it as long inspector went out and made sure the road was passible/ accessible. Lundeen agreed with Collison and told Savageau he would be responsible for snow removal. No temporary CO's to be given until the curb and gutter are in place. Showings are permitted if the Building Official says it is okay.

3. County Road 5/ 8th Ave Intersection- Discussion

Accident involving 2 children being struck at intersection while crossing the road before school. The County Engineer reached out to Jason Cook to see if the City was seeking a specific intersection control by Wendover possibly adding flashing beacon lights. Committee agreed to put in center median and flashing lights. This will be discussed further by the County.

4. Office Space at City Hall

The mayor gave up his office in City Hall. Bergley and Gordon mentioned the keys and fob to be turned as well. Collison requested by Friday. Mayor agreed.

5. Park Alterations- Discussion

PRE Coordinator Alyssa Olsen presented an option for alterations be added to the Adopt-A-Park Program so that residents have an avenue to request changes or additions to the parks. This process would also inform Council of the costs involved with the project, in addition to costs the City might incur to restore or maintain the feature when the residents stop participating in the program. Committee members were supportive and agreed to move forward as presented.

6. Fee Schedule Review

Finance Director Mike Betker presented an annual of fees that should be changed.

Remove

G.25 & G.26 – Remove Signal Light Development Fees per City Attorney recommendation

B.18 – Remove Senior Building Official from hourly rate matrix, not applicable

I.14 – Remove Unpaid Water and Sewer Fee, already included in Chapter 262

Modify/Update

B.35 - Increase Residential Driveway Escrow from $2,000 to $3,000

B.33 - Modify to delineate Residential Re-Roof Permit (fee unchanged) and Commercial Re-Roof Permit which should be a valuation-based fee

B.34 - Modify to delineate Residential Re-Siding Permit (fee unchanged) and Commercial Re-Siding Permit which should be a valuation-based fee

I.2 - Update Meter Pricing to reflect 2022 prices, when available

Add

Fire Alarm Permit – $100 fee as limited plan review is needed prior to issuance

Solar Photovoltaic Permit - $100 fee as limited plan review is needed prior to issuance

Committee agreed with changes as presented for City Council approval.

7. Amphitheater Rental Fees

PRE Coordinator Alyssa Olsen presented Rental Fee Options for the new amphitheater in comparison with the Isanti Community Center and other similar venues. Collison mentioned the cost sounded a little high, but wants to give it year. Olsen said its actually lower than other venues. Committee agrees to move forward as the changes will be in a future ordinance amendment.

F. Adjournment

Meeting was adjourned at 6:05 p.m.

Respectfully Submitted.

Jaden Strand

Jaden Strand
City Clerk

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, November 16, 2021

Immediately following the 7:00 P.M City Council Meeting;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 7:40 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Dan Collison, Arissya Simon, Alexander Collins.
     Members Absent: None
     Staff present: Community Development Specialist Ryan Saltis, Finance Director Mike Betker, HR Director Katie Grotte
   - D. Agenda Modifications: None
   - E. Adopt the Agenda
     Motion to adopt the agenda by Lundeen, second by Collison motion passes 7-0.

2. **Meeting Minutes**
   - A. Approval of Minutes from the September 21, 2021 Planning Commission Meeting motion by Bergley, second by Collison motion passes 7-0.

3. **Public Hearing**

   A. Request by Kevin Johnson for approval of Rezoning PID's 16.134.0030, 16.134.0040, 16.134.0050, 16.134.0060 from B-2 General Commercial to R-3A Low Density Multiple-Family Residential.

   Saltis explained the request to rezone the subject parcels from B-2 General Commercial to R-3A Low Density Residential. It was explained that these parcels have previously gone through a Comprehensive Land Use Plan Amendment and the Planning Commission and City Council have approved this. The Comprehensive Land Use Amendment was the first step towards guiding the parcels designation, rezoning will allow for a variety of housing types available to build on these parcels. The Planning Commission was reminded that surrounding houses were in favor of the rezoning from commercial to residential as they would rather have houses surrounding their property than a business. There was nobody present at the public hearing to speak on this item. Motion for approval of the parcels rezoning from B-2 General Commercial to R-3A Low Density Multiple-Family Residential by Lundeen, second by Collison, motion passed 7-0.

   B. Request by Ever Cat Fuels for approval of a Conditional Use Permit Amendment under City Ordinance 445 Section 21, Article 2, Subdivision 5, said request is for site modifications and altered biodiesel distillation plans for Ever Cat Fuels located at 100 Isanti Pkwy NE, PID 16.128.0010.

DRAFT

Saltis presented the CUP Amendment request for Ever Cat Fuels. Collison asked whether outdoor storage is allowed in this zoning district. Saltis replied that outdoor storage is allowed in the Industrial District with a Conditional Use Permit, and that regulations for storage will be added to the existing CUP for the site. The location of Ever Cat Fuels was discussed in regards to the site modifications and outdoor storage, in that the equipment and storage will not have an impact on surrounding businesses. Planning Commission members requested a representative speak on the item. Andrew Johnson, a representative from Ever Cat Fuels further explained the concept plan for the site and described the storage container being a cheaper and easier option than a built shed. Saltis explained that the conditions suggested by city staff included that any storage on site would have to be reviewed by the City's Building Official to ensure that it meets state building codes. Other conditions were pointed out for fire safety and were requested by the Fire Chief. There was nobody else from the public present at the meeting to speak on this item. A motion was made to adopt the CUP Amendment with conditions listed in the November 16, 2021 staff report by Lundeen, second by Collison, motion passed 7-0.

5. **Other Business:** None
6. **Discussion Items:** None
7. **Adjournment:** Motion by Bergley, 2nd by Collison to adjourn, motion passed 7-0, meeting adjourned at 8:00 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

DRAFT

Economic Development Authority
Meeting Minutes
November 16, 2021

1. **Call to Order:** Chair Johnson called the meeting to order at 6:46 pm
a. **Pledge of Allegiance**
b. **Roll Call:** EDA Members present: Jeff Johnson, Steve Lundeen, Paul Bergley, Luke Merrill, Dan Collison, and Jimmy Gordon
Members Absent: Justin Nielson.
Staff Present: Finance Director Mike Betker, HR Director Katie Grotte, City Engineer Jason Cook and Community Development Specialist Ryan Saltis
c. **Agenda Modifications:** None
d. **Adopt Agenda:** Motion by Merrill, second by Lundeen to adopt the agenda, motion passed 6-0.

2. **Business Items**
   A. **Sale of Shovel Ready Site PID 16.125.0020:** Finance Director Betker explained that the Shovel Ready Site located at PID 16.125.0020 has an interested buyer, for $1. Special Tools out of St Francis would like to expand their operations and intend to build and move into a 10,000 to 12,000 square foot building on this site. Adam, a representative of Special Tools, was present at the meeting and was asked questions by the EDA members. Gordon asked how many people are employed at Special Tools and how much they are looking to expand. The representative answered that Special Tools employs 3 people and are looking to grow in the future and up production requiring more employees in the long run. There was nobody else present to speak at the public hearing. Motion by Merrill, second by Lundeen to sell the Shovel Ready Site PID 16.125.0020 for $1, motion passed 6-0.

3. **Other Business / Updates / Communications** None

4. **Adjournment:** Motion by Lundeen to adjourn second by Collison, motion passed 6-0 meeting adjourned at 6:50 pm.

DRAFT

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
October 26,2021

Call to Order: Aaron Zdon called the meeting to order at 6:00 p.m.

Roll Call: Members Present: Aaron Zdon, Zachary Gahm, Dan HinnenKamp, Tressa Hunting, and Mayor Jeff Johnson
Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator

Agenda/Modifications: None; Motion by Gahm, second by HinnenKamp

3. Meeting Minutes: Motion by HinnenKamp; second by Johnson to approve meeting Minutes from September 28, 2021. Motion passed 5-0.

4. Little Free Library / Sports Library: Ms. Olson shared plans for adding a Little Free Sports Library to one of the parks in 2022 and requested the Board's insights on which park. The Board recommended either Bluebird Park or Mattson Park. Olson also shared that a local Eagle Scout is interested in adding a Little Free Library to one or more of our parks as part of his final service project. The Board recommended Bluebird Park, Mattson Park or Eagle Park for the standard library. Mr. Zdon noted that any unit placed should be anchored and/or placed on a concrete slab to secure the item for wind or vandalism. Olson will provide the recommendations to the Eagle Scout and report back to the Board with an update on timeline and location(s) associated with the project.

4. Department Updates: Olson shared an update on Curious Creatures and an intent to begin finding more toddler-friendly activities as most of the attendees this fall appear to be 2-3 year olds.
The holiday lighting event in December 2022 will be concept #2 from the event concept packet, which a ticketed walk-through experience. Olson is working on building out the event plan and sponsor opportunities. She requested the Board think about names for the event. Gahm wondered if the name is being over-considered, to which Olson noted that choosing a flashy name may give the appearance that the event is more than just a community festival and, thus, draw in more sponsors and attendees from outside of the County.
Eagle Park plan is to add some bushes and landscaping, and add a few more seating areas in the Spring while we wait for more information on the railroad park idea.
Bluebird Amphitheater has been named by the City Council and the build is nearly complete with doors and trim arriving earlier that day. The donation from the Lions Club is pending their decision on whether or not they want to provide a seating area. The ribbon cutting ceremony went well and the band sounded great with the amphitheater's acoustics.
Council has opted to have three of the Street Dances remain at Main Street in 2022 and one will move over to Bluebird Park. It may take on a different form in order to shift mentality on the event itself and to create a bigger show at the park. Olson is looking at the September 2022 dance moving over to Bluebird and being amplified with a carnival or expanded event. HinnenKamp asked if the events would still be called a 'street dance' if moved to the park and Olson noted that will be part of the Council's discussion next year on if they should take a new shape. It was also noted that the Street Dances do not necessarily have a long history in the city, but they are beloved and known as is.
Olson is working to update the Adopt-A-Park Policy to allow residents to request an addition or modification to an adopted park. The request was made by two local residents to utilize an area of Mattson Park that borders their properties as a flower garden. The application and agreement would designate the process for request approval and maintenance.
Olson shared that Northern Elements All Stars have selected to host the November and December movie nights. They will retain the profits from concession sales for both of those events. Olson is working on adding crafts and activities for the Santa event ahead of the December movie night. She is also working on the Candy Cane Flashlight Hunt on December 12.

5. Open Discussion: Johnson mentioned security camera plans for Bluebird Park. Olson is working on getting quotes for adding cameras to the amphitheater, as well as at the warming house at the BMX Arena. Johnson requested thoughts on adding cameras throughout the park to have a visual on the full area. The

Board was in agreement that we will need additional security as we continue adding to Bluebird and it would make some sense to cover the full park for liability. Olson will be reviewing quotes and options and moving to Council with potential options, as needed.
Johnson also mentioned he was approached by the Redbirds about the City painting the backside of the fence around Sportsman's Field, which is visible to Bluebird Park. It was noted that the City owns that property, but the Redbirds lease the field and maintain their own revenue, in addition to maintaining the field. Olson mentioned arts grants that are available that could be sought out for painting a mural on the back of the fence to make it more appealing and add some art to the park. Gahm mentioned using the County corrections services to paint the fence for us, using paint supplied by the City. Johnson will share the Sherriff's contact information with Olson so she can get insight into that process. Hunting mentioned that both of these options could fall under Arts & Culture and be applicable for a number of different grant programs.
Hunting circled back to discussions from the September Board meeting about inclusivity in City events. As part of those initiatives, Hunting found a handful of grants and organizations that can help and finance future events and programs that can assist in creating a more culturally diverse community. Olson summarized that we should consider looking to 2022 and beyond through a multi-cultural lens that will help us ensure our events and programs are appealing to the full community. Hunting also recommended including groups like United Nations from the local high school or Play Inc. and other community organizations that do build culturally diverse programs. Olson noted that it could look like turning Celebrate Isanti into a vendor fair that includes and showcases cultural groups from the region and truly celebrates all of the diversity in the area. Gahm mentioned using a similar event layout to the holiday lights event for future beer or food festivals. HinnenKamp noted the Farmers Market potentially moving to Bluebird as well. Olson noted that visibility is difficult at Bluebird due to its topography and the current plan is still to look at the new liquor store. Johnson mentioned bringing back a tree lighting ceremony with the new holiday event as something to consider with future planning.
Zdon confirmed that we will not have a December meeting, so the November meeting will be the final meeting of the year.

Adjournment: Motion by Johnson, second by HinnenKamp to adjourn the October 26, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 5-0, meeting adjourned at 7:05 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

A Community For Generations.
Isanti

MEMO

To: **Mayor Johnson & City Council Members**

From: Finance Director Betker

Date: December 7, 2021

Subject: 2022 Final Budget and Levy Adoption

Background:

The proposed final property tax levy is $3,281,851 and reflects an increase in the taxable market value for 2022 of 10.83%.

The proposed final property tax rate is 58.48%, a decrease of 3.17% from 2021 and a decrease of 26.53% from the 2018 tax rate of 79.60%. The 15-year average tax rate from 2007 thru 2021 is 67.08%

General Fund expenditures have been adjusted based on prior year actual costs, current year expenditures thru October, actual maintenance agreements and contracted costs. All wages include a 3% COLA for 2022 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 2021 and any necessary inflationary factor was applied. Health Insurance premiums increased, depending on plan structure, between 8.8% and 11.5%.

Current Action:
Consider Final 2022 Budget and Associated Resolutions

Attachments:
2022 Final Operating and Capital Budgets
Resolution Adopting the 2022 Final Budget
Resolution Adopting the Final 2021 Tax Levy Collectible 2022
Resolution Adopting the Final 2022 Enterprise Fund Budgets
Resolution Approving Cost of Living Adjustment for Non-Union Employees

RESOLUTION 2021-XXX

RESOLUTION ADOPTING THE 2022 FINAL BUDGET

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota, that the following budget for 2022 is approved:

TOTAL	**GENERAL FUND REVENUES**	**$ 4,274,890**
	COUNCIL	**40,064**
	ELECTIONS	**10,700**
	FINANCIAL ADMINISTRATION	**592,271**
	PLANNING AND ZONING	**160,477**
	MUNICIPAL BUILDING	**38,140**
	POLICE ADMINISTRATION	**1,863,449**
	FIRE PROTECTION	**273,600**
	BUILDING INSPECTION ADMIN	**278,382**
	CIVIL DEFENSE	**2,140**
	ANIMAL CONTROL	**3,095**
	GENERAL CITY MAINTENANCE	**60,995**
	HWYS, STREETS, & ROADS	**424,054**
	STREET LIGHTING	**53,500**
	SANITATION ADMINISTRATION	**26,451**
	PARK,REC,CULTURE	**406,921**
	TRANSFERS	**25,765**
	MISCELLANEOUS	**14,885**
TOTAL	**GENERAL FUND EXPENDITURES**	**$ 4,274,890**

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 7th day of December 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

K.2.

ADOPTING THE FINAL 2021 TAX LEVY, COLLECTIBLE IN 2022

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota that the following sums be levied for the current year, collectible in 2022, upon the taxable property in the City of Isanti, for the following purposes:

101	**General Fund**	**$**	**2,150,000**
920	**Capital Maintenance**		**451,900**
425	**Street Construction**		**295,000**
108	**EDA**		**98,038**
101	**Abatement Levy**		**13,763**
931	**2014A GO Tax Abatement Bond**		**223,821**
932	**2014B GO Improvement Bond**		**49,329**
	Total Levy	**$**	**3,281,851**

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 7th day of December 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION NO. 2021-XXX

ADOPTING THE FINAL 2022 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 2022 is approved:

Enterprise Fund	Revenues	Expenditures
Water Fund	**$ 1,765,464**	**$ 2,175,638**
Sewer Fund	**$ 2,040,159**	**$ 2,296,896**
Storm Water Fund	**$ 404,800**	**$ 213,668**
Liquor Fund	**$ 4,386,054**	**$ 4,405,728**

This resolution is duly adopted by the Isanti City Council this 7th day of December, 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION NO. 2021-XXX

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 2022 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 2022.

This resolution was duly adopted by the Isanti City Council this 7th day of December, 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING PURCHASE OF PROPERTY OWNED BY HOBBY FARMS INC.

WHEREAS, the City is interested in purchasing the property legally described as:
THE SOUTH 295.16 FEET OF THE NORTH 441.28 FEET OF OUTLOT D, ISANTI CENTENNIAL COMPLEX.

within Isanti County, Minnesota identified as tax ID number 16.090.0102 (the "Property"); and,

WHEREAS, the owner of the Property, Hobby Farms Inc., has offered to sell the Property to the City for the purchase price of $1,510,000.00; and,

WHEREAS, the City Council discussed this purchase in closed session on July 6th, July 20th, August 17th, September 7th, September 21st and October 5th of 2021; and,

WHEREAS, the Purchase Agreement for said purchase is attached; and,

WHEREAS, funding for this purchase will come from Fund 920, and is ultimately identified as the proceeds from the sale of the Fire Station and old Liquor Store (PID 16.053.0070), and;

WHEREAS, the Finance Director is authorized to allocate the proceeds from the sale of PID 16.053.0070 to Fund 920 to partially fund the purchase of the Property;

NOW, BE IT HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to purchase the Property in an amount not to exceed $1,510,000.00 to purchase the Property, together with payment of such incidental and necessary costs of closing as may be incurred relative to purchase of the Property identified by tax ID number 16.090.0102 is hereby authorized;

IT IS HEREBY FURTHER RESOLVED that City Staff and Officials shall proceed with the acquisition of the Property as herein provided, and the Mayor and City Administrator are authorized to sign any and all documents necessary or convenient to complete the acquisition subject to the satisfactory review of title work and transfer documents by City Attorney, or designee.

This Resolution is hereby approved by the Isanti City Council this 7th day of December, 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

PURCHASE AGREEMENT

THIS AGREEMENT is made as of _____, 2021 (the "Effective Date") between **Hobby Farms Plus Inc.**, ("Seller"), and the **City of Isanti**, a Minnesota municipal corporation ("Buyer").

RECITALS:

A. Seller is the fee owner of the parcel of property located in Isanti County, Minnesota ("Property"), the legal description of which is as follows:

See attached Exhibit A.

B. Seller wishes to convey, and Buyer wishes to purchase the Property, as illustrated in the attached Exhibit B, together with all rights, privileges, easements, and appurtenances belonging thereto.

AGREEMENT:

In consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Purchase of Property. Seller hereby agrees to sell and Buyer hereby agrees to purchase the Property including all easements and rights of every kind and nature benefiting or appurtenant to the Property, subject to the Permitted Encumbrances as provided herein.

2. Purchase Price and Manner of Payment. The total purchase price ("Purchase Price") to be paid by Buyer to Seller for the Property shall be $1,510,000.00), and shall be paid to Seller at closing, subject to the terms of this Agreement.

Earnest Money. Within 14 business days after the Effective Date, Buyer must deposit the sum of $10,000.00 (the "Earnest Money) with a title company of its choice ("Escrow Agent"). At Closing, Escrow Agent shall disburse to Seller the Earnest Money and Buyer shall receive a credit against the Purchase Price in an amount equal to the amount of the Earnest Money.

3. Buyer Contingencies. The obligations of Buyer under this Agreement are contingent upon each of the following:

a. Representation and Warranties. The representations and warranties of Seller contained in this Agreement must be accurate in all material respects now and on the Closing Date as if made on the Closing Date.

b. Title. Title shall have been found marketable, or been made marketable, in accordance with the requirements and terms of Section 6 below.

c. Performance of Seller's Obligations. Seller shall have performed all of the obligations required to be performed by Seller under this Agreement as and when required by this Agreement.

d. Inspection. Buyer shall have the right to enter the Property through December 16th 2021 (the "Due Diligence Period") and perform such surveys, tests and investigations as Buyer deems advisable, all at Buyer's sole expense. Buyer shall keep the Property free from mechanic's liens arising from such work. Buyer shall be responsible for any property damage or personal injury arising from such work. Buyer shall determine, in its sole judgment, whether the condition of the Property is suitable for Buyer's intended use, and may terminate this Agreement without liability through the end of the Due Diligence Period

If any contingency set forth above has not been satisfied on or before the Closing Date, then this Agreement may be terminated, at Buyer's option, by written notice from Buyer to Seller. Upon such termination, the Earnest Money shall be refunded to Buyer and neither party will have any further rights or obligations regarding this Agreement or the Property. All the contingencies set forth in this Section are for the sole and exclusive benefit of the Buyer and the Buyer shall have the right to waive any contingency by written notice to Seller.

4. Closing. The closing of the purchase and sale contemplated by this Agreement ("Closing") shall be held at such place as may be agreed upon by the parties, on or before, December 17th 2021 ("Closing Date"). At the Closing, Buyer shall pay the Purchase Price to Seller and the following closing documents shall be executed and delivered.

a. Seller shall deliver a warranty deed conveying the Property to Buyer, free and clear of all encumbrances, except the following "Permitted Encumbrances":

(1) Property taxes and special assessments to be paid in accordance with this Agreement; and

(2) Building codes and laws and ordinances relating to zoning and land use.

b. A title insurance policy, **or** a suitably marked-up commitment for title insurance initialed by the Title Company, in the form required by this Agreement. The title commitment is a document that states that a title company is willing to provide title insurance coverage. This document is provided to the purchaser prior to closing and lists all the potential exclusions, exceptions, and issues noted by the title company. This commitment does not guarantee that no issues will crop up in the future, but it will list potential issues that the title company sees with the property.

c. An Affidavit by Seller indicating no adverse matters.

d. A closing statement detailing the financial terms of the closing.

e. All other documents necessary to transfer the Property to Buyer free and clear of all encumbrances except the Permitted Encumbrances.

5. Costs and Prorations. Seller and Buyer agree to the following prorations and allocation of costs:

a. **Title Insurance and Closing Fee.** Seller will pay all costs of issuing the title insurance commitment. Buyer will pay all title insurance premiums and surcharges required for the issuance of any title insurance policy. Buyer and Seller will each pay one half of all reasonable and customary closing fees charged by the Title Insurer.

b. **Documentary Taxes.** Seller shall pay the state tax for the deed to be delivered by Seller under this Agreement.

c. **Real Estate Taxes and Levied and Pending Assessments.** General real estate taxes due and payable in 2021 shall be prorated by Seller and Buyer to the Closing Date based upon a calendar fiscal year. Any deferred property taxes or otherwise unpaid taxes, penalties and interest accrued prior to 2021 shall be paid by Seller. Buyer shall pay all special assessments levied or pending against the Property as of the date of this Agreement.

d. **Attorney's Fees.** Each party will pay its own attorney's fees, except that a party defaulting under this Agreement or any closing document will pay the reasonable attorney's fees and court costs incurred by the non-defaulting party to enforce its rights regarding such default.

6. Title.

a. **Quality of Title.** Seller shall convey good and marketable fee title to the Property to Buyer, subject to no liens, easements, encumbrances, conditions, reservations or restrictions other than the Permitted Encumbrances.

b. **Title Evidence.** Seller shall provide a Survey and obtain a Title Commitment for the most current form of ALTA owner's policy of insurance in the amount of the Purchase Price insuring title to the Property subject only to the Permitted Encumbrances. In the event a Survey, or any recertification thereof, shows any encroachments or any improvements upon, from, or onto the Property, or on or between any building setback line, lot line, or any easement, or other condition unacceptable to Buyer, in Buyer's sole discretion, said encroachment, easement, or other condition shall be treated in the same manner as Title Defect(s).

c. **Buyer's objections.** Within twenty days after receiving the last of the Title Evidence, Buyer shall make written objections ("Objections") to the form and or contents of the Title Evidence. Buyer's failure to make Objections within such time period will constitute waiver of Objections. Any matter

shown on such Title Evidence and not objected to by Buyer shall be deemed an additional "Permitted Encumbrance" hereunder. Seller shall have 30 days after receipt of the Objections to cure the objections, during which period the Closing will be postponed as necessary. Seller shall use its best efforts to correct any Objections. If the Objections are not cured within such 30-day period, Buyer will, in addition to any other remedy available at law or under this Agreement, have the option to do either of the following:

(1) Terminate this Agreement; or

(2) Waive the objections and proceed to close, in which case such matters shall be deemed Permitted Encumbrances hereunder.

d. **Title Policy.** Title Insurer shall deliver to Buyer at the closing a title policy issued pursuant to the commitment, or a suitably marked–up commitment initialed by the Title Insurer undertaking to issue such a title policy in the form required by the commitment as approved by Buyer.

7. **Representations and Warranties by Seller.** Seller represents and warrants to Buyer as follows:

a. **Authority.** Seller has the requisite power and authority to enter into and perform this Agreement.

b. **Title to Property.** Seller owns the Property and will deliver it free and clear of all encumbrances except the Permitted Encumbrances.

c. **Rights of Others to Purchase Property.** Seller has not entered into any other contracts for the sale of the Property.

d. **FIRPTA.** Seller is not a "foreign person," "foreign partnership," "foreign trust" or "foreign state" as those terms are defined in § 1445 of the Internal Revenue Code.

e. **Proceedings.** To the best knowledge of Seller, there is no action, litigation, investigation, condemnation or proceeding of any kind pending or threatened against Seller or the Property.

f. **Hazardous Materials.** To Seller's actual knowledge, without duty to investigate, no toxic or hazardous substances (including, with limitation, asbestos, urea foam formaldehyde, the group of organic compounds known as polychlorinated biphenyls, and any hazardous substance as defined in the

Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), 42 U.S.C. § 9601-9657, as amended) have been generated, treated, stored, released, or disposed of, or otherwise deposited in or located on the Property, including with limitation, the surface or subsurface waters of the Property, nor has any activity been undertaken on the Property which would cause (i) the Property to become a hazardous waste treatment, storage or disposal facility within the meaning of, or otherwise bring the Property within the ambit of the Resource Conservation and Recovery Act of 1976 ("RCRA"), 42 U.S.C. § 6901, et. seq., or any similar state law or local ordinance or any other environmental law; (ii) a release or threatened release of hazardous waste from the Property within the meaning of, or otherwise bring the Property within the ambit of CERCLA, or any similar state law or local ordinance, or any other environmental law; or (iii) the discharge of pollutants or effluents into any water source or system, or the discharge into the air or any emissions, which would require a permit under the Federal Water Pollution Control Act, 33 U.S.C. § 7401, et.seq., or any similar state law or local ordinance or any other environmental law. To the best of Seller's knowledge: (i) there are no substances or conditions in or on the Property which may support a claim or cause of action under RCRA, CERCLA, or any other federal, state, or local environmental statutes, regulations, ordinances, or other environmental regulatory requirements, and (ii) no underground deposits which cause hazardous wastes or underground storage tanks are located on the Property.

g. **Wells and Septic Systems.** Seller shall provide Buyer with a well disclosure statement and a septic system disclosure statement, which disclosure statements are incorporated in this Section by reference.

h. **Geothermal Heating & Cooling System.** Seller shall install component heat pumps, which have already been purchased and are currently onsite. Buyer shall be afforded opportunity to ensure proper installation and functioning of the completed upgrades prior to closing. Upon satisfactory completion of the improvements, Buyer shall give Seller written notice of acceptance.

Buyer shall be afforded opportunity to ensure proper installation and functioning of the completed upgrades prior to the end of the lease term, June 30th 2022. If the seller chooses to extend the lease thru either July 31st 2022 or August 31st 2022, the deadline to complete the geothermal improvements will be extended as well, coinciding with the final end date of the lease. If improvements by the Seller are not complete and accepted by the Buyer prior to Closing, $10,000 will held in escrow, to be released to

the seller, upon satisfactory completion of the improvements. Buyer shall provide Seller and Escrow Agent written notice of acceptance. Written notice of acceptance will function as authorization to release the contingent $10,000 held in escrow. Failure to complete the improvements will result in the escrow amount being released to the Buyer to fund completion of the improvements upon the completion of the lease term.

i. **Carpeting.** Seller shall complete installation of purchased carpet in stairwell and second level of office space. Installation is to include matching carpet or vinyl wall base. Upon satisfactory completion of the improvements, Buyer shall give Seller written notice of acceptance.

Each of the representations and warranties contained herein shall survive the Closing.

8. Representations and Warranties by Buyer. Buyer has the requisite power and authority to enter into and perform this Agreement. This Agreement is subject to formal approval of the Isanti City Council.

9. Control of Property. Subject to the provisions of this Agreement, until the Date of Closing, Seller shall have full responsibility and the entire liability for any and all damages or injuries of any kind whatsoever to the Property, to any and all persons, whether employees or otherwise, and to any other property from and connected to the Property, except liability arising from the negligence or willful acts of Buyer, its agents, contractors, or employees, and except as may otherwise be provided by separate agreement between the Parties.

10. Lease. Buyer agrees to lease the Property to Seller from the date of Closing until June 30, 2022. Seller will have an option to extend the lease for up to two additional months, on a month by month basis. Said lease will be consistent with the term sheet in Exhibit C. On or before termination of the Lease, Seller shall remove any and all debris, junk, vehicles, machinery and similar items on the Property.

11. Broker's Commission. Seller and Buyer represent and warrant to each other that they have dealt with no broker, finder or other person entitled to a commission, finder's fee or similar fee in connection with this transaction.

12. Assignment. Neither party may assign its rights under this Agreement without prior written consent of the other party. Any such assignment will not relieve such assigning party of its obligations under this Agreement.

13. Survival. All of the terms of this Agreement will survive and be enforceable after the Closing.

14. Notices. Any notice required or permitted to be given by any party to the other shall be given in writing, and shall be (i) hand delivered to the specified addressee, or (ii) mailed in a sealed wrapper by United States registered or certified mail, return receipt requested, postage prepaid, or (iii) properly deposited with a nationally recognized, reputable overnight courier, properly addressed as follows:

If to Seller: Hobby Farms Plus Inc.
PO Box 90
Bethel, MN 55005-0090

If to Buyer: Josi Wood
City of Isanti
110 1st Ave. N.W.
P.O. Box 428
Isanti, MN 55040

With copy to: Ratwik, Roszak & Maloney, P.A.
Attention: Joseph Langel
444 Cedar St., Suite 2100
St. Paul, MN 55101

Notices shall be deemed effective on the earlier of the date of receipt, or in the case of such deposit in the mail or with an overnight courier, on the first business day following such deposit. Any party may change its address for the service of notice by giving written notice of such change to the other party.

15. Entire Agreement. This written Agreement constitutes the complete agreement between the parties and supersedes any and all other oral or written agreements, negotiations, understandings and representations between the parties regarding the Property.

16. Amendment; Waiver. No amendment of this Agreement, and no waiver of any provision of this Agreement, shall be effective unless set forth in a writing expressing the intent to so amend or waive, and the exact nature of such amendment or waiver, and signed by both parties (in the case of amendment) or the waiving party (in the case of waiver). No waiver of a right in any one instance shall operate as a waiver of any other right, nor as a waiver of such right in a later or separate instance.

17. Governing Law. This Agreement is made and executed under and in all respects is to be governed and construed under the laws of the State of Minnesota.

18. Binding Effect. This Agreement binds and benefits the parties and their respective successors and assigns.

19. Remedies.

a. Default by Buyer. If Buyer defaults under this Agreement, Seller shall have the right to terminate this Agreement by giving a 30-day written notice to Buyer pursuant to Minnesota Statutes § 559.21. If Buyer fails to cure such default within 30 days of the date of such notice, this Agreement will terminate or Seller may sue for specific performance of this Agreement or actual damages caused by Buyer's default.

b. Default by Seller. If Seller defaults under this Agreement, Buyer may sue for specific performance of this Agreement or actual damages caused by Seller's default.

SELLER: Hobby Farms Plus Inc.

By: _____ Date: _____
Its:

By: _____ Date: _____
Its:

BUYER: City of Isanti

By: _____ Date: _____
Its: Mayor

By: _____ Date: _____
Its: City Administrator

EXHIBIT A
TO PURCHASE AGREEMENT

Legal Description

The South 295.16 feet of the North 441.28 feet of Outlot D, Isanti Centennial Complex, Isanti County, Minnesota

Property ID is 16.090.0102.

EXHIBIT B
TO PURCHASE AGREEMENT

Illustration



EXHIBIT C
TO PURCHASE AGREEMENT

COMMERCIAL LEASE AGREEMENT

THE PARTIES. This Lease Agreement is between:
The **Lessor,** a Minnesota municipal corporation known as City of Isanti with a mailing address of 110 1st Ave NW, Isanti, Minnesota, 55040,
AND
the **Lessee,** a Minnesota corporation known as Hobby Farms Plus Inc. with a mailing address of 901 E. Dual Blvd. N.E., Isanti, Minnesota 55040.
The Lessor and Lessee hereby agree as follows:
DESCRIPTION OF LEASED PREMISES. The Lessor agrees to lease to the Lessee the entire industrial space located at 901 E. Dual Blvd. N.E., Isanti, Minnesota, 55040, including land and building, hereinafter referred to as the "Premises".
USE OF LEASED PREMISES. The Lessor is leasing the Premises to the Lessee and the Lessee is hereby agreeing to lease the Premises for any legal use allowed in accordance with local, State, and Federal laws.
TERM OF LEASE. This Lease shall commence on December 17, 2021, and expire at 11:59 p.m. on June 30, 2022. December 17, 2021 thru December 31, 2021 shall be referred to as the "Proration Period". January 1, 2022 thru June 30, 2022 shall be referred to as the "Initial Term".
RENT AMOUNT. Payment shall be made by the Lessee to the Lessor in the amount of $2,000.00 per month for the Initial Term of this Lease Agreement hereinafter referred to as the "Rent."
RENT PAYMENT. The Rent shall be paid under the following instructions:
Rent shall be paid by the Lessee to the Lessor on a per month basis with payment due no later than the first of every month.
PRORATION PERIOD. The Rent shall be prorated on a daily basis starting on December 17, 2021, until the start of the Initial Term beginning on January 1, 2022, referred to as the "Proration Period." During said period, the Lessee shall be able to take possession of the Premises and be required to make payment in the amount of $967.80 (2000/31 = 64.52; 64.52*15 = 967.80) upon the execution of this Lease Agreement.
RETURNED CHECKS (NSF). If the Lessee attempts to pay Rent with a check that is not deemed valid by a financial institution due to non-sufficient funds, or any other reason for it to be returned, the Lessee will be subject to a fee of $30.00 in addition to any late fee.
LATE FEE. The Lessee shall be charged a late fee in the amount of $200.00 per occurrence if the rent is not paid after the 5th day payment is due.

OPTION TO RENEW. The Lessee shall have the right to renew this Agreement under the following conditions:
Lessee shall have the right to renew this Lease Agreement, along with any renewal period, and be required to exercise such renewal period(s) by giving written notice to the Lessor no less than 15 days prior to the expiration of the Initial Term or any subsequent renewal period. The Lessee shall have a total of two renewal periods which will continue to abide by the same covenants, conditions and provisions as provided in this Lease Agreement as described:
RENEWAL PERIODS
The first renewal period shall begin on July 1, 2022, and end on July 31, 2022 with the Rent to be paid per month in the amount of $2,000.00.
The second renewal period shall begin on August 1, 2022, and end on August 31, 2022, with the rent to be paid per month in the amount of $2,000.00.
The Lease will end, in all circumstances, no later than 11:59 p.m. August 31, 2022.
EXPENSES.
The Parties shall pay the following costs at their expense:
GENERAL MAINTENACE AREAS - The Lessee shall be responsible for all costs related to the snow removal, landscaping, trash removal, janitorial services, and security systems on the Premises. Utilization of the on-premise security system is not required but may be utilized at the Lessee's discretion and expense.
REAL ESTATE TAXES - Lessor shall pay, during the term of this Lease, the real estate taxes and special taxes and assessments (collectively, the "taxes") attributable to the premises and accruing during such term.
INSURANCE - The Lessor shall provide and maintain any personal liability and property damage insurance with no payment obligations by the Lessee. The Lessee shall provide certificate of insurance listing the Lessor as an additional insured at Lessee's expense.
UTILITIES. The Lessor shall be responsible for the following utilities on the Premises: Electricity, Water, Sewer and Stormwater
SECURITY DEPOSIT. A security deposit shall not be required in advance upon the signing of this Lease.
FURNISHINGS. The Lessor will not provide any furnishings to the Lessee under this Lease.
LEASEHOLD IMPROVEMENTS. The Lessee agrees that no leasehold improvements, alterations or changes of any nature, (except for those listed on any attached addenda) shall be made to the leasehold Premises or the exterior of the building without first obtaining the consent of the Lessor in writing, which consent shall not be unreasonably withheld, and thereafter, any and all leasehold improvements made to the Premises which become affixed or attached to the leasehold Premises shall remain the property of the Lessor at the expiration or termination of this Lease Agreement. Furthermore, any leasehold improvements shall be made only in accordance with applicable federal, state or local codes, ordinances or regulations, having due regard for the type of construction of the building housing the subject leasehold Premises. If the Lessee makes any improvements to the Premises the Lessee shall be responsible for payment.

Nothing in the Lease shall be construed to authorize the Lessee or any other person acting for the Lessee to encumber the rents of the Premises or the interest of the Lessee in the Premises or any person under and through whom the Lessee has acquired its interest in the Premises with a mechanic's lien or any other type of encumbrance. Under no circumstance shall the Lessee be construed to be the agent, employee or representative of Lessor. In the event a lien is placed against the Premises, through actions of the Lessee, Lessee will promptly pay the same or bond against the same and take steps immediately to have such lien removed. If the Lessee fails to have the Lien removed, the Lessor shall take steps to remove the lien and the Lessee shall pay Lessor for all expenses related to the Lien and removal thereof and shall be in default of this Lease.

LICENSES AND PERMITS. A copy of any and all local, state or federal permits acquired by the Lessee which are required for the use of the Premises shall be kept on-site at all times and shall be readily accessible and produced to the Lessor and/or their agents or any local, state, or federal officials upon demand.

MAINTENANCE. The Lessee shall be responsible for the replacement of light bulbs, cleaning of windows, cleaning of bathrooms, etc. The Lessee shall properly maintain the premises in a good, safe and clean condition and shall properly and promptly remove all rubbish and hazardous wastes and see that the same are properly disposed of according to all local, state or federal laws, rules regulations or ordinances.

In the event the Premises is damaged as a result of any neglect or negligence of Lessee, its employees, agents, business invitees, or any independent contractors serving the Lessee or in any way as a result of Lessee's use and occupancy of the premises, then the Lessee shall be responsible for seeing that the proper claims are placed with the Lessee's insurance company, or the damaging party's insurance company, and shall furthermore be responsible for seeing that the building is safeguarded with respect to said damage and that all proper notices with respect to said damage are made in a timely fashion, including notice to the Lessor and the party or parties causing said damage.

SALE OF PROPERTY. Lessee shall, in the event of the sale or assignment of Lessor's interest in the building of which the premises form a part, or in the event of any proceedings brought for the foreclosure of, or in the event of exercise of the power of sale under any mortgage made by Lessor covering the premises, attorn to the purchaser and recognize such purchaser as Lessor under this Lease.

INSURANCE. In the event Lessee shall fail to obtain insurance required hereunder and fails to maintain the same in force continuously during the term, Lessor may, but shall not be required to, obtain the same and charge the Lessee for same as additional rent. Furthermore, Lessee agrees not to keep upon the premises any articles or goods which may be prohibited by the standard form of fire insurance policy, and in the event the insurance rates applicable to fire and extended coverage covering the premises shall be increased by reason of any use of the premises made by Lessee, then Lessee shall pay to Lessor, upon demand, such increase in insurance premium as shall be caused by said use or Lessee's proportionate share of any such increase.

SUBLET/ASSIGNMENT. The Lessee may not transfer or assign this Lease, or any right or interest hereunder or sublet said leased premises or any part thereof.

DAMAGE TO LEASED PREMISES. In the event the building housing the leased premises shall be destroyed or damaged as a result of any fire or other casualty which is not the result of the intentional acts or neglect of Lessee and which precludes or adversely affects the Lessee's occupancy of the leased premises, then in every such cause, the rent herein set forth shall be abated or adjusted according to the extent to which the Premises have been rendered unfit for use and occupation by the Lessee and until the demised premises have been put in a condition at the expense of the Lessor, at least to the extent of the value and as nearly as possible to the condition of the premises existing immediately prior to such damage. It is understood, however, in the event of total or substantial destruction to the Premises that in no event shall the Lessor's obligation to restore, replace or rebuild exceed an amount equal to the sum of the insurance proceeds available for reconstruction with respect to said damage.

HAZARDOUS MATERIALS LAWS. Shall mean any and all federal, state, or local laws, ordinances, rules, decrees, orders, regulations, or court decisions relating to hazardous substances, hazardous materials, hazardous waste, toxic substances, environmental conditions on, under, or about the Premises, the Building, or the Property, or soil and ground water conditions, including, but not limited to, the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Hazardous Materials Transportation Act, any other law or legal requirement concerning hazardous or toxic substances, and any amendments to the foregoing.

LESSEE'S DEFAULT AND POSSESSION. In the event that the Lessee shall fail to pay said rent and expenses as set forth herein, or any part thereof, when the same are due and payable, or shall otherwise be in default of any other terms of said Lease for a period of more than 15 days, after receiving notice of said default, then the parties hereto expressly agree and covenant that the Lessor may declare the Lease terminated and may immediately re-enter said premises and take possession of the same together with any of Lessee's personal property, equipment or fixtures left on the premises which items may be held by the Lessor as security for the Lessee's eventual payment and/or satisfaction of rental defaults or other defaults of Lessee under the Lease. It is further agreed, that if the Lessee is in default, that the Lessor shall be entitled to take any and all action to protect its interest in the personal property and equipment, to prevent the unauthorized removal of said property or equipment which threatened action would be deemed to constitute irreparable harm and injury to the Lessor in violation of its security interest in said items of personal property. Furthermore, in the event of default, the Lessor may expressly undertake all reasonable preparations and efforts to release the Premises including, but not limited to, the removal of all inventory, equipment or leasehold improvements of the Lessee's, at the Lessee's expense, without the need to first procure an order of any court to do so, although obligated in the interim to undertake reasonable steps and procedures to safeguard the value of Lessee's property, including the storage of the same, under reasonable terms and conditions at Lessee's expense, and, in addition, it is understood that the Lessor may sue the Lessee for any damages or past rents due and owing and may undertake all and additional legal remedies then available.

LESSOR'S DEFAULT. The Lessee may send written notice to the Lessor stating duties or obligations that have not been fulfilled under the full performance of this Lease Agreement. If said duties or obligations have not been cured within 30 days from receiving such notice, unless the Lessor needs to more time to cure or remedy such issue in accordance with standard industry protocol, then the Lessor shall be in default of this Lease Agreement.
If the Lessor should be in default the Lessee shall have the option to terminate this Lease Agreement and be held harmless against any of its terms or obligations.
DISPUTES. If any dispute should arise in relation to this Lease Agreement the Lessor and Lessee shall first negotiate amongst themselves in "good faith." Afterwards, if the Lessor and Lessee fail to resolve the dispute through negotiation then the parties shall be allowed to submit their cases in accordance with the local court system.
BANKRUPTCY - INSOLVENCY. The Lessee agrees that in the event all or a substantial portion of the Lessee's assets are placed in the hands of a receiver or a Trustee, and such status continues for a period of 30 days, or should the Lessee make an assignment for the benefit of creditors or be adjudicated bankrupt, or should the Lessee institute any proceedings under the bankruptcy act or any amendment thereto, then such Lease or interest in and to the leased premises shall not become an asset in any such proceedings and, in such event, and in addition to any and all other remedies of the Lessor hereunder or by law provided, it shall be lawful for the Lessor to declare the term hereof ended and to re-enter the leased land and take possession thereof and all improvements thereon and to remove all persons therefrom and the Lessee shall have no further claim thereon.
SUBORDINATION AND ATTORNMENT. Lessee shall, in the event of the sale or assignment of Lessor's interest in the building of which the Premises form a part, or in the event of any proceedings brought for the foreclosure of, or in the event of exercise of the power of sale under any mortgage made by Lessor covering the Premises, attorn to the purchaser and recognize such purchaser as Lessor under this Lease.
USAGE BY LESSEE. Lessee shall comply with all rules, regulations and laws of any governmental authority with respect to use and occupancy. Lessee shall not conduct or permit to be conducted upon the premises any business or permit any act which is contrary to or in violation of any law, rules or regulations and requirements that may be imposed by any authority or any insurance company with which the premises is insured, nor will the Lessee allow the premises to be used in any way which will invalidate or be in conflict with any insurance policies applicable to the building. In no event shall explosives or extra hazardous materials be taken onto or retained on the premises.
PETS. No pets shall be allowed on the premises without the prior written permission of Lessor unless said pet is required for reasons of disability under the Americans with Disability Act.
CONDITION OF PREMISES/INSPECTION BY LESSEE. The Lessee acknowledges they have had the opportunity to inspect the Premises and acknowledges with its signature on this Lease that the Premises are in good condition and comply in all respects with the requirements of this Lease. The Lessor makes no representation or warranty with

respect to the condition of the premises or its fitness or availability for any particular use, and the Lessor shall not be liable for any latent or patent defect therein. The Lessee represents that Lessee has inspected the premises and is leasing and will take possession of the premises with all current fixtures present in their "as is" condition as of the date hereof.

AMERICANS WITH DISABILITY ACT. Per 42 U.S. Code § 12183 if the Lessee is using the Premises as a public accommodation (e.g. restaurants, shopping centers, office buildings) or there are more than 15 employees the Premises must provide accommodations and access to persons with disabilities that is equal or similar to that available to the general public. Owners, operators, lessors, and lessees of commercial properties are all responsible for ADA compliance. If the Premises is not in compliance with the Americans with Disability Act any modifications or construction will be the responsibility of the Lessee.

RIGHT OF ENTRY. It is agreed and understood that the Lessor and its agents shall have the complete and unencumbered right of entry to the Premises upon notice to and with Lessee present, for purposes of inspecting or showing the Premises and for the purpose of making any necessary repairs to the building or equipment as may be required of the Lessor under the terms of this Lease or as may be deemed necessary with respect to the inspection, maintenance or repair of the building. In accordance with State and local laws, the Lessor shall have the right to enter the Premises without the consent of the Lessee in the event of an emergency.

WAIVER. Waiver by Lessor of a default under this Lease shall not constitute a waiver of a subsequent default of any nature.

GOVERNING LAW. This Lease shall be governed by the laws of the State of Minnesota.

NOTICES. Notices shall be addressed to the following:

Lessor: City of Isanti
110 1st Ave. N.W., Isanti, MN 55040
Lessee: Hobby Farms Plus Inc.
901 E. Dual Blvd N.E., Isanti, Minnesota, 55040

AMENDMENT(S). No amendment of this Lease shall be effective unless reduced to writing and subscribed by the parties with all the formality of the original.

SEVERABILITY. If any term or provision of this Lease Agreement is illegal, invalid or unenforceable, such term shall be limited to the extent necessary to make it legal and enforceable, and, if necessary, severed from this Lease. All other terms and provisions of this Lease Agreement shall remain in full force and effect.

BINDING EFFECT. This Lease and any amendments thereto shall be binding upon the Lessor and the Lessees and/or their respective successors, heirs, assigns, executors and administrators.

CITY OF ISANTI

Signature _____ Date _____
Josi Wood, City Administrator

HOBBY FARMS PLUS, INC.

Signature _____ Date _____
Brad Lonergan, CEO

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: December 7, 2021
Subject: Ordinance 2021-XXX Stormwater, Chapter 281

Background:

Staff completed the Stormwater rate study and recommends a reduction over the next three-year cycle.
The fees are as follows:

Stormwater Rate Table

Year	Equivalent Residential Unit Rate (per month)
2021	$ 8.12
2022	$ 6.50
2023	$ 5.52
2024	$ 4.97

The Ordinance draft has been reviewed by Committee of the Whole and posted for the required 10 – day notice period.

Request:
Staff is requesting action on this item.

Attachment:
- ORD 2021-XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 684, ADOPTED ON JANUARY 2, 2018 AND TITLED STORMWATER

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1- Amendment. Ordinance No. 684 is hereby amended to include tables set forth below.

Chapter 281
STORMWATER

Appendix A
Stormwater Rate Table

Year	Equivalent Residential Unit Rate (per month)
2021	$ 8.12
2022	$ 6.50
2023	$ 5.52
2024	$ 4.97

Section 2- Effective Date.

This ordinance shall take effect upon its adoption and publication in the City's official newspaper.

Adopted by the City Council this 7th day of December 2021

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

Adopted on:
Published on:
Effective Date:

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: December 7th, 2021
Subject: Request by Ever Cat Fuels, LLC for a Conditional Use Permit Amendment, said request is to modify site plans and operations for a biodiesel distillation system

---

Background: A presentation was given at the November 16, 2021 Planning Commission Meeting by the City's Community Development Specialist in regards to the Conditional Use Permit Amendment for Ever Cat Fuels, LLC. Ever Cat Fuels would like to modify their site plans with the intent of further distilling their product. Ever Cat would be relocating a thermal oxidizer, adding a concrete pad, installing a distillate tank, wastewater tank and residue tank as well as providing storage for the product. Outdoor Storage was discussed at the meeting and was determined that it is allowed in the Industrial District with a Conditional Use Permit and that regulations storage will be added to the existing CUP. A representative for Ever Cat Fuels presented at the meeting the concept plan of the site and answered questions related to the purpose of the site modifications and intent of storage. Fire safety conditions were also discussed and added to the existing CUP and were taken into consideration for the outdoor storage of materials.

At the November 16th Planning Commission Meeting, there was nobody present at the public hearing to speak on the CUP Amendment.

The City of Isanti Planning Commission approved the Conditional Use Permit Amendment at the November 16th Planning Commission Meeting. Motion of approval passed with a vote of 7-0.

Request: Consider adopting the attached findings of fact/conclusion and resolution.

Attachments

- Findings of Fact/Conclusion
- Resolution
- Planning Commission Report with Exhibits

FINDINGS OF FACT AND CONCLUSION
CONDITIONAL USE PERMIT AMENDMENT – EVER CAT FUELS

Request

Request by Ever Cat Fuels, LLC for a Conditional Use Permit Amendment for site plan modifications and operations for a biodiesel distillation system located at 100 Isanti Pkwy NE.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit Amendment for site plan modifications and operations for a biodiesel distillation system located at 100 Isanti Pkwy NE.
2. The Property is zoned I-1, Industrial Park District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on November 16, 2021 at 7:00 p.m. at City Hall within the City Council Chambers.
4. Notice of the Conditional Use Permit Amendment application was published with the *County Star* on November 4, 2021. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 2, Subd. 3D of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit Amendment request.
6. On October 16, 2007 the Isanti City Council approved a Conditional Use Permit for Ever Cat Fuels, LLC for a Bio-Diesel Plant to be located at 100 Isanti Pkwy NE through Resolution No. 2007-245.
7. On May 6th, 2014 the City Council passed a Conditional Use Permit Amendment to modify the terms of the original CUP to address odors and public safety through Resolution No. 2014-108.
8. On November 16th, 2021 the City of Isanti Planning Commission approved the Conditional Use Permit Amendment to modify site plans with conditions listed in the November 16th staff report and passed with a 7-0 vote.

Conclusions

In review of the standards established in Section 18, Subdivision 7; the following conclusions have been made (*conclusions to each requirement are shown in italics):*

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the 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.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
The conditional use permit amendment meets the purpose and intent of this Ordinance and the Industrial Zoning District. The use of the site remains a bio-diesel plant and is permitted in the Industrial Zoning District with the Conditional Use Permit.

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 conditional use permit amendment does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community.

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 intent of the conditional use amendment is to move existing equipment on site to make room for new equipment needed for the distillation process. The proposed site plans are not anticipated to diminish or impair property values of surrounding properties in the Industrial Park District.

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 Conditional Use Permit Amendment will not impact any surrounding properties in their development and improvements. The site modifications are within the property lines and follow setbacks according to the industrial zoning district.

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
The additional distilling process of biofuel will not negatively impact the existing public facilities or services.

7. 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 of approval have been added to the CUP to ensure that the property is developed in accordance to ordinance requirements and the proposed plan provided by the applicant.

8. The conditional use complies with the general and specific performance standards as specified by within this Article.
The conditional use complies with the performance standards of the Industrial District as specified by within the article.

Decision

The City of Isanti Planning Commission reviewed the request in a public hearing that was held on November 16, 2021. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:
Motion by Lundeen, seconded by Collison to recommend approval of the Conditional Use Permit Amendment. Motion passed 7-0.

RESOLUTION 2021-XXX

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AMENDMENT, FOR SITE PLAN MODIFICATIONS AND OPERATIONS FOR A BIODIESEL DISTILLATION SYSTEM FOR EVER CAT FUELS LLC

WHEREAS, Ever Cat Fuels, LLC (applicant) has requested approval for a Conditional Use Permit Amendment for site plan modifications and operations for a biodiesel distillation system located at 100 Isanti Pkwy NE; and,

WHEREAS, the property is zoned I-1, Industrial Park District; and,

WHEREAS, the City Council of the City of Isanti approved a Conditional Use Permit and Site Plan Review for a bio-diesel plant on October 16th, 2007 through Resolution No. 2007-245; and,

WHEREAS, the City Council of the City of Isanti amended the Conditional Use Permit to modify the terms of the original CUP to address odors and public safety through Resolution No. 2014-108; and

WHEREAS, under Isanti Zoning Code Section 21, Article 2 Subdivision 5, a Conditional Use Permit Amendment is required to obtain approval of the Planning Commission and City Council; and,

WHEREAS, the City of Isanti Planning Commission held a public hearing to consider the proposed Amendment to the Conditional Use Permit set forth in Resolution No. 2007-245 and Resolution No. 2014-108 on November 16th, 2021 and pursuant to said hearing recommends approval of the proposed amendment to the conditional use permit to include the additional provisions set forth as conditions 14-16; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that the Ever Cat Fuels, LLC request for a Conditional Use Permit and Site Plan Review for a Bio-Diesel Plant originally approved pursuant to Resolution No. 2007-245 and recently amended per Resolution 2014-108 be hereby amended to include all of the following conditions:

1. The number of 9,000 gallon tankers coming and leaving the site on a given day shall not exceed nine (9), which would accommodate the maximum amount indicated by the petitioner of 30,000,000 gallons per year of bio-diesel. If additional truck trips are necessary, the petitioner shall request an amendment to the Conditional Use Permit.
2. The petitioner shall submit drawings or specification sheets for the fencing that will surround the property for review and approval by City Staff prior to construction.
3. The petitioner shall meet the requirements of the City Engineer as outlined in the MFRA memo dated 9.28.2007. The petitioner shall receive approval of all engineering plans prior to construction.

4. The engineering drawings shall be signed by a licensed Civil Engineer prior to City Engineer approval.
5. The petitioner shall satisfy all MPCA requirements as stipulated within the e-mail dated September 21, 2007. The petitioner shall provide proof of compliance with all MPCA rules and regulations, such documentation shall be submitted to the City.
6. The petitioner shall meet any additional requirements as stipulated by the City Administrator, City Engineer, and the MPCA.
7. The petitioner shall comply with Isanti Ordinance Number 420 related to storm water management practices, including the prohibition on causing illegal discharges to the City stormwater system, and no product from the facility's manufacturing process shall be discharged to the City stormwater or ponding system.
8. The petitioner's discharge to the city sanitary sewer system shall be limited to domestic waste water, including wastewater from restrooms, laundry facilities, kitchen areas and housekeeping wash water. The petitioner shall implement housekeeping practices, including spill response practices as required by state law, to ensure that wash water from production areas does not include any avoidable amount of products used in the manufacturing process or the product of the manufacturing process.
9. All costs associated with maintenance/repair of city infrastructure due to violations of lsanti Ordinance Number 420 or the discharge of nondomestic wastewater, including products used in the manufacturing process or the product of the manufacturing process, that obstruct the flow in City sewers shall be paid by Ever Cat Fuels within 30 days of notice from the City.
10. All incidents (as defined herein), shall be reported to the City of lsanti's Mayor, City Administrator, Assistant City Administrator or Community Development Director or his or her designee within 12 hours of the knowledge of an occurrence.
11. Incidents shall be defined as: ·
    a. Discharge of illegal substances to the City stormwater system or any discharge to the City sanitary system of nondomestic wastewater, including products used in the manufacturing process or the product of the manufacturing process.
    b. Fires or explosions.
    c. Fugitive odors - i.e. the release of offensive or noxious odors into the atmosphere.
    d. Ongoing MPCA or other environmental agency investigations and/or citations.
12. Ever Cat Fuels LLC shall notify the City of Isanti's Mayor, City Administrator, Assistant City Administrator or Community Development Director or his or her designee at least 24 hours in advance of any predictable incidents via email or other written communication.
13. In accordance with Minnesota law, the breach of the conditions of the Conditional Use Permit may under certain circumstances be grounds for amendment or revocation of the Conditional Use Permit.
14. Outdoor storage of materials must follow City Ordinances Section 13, Article 2, Subd 15.
15. Any additional structure provided on site for the storage of materials must meet current State Building Code regulations and plans must be reviewed for approval by the City’s Building Official and Fire Chief.

16. Site must comply with the Minnesota State Fire Code Chapter 1: Uniform fire safety standards, Chapter 50: Hazardous materials, Chapter 57: Flammable and Combustible Liquids, and Chapter 104.7.2: Technical Assistance.

This Resolution is hereby approved by the Isanti City Council this 7th day of December, 2021

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

A Community For Generations.

Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: November 16, 2021

SUBJECT: Request by Ever Cat Fuels, LLC for a Conditional Use Permit Amendment, said request is to modify site plans and operations for a biodiesel distillation system

---

Overview/Background

The applicant, Ever Cat Fuels, LLC is requesting to amend their Conditional Use Permit for their site at 100 Isanti Pkwy NE. Ever Cat Fuels is proposing to change their site plans and process of distilling biofuels as well as providing an outdoor storage structure to contain materials. The project was designed to further distill biodiesel produced by the plant but is not intended to change the total amount of biodiesel produced. In order to change the site plans and provide outdoor storage, a Conditional Use Permit Amendment is needed for review of city staff, the Planning Commission and City Council. The Conditional Use Permit has been amended in the past, the history of this is described below:

On October 16, 2007 the Isanti City Council approved a Conditional Use Permit (CUP) for Ever Cat Fuels, LLC for a Bio-Diesel Plant to be located on the property at 100 Isanti Parkway NE through Resolution No. 2007-245.

The City Council at their regularly scheduled meeting on April 1, 2014 had requested that the Planning Commission review and provide recommendations to the City Council on amendments to the CUP set forth in Resolution No. 2007-245 to address past complaints of fugitive odors coming from the Ever Cat premises. It has raised City Council concerns over public safety, environmental contamination and compliance with the terms of the CUP.

On May 6th, 2014, principals from Ever Cat Fuels, LLC and representatives from the City of Isanti met to discuss changes to the conditions set forth in Resolution No. 2007-245. The parties were able to reach a mutual agreement to modify the terms of the CUP to address odors and public safety.

Analysis

The applicants have submitted a project proposal for the distillation system, which included the current site plans and proposed site plans for the project:

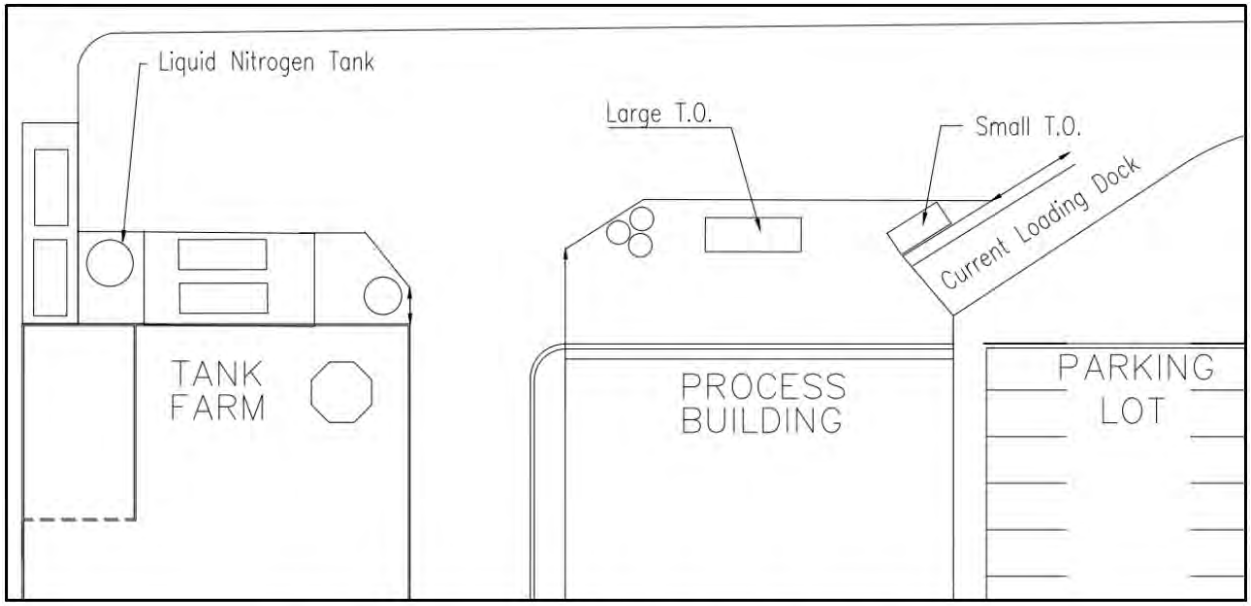


Figure 2: Current Site Plan of Cooling System at Ever Cat Fuels

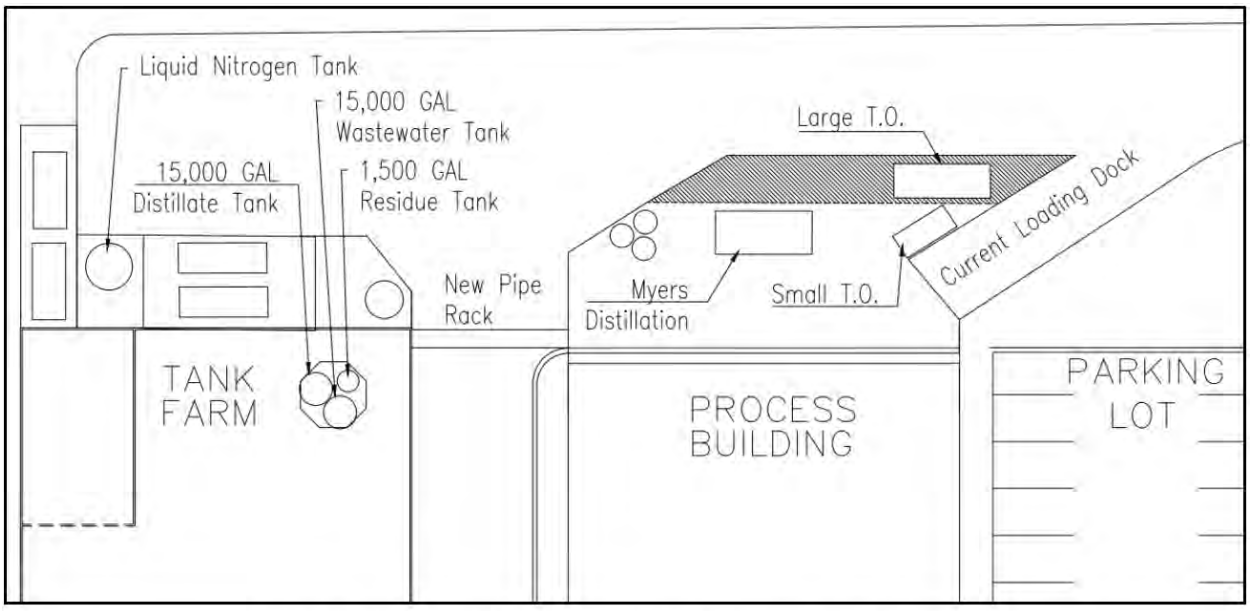


Figure 3: Proposed Site Plan for Distillation Systems at Ever Cat Fuels

The proposed site plans indicate an addition of the Myers Distillation System to the North of the Process Building, a new concrete pad for the relocation of the Large Thermal Oxidizer, as well as the addition of a distillate tank, wastewater tank, and residue tank to be placed on an existing octagonal concrete pad in the tank farm. This process will distill the biofuel to provide a product that is lighter in color and more desirable for consumers. City staff met on site with representatives of Ever Cat Fuels, LLC to understand the distillation process and site plan modifications. These site plan modifications will not alter traffic circulation for trucks entering and exiting the site.

After visiting the site, city staff would suggest adding the following conditions to the existing Conditional Use Permit:

- Outdoor storage of materials must follow City Ordinances Section 13, Article 2, Subd 15.

- Any additional structure provided on site for the storage of materials must meet current State Building Code regulations and plans must be reviewed for approval by the City's Building Official and Fire Chief.

- Site must comply with the Minnesota State Fire Code Chapter 1: Uniform fire safety standards, Chapter 50: Hazardous materials, Chapter 57: Flammable and Combustible Liquids, and Chapter 104.7.2: Technical Assistance.

The structure intended to be built on site shall follow the Outdoor Storage regulations set in City Ordinances Section 13, Article 2, Subd 15:

Subdivision 15: Outdoor Storage

A. Outside storage areas shall be surfaced with bituminous, concrete, or other surfaces, including but not limited to crushed rock, Class 5, or recycled materials; as recommended by the Planning Commission and approved by the City Council.
The storage container/shed will be located on a concrete surface.

B. Outside storage area shall not be placed within required parking or loading areas, which are deemed necessary to meet code requirements.
The location of the storage will not impact existing parking or loading areas of the bio-fuel trucks.

C. Outside storage areas shall be located within the rear yard; however, outdoor storage may be located within the side yard, providing the side yard is not adjacent to or across the street from any residentially zoned property.
The location of the storage will be on the north end of the site (in the rear yard) and will not be located near any residential zoned areas.

D. All outside storage areas shall be effectively screened year-round, by a wall, fence, or densely planted vegetation in accordance with Section 15 of this Ordinance.
The storage will be located in an area where it will be screened by existing equipment, fencing and vegetation and will not need any additional screening per the city's zoning ordinances.

E. Cars, vans, and pickup trucks parked outside and used by employees and/or visitors in the normal course of business operation will not be construed as outdoor storage. Further, outside parked trucks and semitrailers used in conjunction with normal business activities will not be construed to be outdoor storage provided (a) the total number of trucks and semi-trailers does not exceed the number of docks and/or bay doors; (b) such vehicles are currently licensed by the State of Minnesota and are in the process of delivering or picking up goods or materials, and (c) such use is not construed as an operation listed as a

conditional use in the industrial zone. All other vehicles and/or equipment associated with the business shall meet the fencing and screening requirements as stipulated within this ordinance.
Trucks on site are used for collecting product or waste and will not be used as permanent outdoor storage.

The current Conditional Use Permit includes the following conditions:

1. The number of 9,000-gallon tankers coming and leaving the site on a given day shall not exceed nine (9), which would accommodate the maximum amount indicated by the petitioner of 30,000,000 gallons per year of bio-diesel. If additional truck tips are necessary, the petitioner shall request an amendment to the Conditional Use Permit.
2. The petitioner shall submit drawings or specification sheets for the fencing that will surround the property for review and approval by City Staff prior to construction.
3. The petitioner shall meet the requirements of the City Engineer as outlined in the MFRA memo dated 9.28.2007. The petitioner shall receive approval of all engineering plans prior to construction.
4. The engineering drawings shall be signed by a licensed Civil Engineer prior to City Engineer approval.
5. The petitioner shall satisfy all MPCA requirements as stipulated within the e-mail dated September 21, 2007. The petitioner shall provide proof of compliance with all MPCA rules and regulations, such documentation shall be submitted to the City.
6. The petitioner shall meet any additional requirements as stipulated by the City Administrator, City Engineer, and the MPCA.
7. The petitioner shall comply with Isanti Ordinance Number 420 related to stormwater management practices, including the prohibition on causing illegal discharges to the City stormwater system, and no product from the facility's manufacturing process shall be discharged to the City stormwater or ponding system.
8. The petitioner's discharge to the city sanitary sewer system shall be limited to domestic waste water, including wastewater from restrooms, laundry facilities, kitchen areas and housekeeping wash water. The petitioner shall implement housekeeping practices, including spill response practices as required by state law, to ensure that wash water from production areas does not include any avoidable amount of products used in the manufacturing process or the product of the manufacturing process.
9. All costs associated with maintenance/repair of city infrastructure due to violations of Isanti Ordinance Number 420 or the discharge of nondomestic wastewater, including products used in the manufacturing process or the product of the manufacturing process, that obstruct the flow in City sewers shall be paid by Ever Cat Fuels within 30 days of notice from the city.
10. All incidents (as defined herein) shall be reported to the City of Isanti's Mayor, City Administrator, Assistant City Administrator or Community Development Director or his or her designee within 12 hours of the knowledge of an occurrence.
11. Incidents shall be defined as:
    a. Discharge of illegal substances to the City stormwater system or any discharge to the City sanitary system of nondomestic wastewater, including

products used in the manufacturing processor the product of the manufacturing process.
   b. Fires or explosions.
   c. Fugitive odors – i.e. the release of offensive or noxious odors into the atmosphere.
   d. Ongoing MPCA or other environmental agency investigations and/or citations.
12. Ever Cat Fuels LLC shall notify the City of Isanti's Mayor, City Administrator, Assistant City Administrator or Community Development Director or his or her designee at least 24 hours in advance of any predictable incidents via email or other written communication.
13. In accordance with Minnesota law, the breach of the conditions of the Conditional Use Permit may under certain circumstances be grounds for amendment or revocation of the Conditional Use Permit.

Staff Recommendation: After reviewing the modified site plans for the biofuel distillation system, staff believes that this process will benefit Ever Cat Fuels without risking the safety of the surrounding business or the public. Staff recommends approval of the Conditional Use Permit Amendment with the following conditions:

- Outdoor storage of materials must follow City Ordinances Section 13, Article 2, Subd 15.

- Any additional structure provided on site for the storage of materials must meet current State Building Code regulations and plans must be reviewed for approval by the City's Building Official.

- Site must comply with the Minnesota State Fire Code Chapter 1: Uniform fire safety standards, Chapter 50: Hazardous materials, Chapter 57: Flammable and Combustible Liquids, and Chapter 104.7.2: Technical Assistance.

Attachments

- Project Proposal
- Fire Chief Memo

CONFIDENTIAL INFORMATION

PROJECT PROPOSAL

Biodiesel Distillation Project

Ever Cat Fuels, LLC

Proposal Prepared by

Nhan Tran

Andrew Johnson

10/22/2021



Letter of Transmittal

October 22, 2021

Sheila Sellman
City of Isanti
Isanti, MN 55040

Dear Ms. Sellman,

We are submitting the attached engineering proposal titled Biodiesel Distillation. This project was designed to further distill biodiesel produced by the plant. This project does not change the total amount of biodiesel produced by Ever Cat Fuels.

This proposal presents the engineering design for a biodiesel distillation system. This proposal includes operating conditions, required system cooling, and the site modification plan.

Please do not hesitate to contact us directly if you have any question regarding to the attached proposal.

Thank you,

Nhan Tran
100 Isanti Parkway NE
Isanti, MN 55040
Direct: (763) – 452 – 7272
Email: nhantran@evercatfuels.com

Andrew Johnson
100 Isanti Parkway NE
Isanti, MN 55040
Direct: (763) – 452 – 7273
Email: andrewjohnson@evercatfuels.com

Ever Cat Fuels, LLC Team:

Larry McNeff – Chief Executive Manager
Clayton McNeff – Chief Science Officer
Steven Rupp - Vice President
Mitch Gerold – General Manager
Derrick Knapp – Plant Manager
Nick Juhl – Maintenance Manager
Andrew Johnson – Process Engineer
Nhan Tran – Process Engineer

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1.0 Introduction

1.1 Facility Information

Ever Cat Fuels, LLC (Ever Cat) operates a 3.1 million gallon per year biodiesel production facility. Biodiesel at the facility is produced using the Mcgyan® Process. The patented process performs a catalytic conversion of waste vegetable oil into biodiesel by trans-esterification. Methanol is added to the process to achieve the appropriate reaction. Residual and unreacted methanol is recovered and recycled back into the process after purification through distillation.

1.2 Project Information

The goal of this proposal is to produce a fuel which is lighter in color. This will be done by adding a distillation system, which will further process and purify the biodiesel which is already produced at the facility. This project does not change the total amount of fuel produced per year by Ever Cat Fuels, LLC.

The proposed distillation method is the Myers Macro-36 Centrifugal Distillation System (Figure 1). This equipment works by injecting preheated biodiesel onto the center of a spinning, heated disk. The centrifugal force moves the fuel out towards the edge of the disk, resulting in a hot thin film. From there, the lighter biodiesel evaporates off the plate and condenses on the dome surface where it is then transferred to a storage tank. The biodiesel vapor is condensed using water/glycol heat transfer fluid using a cooling loop. The heavier phase fuel falls off the edge of the spinning disk and is transferred into a separate storage tank. The system operates at high vacuum range that is driven by the oil ejector pump and followed by the mechanical vacuum pump. All outlet vapors from the mechanical vacuum pump will be captured and incinerated using the existing thermal oxidizers located at the facility.

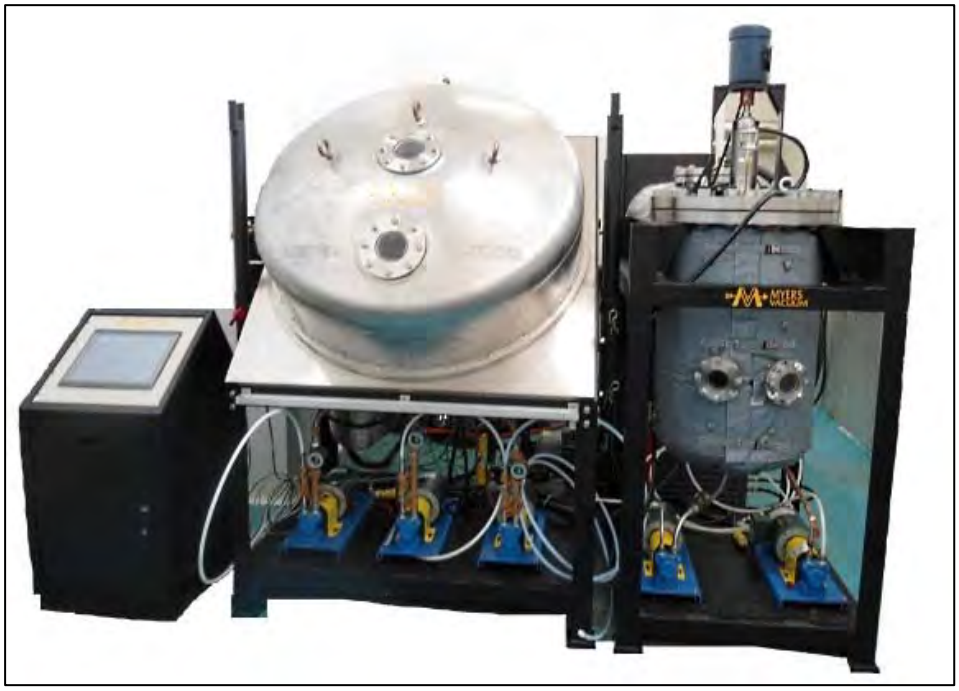


Figure 1: Myers Macro-36 Distillation System

2.0 Proposed Site Modifications

To achieve the goal of this project, some minor site modifications are required. The following plan describes the proposed site modifications. Figures 2 and 3 show the north side of the Ever Cat Fuels site before and after the project, respectively. Site modifications include the addition of one new concrete pad (hatched area in Figure 3) to be poured. The new pad dimensions are 66' x 11' x 13". The total surface area that will be poured is 720 ft^2 and will be located to the north of the existing pad as shown in Figure 3. Some of the existing asphalt (approximately 6" thick) will need to be removed before the pad is poured. A new 15,000-gallon wastewater tank will be added in the tank farm. Once the new pad is cured, the primary thermal oxidizer (large TO) will be relocated to that pad in an orientation as shown in Figure 3. The piping configurations for the two thermal oxidizers will remain the same. This modification leaves a space where the heated container will be installed to store the Myers distillation system. The container is a high cube type with external dimensions of 20' x 8' x 9'6".

In addition, modifications to the tank farm are proposed to install new biodiesel storage tanks for the Myers distillation system and a new wastewater tank. One biodiesel storage tank will be for biodiesel distillate product with a dimension of 11' x 21'. This tank and a tank for biodiesel residue with a dimension of 6' x 8' will share an existing cement pad with a new 11' x 21' wastewater tank as shown in Figure 3. The proposed pad is also shown in Section 5, Figure 6. The biodiesel distillate tank is designed to have a volume of 15,000 gallons. The residue tank is designed to have a volume of 2,500 gallons. A new pipe rack (22' x 14') is proposed to be installed across the truck driveway and it is designed to have three tiers that can hold either conduit or piping. The pipe rack is capable for future expansion and designed to have drilled holes for additional horizontal supports if needed. The wastewater currently being transferred from T-118 into the portable tanker trailer will now be transferred via the pipe rack to the new wastewater tank located in tank farm.

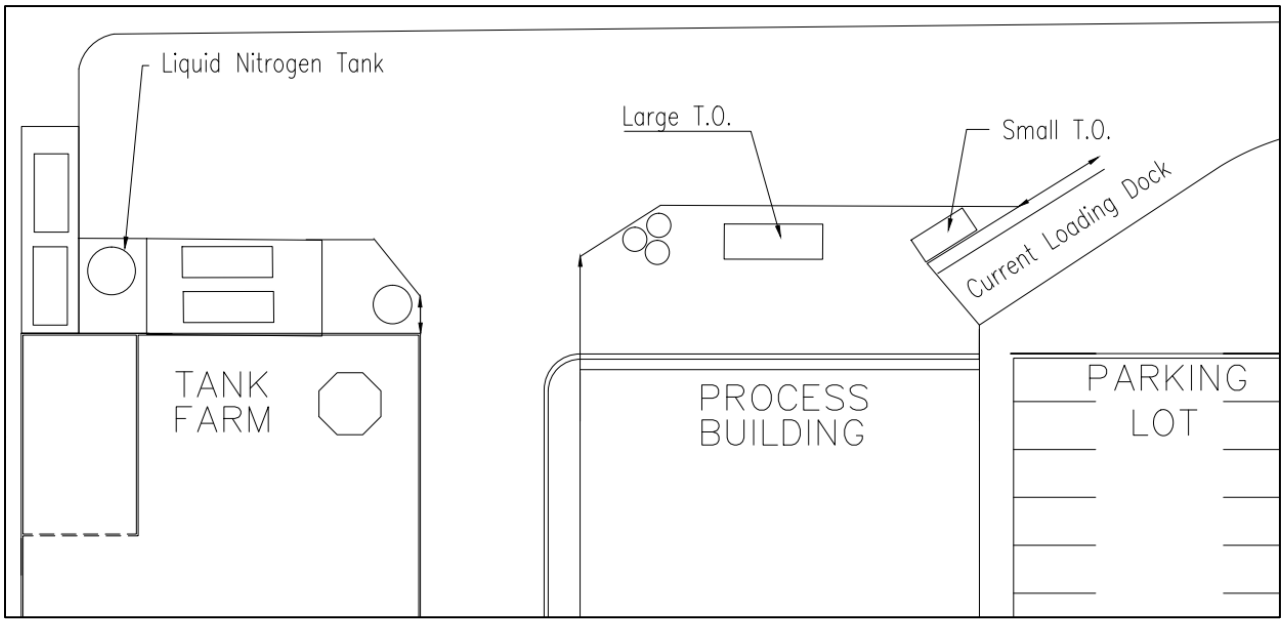


Figure 2: Current Site Plan of Cooling System at Ever Cat Fuels

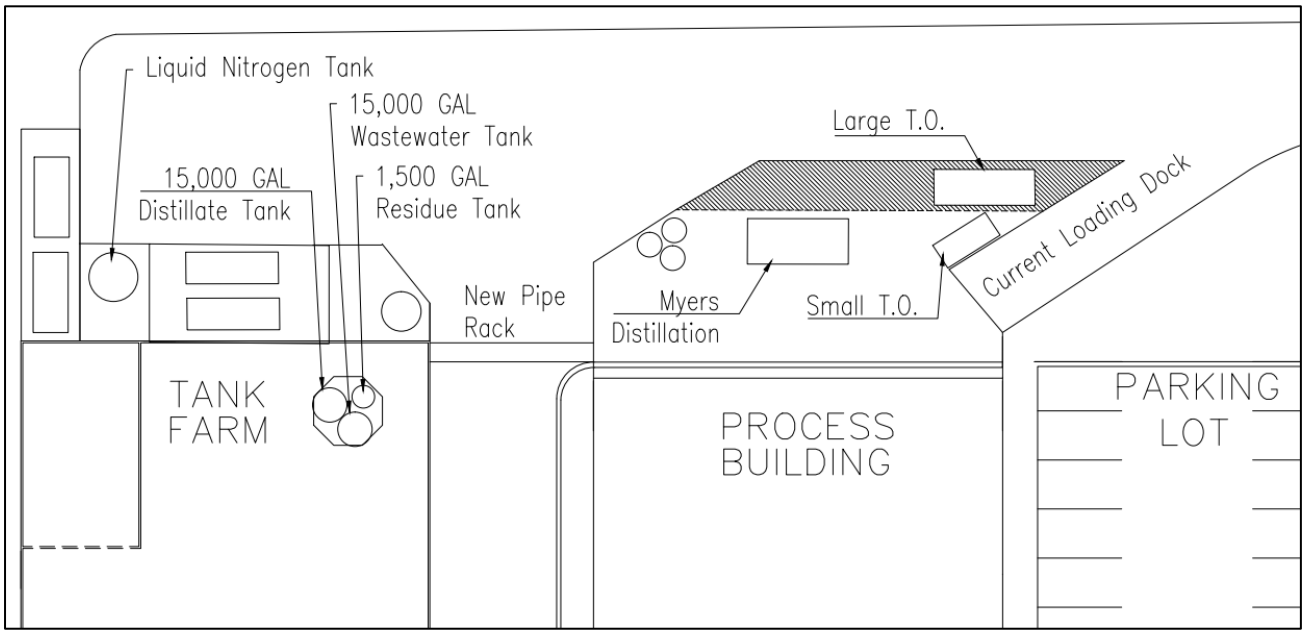


Figure 3: Proposed Site Plan for Distillation Systems at Ever Cat Fuels

3.0 Timeline and Gantt chart

Table 1 below shows a gantt chart for the proposed project. The chart is separated into standard calendar quarters, i.e., the first quarter is January, February, and March. According to the plan, final project design should wrap up by December of 2021. Ordering and collection of the individual components will occur in the winter and early summer. Installation of the system will begin in the summer of 2022.

Table 1: Distillation Project Gantt Chart

Tasks	2021				2022			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Initial Project Design								
Project Proposal Presentation								
Final Project Design and Development								
Ordering Components								
Installation								
Project Start-up								

4. Appendix

Figure 4 below shows the proposed site for the Myers distillation system.



Figure 4: Future Location of Myers Distillation System

Figure 5 shows the proposed three tier pipe rack design.

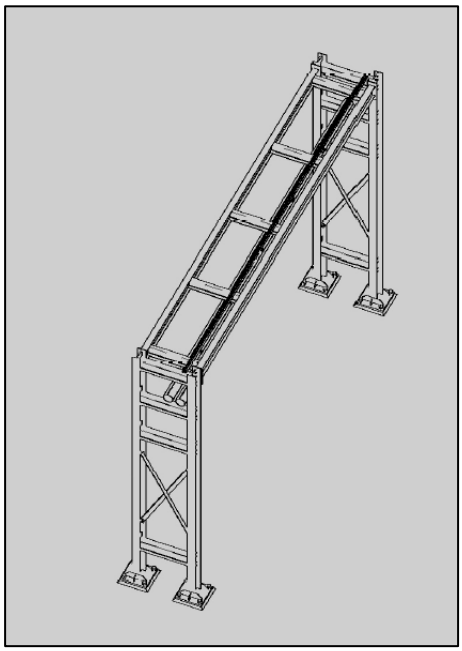


Figure 5: SafeRack 3-tier Pipe Rack

Figure 6 shows the existing tank pad to be used for the biodiesel distillate, biodiesel residue and wastewater tanks. The pad is located in the northeast corner of the tank farm. The existing tank shown in the photo will be repurposed.



Figure 6: An Existing Pad in Tank Farm Designated for Wastewater and Distillation Products

Figure 7 shows the high cube shipping container to be used to house the Myers distillation system on the north pad.



Figure 7: high Cube Shipping Container Used to House Distillation System

November 12, 2021

City of Isanti Planning Commission
110 1st Ave NW
Isanti, MN 55040

RE: Ever Cat Fuels, LLC Biodiesel 2021 Distillation Project

City of Isanti Planning Commissioners,

I have met with and reviewed the proposed Conditional Use Permit Amendment for Ever Cat Fuels distillation project.

Isanti Fire approves the amendment application, pending compliance with the following Minnesota State Fire Code(s), pursuant to City of Isanti Code111-13, Adoption of Minnesota State Fire Code.

1. MSFC Chapter 1 | Uniform fire safety standards shall apply to administrative, operational and maintenance of existing structures, facilities and conditions
2. MSFC Chapter 50 | Hazardous materials- General Provisions
3. MSFC Chapter 57 | Flammable and Combustible Liquids; scope and application
4. MSFC 104.7.2 | Technical Assistance. Owner to seek qualified engineer approval of the proposal, equipment and operation to ensure compliance with MSFC.

Sincerely,

Alan Jankovich | Fire Chief
Isanti Fire District

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: December 7th, 2021
Subject: Rezoning PID's 16.134.0030, 16.134.0040, 16.134.0050, 16.134.0060 from B-2 General Commercial to R-3A Low Density Multiple-Family Residential.

Background: A presentation was given at the November 16, 2021 Planning Commission Meeting by the City's Community Development Specialist in regards to the rezoning of four parcels from B-2 General Commercial to R-3A Low Density Multiple-Family Residential. The applicant has previously gone through a Comprehensive Land Use Plan Amendment for these parcels, which was the first step towards guiding the parcels designation and will allow for a variety of housing types available to build on these parcels. The Comprehensive Land Use Plan Amendment was approved at the October 19th Planning Commission Meeting and November 2nd City Council Meeting. At these meetings it was discussed that surrounding residential property owners were in favor of the rezoning, as they would rather have houses next to them than a commercial business. At the November 16th Planning Commission Meeting, there was nobody present at the public hearing to speak on the rezoning of the parcels.

The City of Isanti Planning Commission approved the Rezoning of PID's 16.134.0030, 16.134.0040, 16.134.0050, and 16.134.0060 at the November 16, 2021 Planning Commission meeting. Motion for approval passed 7-0.

Request: Consider adopting the attached resolution

Attachments

- Resolution
- Planning Commission Report with Exhibits

RESOLUTION 2021-XXX

A RESOLUTION APPROVING A REZONING FOR PROPERTIES WITH PID 16.134.0030, 16.134.0040, 16.134.0050, AND 16.134.0060, FROM B-2 GENERAL COMMERCIAL TO R-3A LOW DENSITY MULTIPLE FAMILY RESIDENTIAL

WHEREAS, Kevin Johnson (applicant) has requested approval for a Rezoning for properties with PID 16.134.0030, 16.134.0040, 16.134.0050, and 16.134.0060; and,

WHEREAS, PID 16.134.0030, 16.134.0040, 16.134.0050, and 16.134.0060 are currently guided in the Comprehensive Land Use Plan as General Commercial; and,

WHEREAS, the designation of these parcels was changed with a Comprehensive Land Use Plan Amendment to be guided for Low Density Residential at the October 5th City Council Meeting; and,

WHEREAS, under Isanti Zoning Code Section 21, Article 1 a Rezoning is required to obtain approval of the Planning Commission and City Council; and,

WHEREAS, the Planning Commission and City Council have considered possible adverse effects of the proposed rezoning and the judgement of the Planning Commission and City Council with regard to the application shall been 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.

WHEREAS, the City of Isanti Planning Commission recommended approval of the Rezoning on November 16, 2021; and,

WHEREAS, the City of Isanti City Council reviewed the requested Rezoning at its regularly scheduled meeting on December 7, 2021;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that it approves the Rezoning from B-2 General Commercial to R-3A Low Density Multiple Family Residential for the following properties: PID 16.134.0030, 16.134.0040, 16.134.0050, and 16.134.0060.

This Resolution is hereby approved by the Isanti City Council this 7th day of December, 2021

_____

Mayor Jeff Johnson

Attest:

_____

Jaden Strand

City Clerk

A Community For Generations.
Isanti

MEMORANDUM

TO: Planning Commission

FROM: Ryan Saltis, Community Development Specialist

DATE: November 16, 2021

SUBJECT: Request by Kevin Johnson for a Rezoning, said request is to change the designation from B-2 General Commercial to R-3A Low Density Multiple Family Residential for PID's 16.134.0030, 16.134.0040, 16.134.0050, and 16.134.0060.

Overview/Background

The applicant, Kevin Johnson is requesting to change the zoning district designation of four parcels from B-2 General Commercial to R-3A Low Density Multiple Family Residential. The applicant is seeking to develop these sites as residential and would need the zoning district designation to be changed in order to do so. A comprehensive land use plan amendment for the four parcels was approved at the September 21st Planning Commission Meeting and the October 5th City Council Meeting. Rezoning the parcels is the next step in the process prior to the submittal of site plans.

Vacant land and single-family houses are located to the south of the site. Prairie Senior Cottages is located to the west of the proposed site and Krayola Kids daycare is to the northeast of the site.

Analysis

"R-3A" Low Density Multiple Family Residential Standards: The "R-3A" Low Density Multiple Family District is designed to provide for low density areas, which accommodate a variety of housing types, to include detached and attached single-family, two-family, duplexes, and attached and detached townhomes. These districts are intended to function as a transition area between the less intense single-family developments and the more intense multiple family districts. This district promotes more walkable neighborhoods with a variety of housing types.

The applicant is intending to develop the parcels as low-density multiple family residential housing, with the concept plan of the site showing a density of 2.4 units/acre. This would meet the maximum density in the Comprehensive Plan for low-density residential of 3 dwelling units per acre.

The future lots shall have to follow the regulations set forth by R-3A Zoning District:

Subdivision 7: Lot Requirements and Setbacks

A. Minimum Lot Size Requirements.

Detached Single family	7,500 square feet
Two-family	7,000 square feet per unit
Townhomes, Attached and Detached	6,000 square feet per unit

B. Minimum Lot Widths and Depths.

Lot Width

Single-family	60 feet
Two-family	60 feet per unit
Over two-family	None

Rezoning: The parcels are currently zoned B-2 General Commercial with all surrounding parcels being zoned commercial as well. There are parcels zoned R-1, R-2, and R-3A directly across 8th Ave NE. There are two single family houses located directly to the south of the parcels intended to be rezoned. At the September 21st Planning Commission Meeting, the homeowners of the property directly south were present and stated that they were in favor of rezoning the parcels and that they would rather have houses neighboring their property and not a commercial business. The applicant letter states that since these four parcels do not have Highway 65 access and exposure, that this impacts the ability of the owner to sell or develop the property.

Housing Needs: Isanti's Comprehensive Land Use Plan addresses a need for housing on the east side of the city. The applicant is proposing low density single family lots on the proposed parcels. Any future development in this area will need to provide buffers to surrounding land uses that are inconsistent in land uses.

Roadways: According to the Comprehensive Land Use Plan Transportation Maps, there are plans to extend 7th Avenue NE to the south. Rough sketches provided by the applicant show housing lots over this potential road extension. The roadways are not considered at the time of a Rezoning but should be addressed at the time of Preliminary Plat Submittal.

Staff Recommendation: The Comprehensive Land Use Plan housing goals identifies the east side of Highway 65 for residential development. The recent plats approved on that side of Highway 65 have been for low density single family traditional development and one plat was developed with detached townhome similar to this concept plan. If this designation changes to low density multiple family residential a buffer to the commercial developments and R-1 Zoning Districts shall be required as part of the development. Staff recommends approval of the rezoning and will review the merits of the development when plat applications are submitted. Approval of a rezoning shall require passage by a majority vote of the full City Council.

Attachments

- Applicant Letter
- Concept Plan

This is a request for a change in zoning from commercial to residential on the following parcels:

The attached layout is for a preliminary discussion and can be modified with any agreed upon changes made thereto by city personnel or from engineering firms etc. If the zoning change is granted the owner will replat the entire property to accomplish the layout.

Owner moved back to the Isanti area in 1986 at which time the only properties on 65 within the city limits would have been the two gas stations and the burger top. In 35 years it appears that less than half of the property zoned commercial as set forth in the cities comprehensive plan has been developed.

It appears that the majority of the recent building in the commercial zone has highway 65 exposure, None of the proposed property is located on highway 65. This fact seriously impacts the ability of the owner to sell or otherwise develop this area. From what the owner has been able to develop, the present cost of commercial construction and the potential rents derived therefrom would not make for a bankable loan due to a short fall of cash flow.

If approved it does not appear that the owner will request any variances as to lot size and set back however that may change based on the results of engineering issues that may arise.

Reasons to approve the request

With the increased cost of lot development the proposed change is able to utilize the cities present infrastructure and thus insure a successful project. It has yet to be determined what associated costs may be attributed to this development due to use and sizing of the infrastructure. The lot costs in the area are only able to garner a certain price based on competition from the surrounding municipalities.

This is not considered spot zoning as there is housing stock to the south and east of the property and potentially to the north.

An association would be formed for this development which would result in consistent management of the outside appearance of the homes and what might be stored outside on the property.

Meets the needs of the City of Isanti 10 year housing plan.

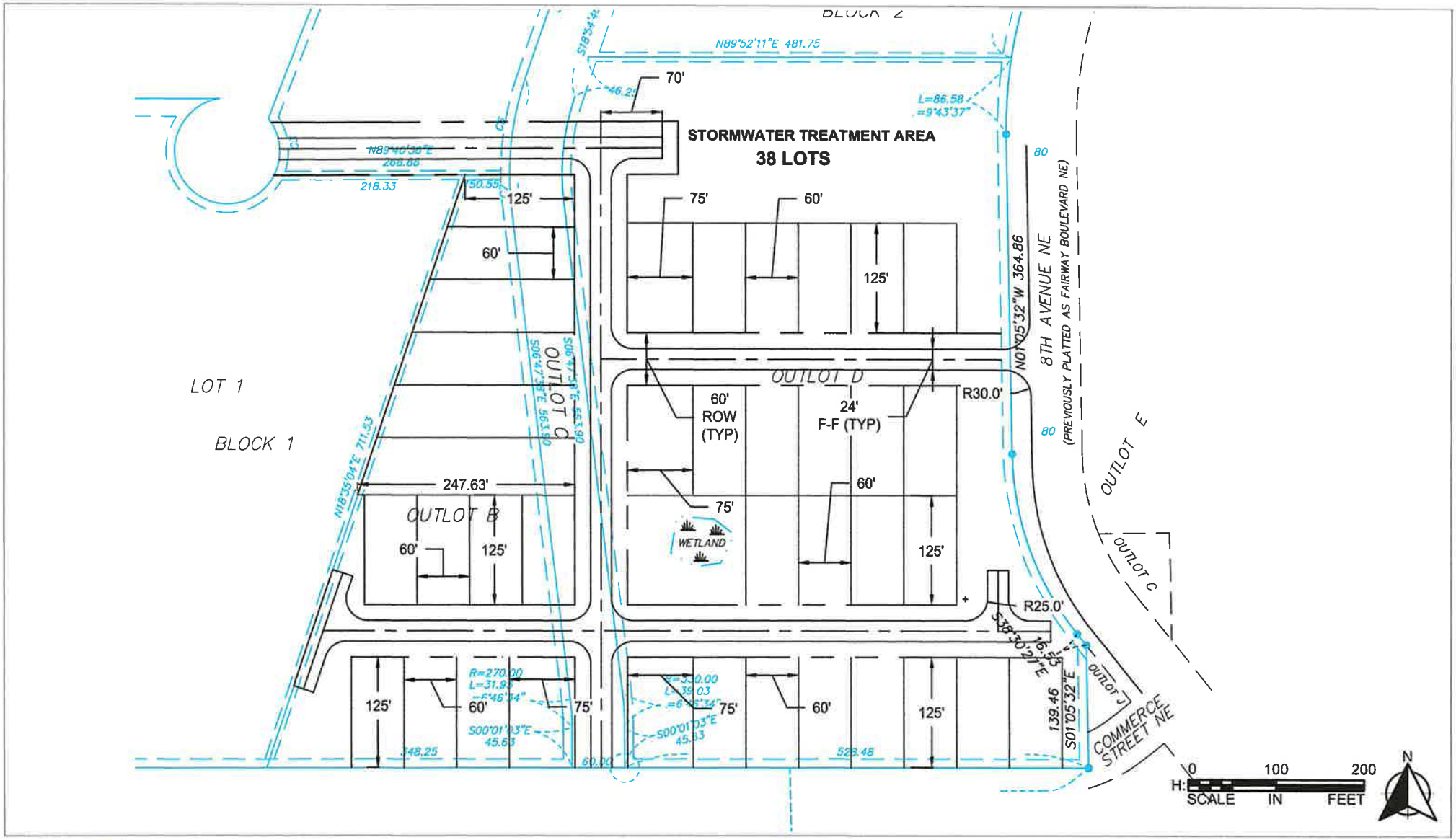
Provides for much needed lots and housing for what most likelihood will be seniors or empty nest individuals.

The sample housing foot print would be an improvement over the housing stock that was built slab on grade by the school on highway 5.

A perm or other blockage would be a part of the western boundary providing a noise barrier for the residences. The perm would be located where the pipeline is presently located.

The proposed layout illustrates that this development will have an access to the south similar to what is on the present plat.

There is presently a storm water pond on the property which can be expanded and create a natural separation from this development and the day care.



wsb

WSB PROJECT NO : 018333-000
AUGUST 16, 2021

JOHNSON SUBDIVISION
SITE PLAN
CLIENT NAME

EXHIBIT 1

BOLTON & MENK
Real People. Real Solutions.

K.9.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: December 1, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Proposal for the South Brookview - Preliminary Engineering Report & the 2022 Pavement Management Project.
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present these proposals for professional engineering services for the South Brookview - Preliminary Engineering Report and the 2022 Pavement Management Project.

South Brookview - Preliminary Engineering Report:

The proposed project would rehabilitate the existing pavement in the South Brookview 1-4 Additions depicted on the attached map. These street segments are in poor condition and in need of surface rehabilitation. The 2019-2028 Capital Improvement Plan, adopted by the City, had this area scheduled for rehabilitation in 2020 but the project was determined to be shifted back to 2022.

Our scope of work will include the following:

- Survey the existing conditions
- Evaluate the type of rehabilitation needed on the street and curb & gutter.
- Evaluate the condition of the existing City utilities
- Create an Engineer's Estimate including testing and construction administration
- Prepare a Preliminary Engineering Report discussing our findings and meeting the requirements of the MS-429 assessment process.
- Create figures to supplement the report

We propose to complete the described scope of work for an hourly, not to exceed, fee of $14,800.

2022 Pavement Management Project:

This project is the continuation of the City's pavement management program as identified in the 2019-2028 Capital Improvement Plan and as shown in the attached figure. This project also includes fog sealing the trail along South Passage, east of Whiskey Road.

Our scope of work will include the following:

- Evaluate need for seal-coat vs mill & overlay & curb replacement
- Prepare construction plans and specifications
- Establish a cost estimate for the proposed improvements & perform bidding services
- Perform construction inspection and construction administration.

We propose to complete the described scope of work for an hourly, not to exceed, fee of $49,700.

Thank you for the opportunity to present these proposals. Please contact me at (763) 200-2444 if you have any questions or need additional information.

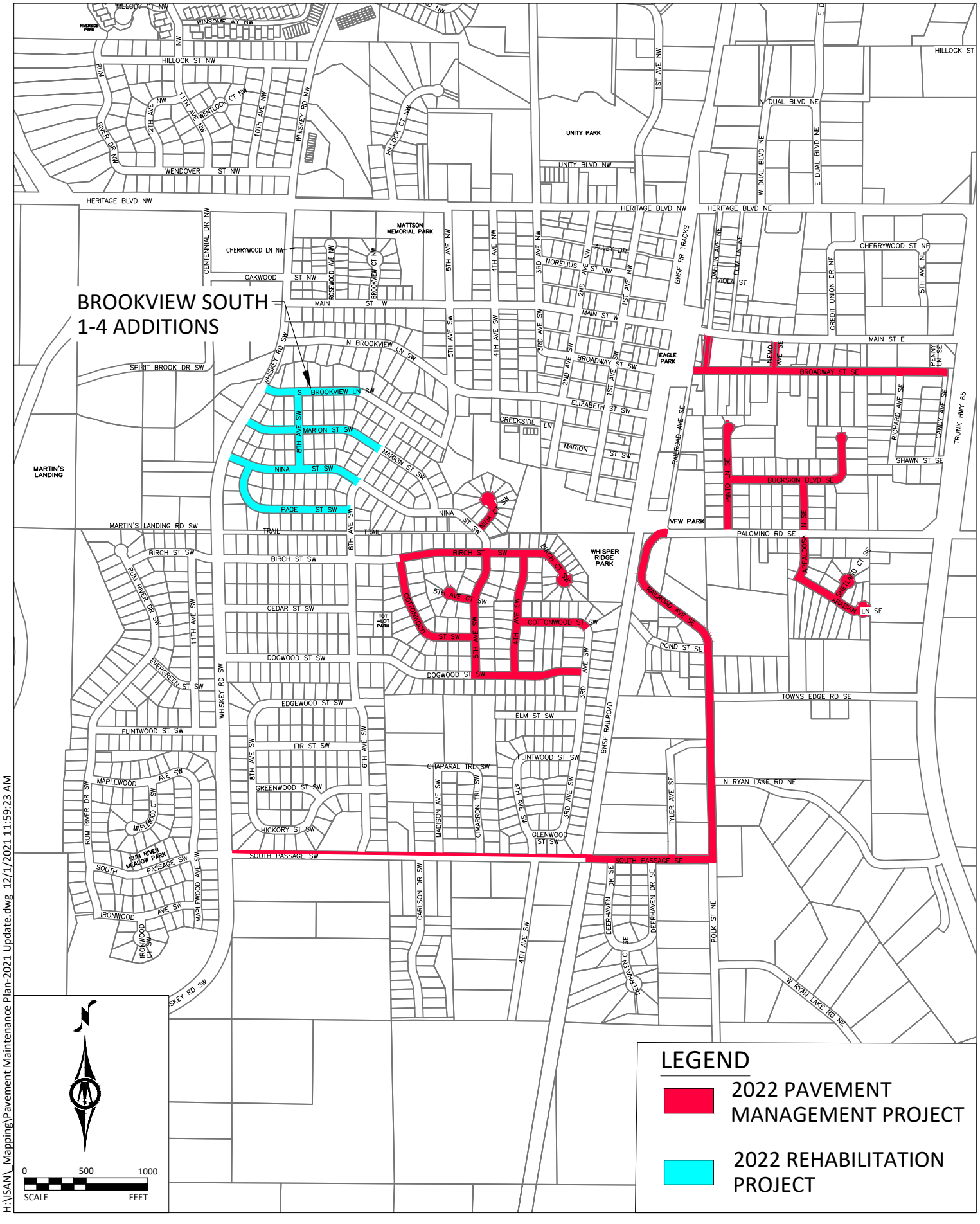
Bolton & Menk is an equal opportunity employer.

2022 IMPROVEMENT PROJECTS

CITY OF ISANTI, MINNESOTA

DECEMBER 2021

BOLTON & MENK



H:\ISAN_Mapping\Pavement Maintenance Plan-2021 Update.dwg 12/1/2021 11:59:23 AM

RESOLUTION NO. 2021-XXX

AUTHORIZING ENGINEERING SERVICES FOR THE SOUTH BROOKVIEW IMPROVEMENTS PRELIMINARY ENGINEERING REPORT

WHEREAS, it is proposed to rehabilitate the pavement in the Brookview South 1st-4th Additions; and,

WHEREAS, the project is scheduled for construction in 2022 in the current Capital Improvement Plan; and,

WHEREAS, Special Assessments are proposed to fund a portion of the project; and,

WHEREAS, A Preliminary Engineering Report is the first required step in the special assessment process; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete the preliminary engineering report for an hourly, not to exceed, fee of $14,800.

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

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for the proposed improvements and shall complete the preliminary engineering report as described in the supporting memo, for an hourly, not to exceed, fee of $14,800.

This resolution was duly adopted by the Isanti City Council this 7th day of December 2021.

Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

K.9.b.

RESOLUTION NO. 2021-XXX

AUTHORIZING ENGINEERING SERVICES FOR THE 2022 PAVEMENT MANAGEMENT PROJECT

WHEREAS, it is proposed to perform pavement maintenance on those streets and trails identified in the 2019-2028 Capital Improvement Plan; and,

WHEREAS, these pavement segments are in moderate to poor condition and in need of surface maintenance to extend the life of the pavement; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete this project for an hourly, not to exceed, fee of $49,700; and,

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

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall complete all engineering services as outlined in the fee proposal memo for an hourly, not to exceed, fee of $49,700.

This resolution was duly adopted by the Isanti City Council this 7th day of December 2021.

Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

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

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11/21	11/17/2021	57148	1815	CENTURYLINK	609-20200	663.40
11/21	11/17/2021	57149	3112	CHERYLS ENTERTAINMENT, LLC	101-20200	300.00
11/21	11/17/2021	57150	8	DAHLHEIMER DISTRIBUTING CO	609-20200	7,554.55
11/21	11/17/2021	57151	2478	EAST CENTRAL ENERGY	101-20200	42.85
11/21	11/17/2021	57152	55	ECM PUBLISHERS INC	609-20200	413.00
11/21	11/17/2021	57153	2794	EMERGENCY EQUIPMENT CONNECTION INC	101-20200	1,170.60
11/21	11/17/2021	57154	949	GRAINGER INC	602-20200	717.18
11/21	11/17/2021	57155	739	HACH COMPANY	601-20200	406.72
11/21	11/17/2021	57156	1684	ISANTI COUNTY AUDITOR-TREASURER	609-20200	150.00
11/21	11/17/2021	57157	1563	ISANTI ELECTRIC INC	920-20200	8,245.00
11/21	11/17/2021	57158	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	405.45
11/21	11/17/2021	57159	5	KAWALEK TRUCKING	609-20200	878.80
11/21	11/17/2021	57160	1479	LOFFLER COMPANIES INC	108-20200	238.45
11/21	11/17/2021	57161	3096	MARIE RIDGEWAY LICSW LLC	101-20200	660.00
11/21	11/17/2021	57162	17	MCDONALD DISTRIBUTING CO	609-20200	7,889.80
11/21	11/17/2021	57163	2953	MIDCONTINENT COMMUNICATIONS	609-20200	623.33
11/21	11/17/2021	57164	823	MINNESOTA WISCONSIN PLAYGROUND	101-20200	1,374.92
11/21	11/17/2021	57165	2080	MVTL LABORATORIES INC	602-20200	346.09
11/21	11/17/2021	57166	3094	NORTH VALLEY, INC	425-20200	109,000.76
11/21	11/17/2021	57167	2553	O'REILLY	101-20200	26.48
11/21	11/17/2021	57168	2660	PRAIRIE SENIOR COTTAGES LLC	601-20200	30.00
11/21	11/17/2021	57169	2376	S & P GLOBAL RATINGS	931-20200	9,737.00
11/21	11/17/2021	57170	96	STREICHERS INC	101-20200	1,227.00
11/21	11/17/2021	57171	219	SURPLUS SERVICES	101-20200	50.00
11/21	11/17/2021	57172	2485	ULINE	609-20200	3,114.47
11/21	11/17/2021	57173	2027	US INTERNET	603-20200	57.80
11/21	11/17/2021	57174	427	VESSCO INC	601-20200	828.62
11/21	11/17/2021	57175	42	VIKING COCA-COLA BOTTLING CO	609-20200	122.05
11/21	11/17/2021	57176	4	WATSON CO INC	609-20200	1,226.25
11/21	11/17/2021	57177	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	747.00
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11/21	11/23/2021	57181	55	ECM PUBLISHERS INC	609-20200	170.00
11/21	11/23/2021	57182	912	FASTENAL COMPANY	602-20200	144.22
11/21	11/23/2021	57183	1682	FERGUSON WATERWORKS	601-20200	795.18
11/21	11/23/2021	57184	2898	HANSON, NATE	101-20200	104.98
11/21	11/23/2021	57185	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	17.08
11/21	11/23/2021	57186	1563	ISANTI ELECTRIC INC	920-20200	29,155.82
11/21	11/23/2021	57187	1978	JEFF BUSBY ENTERPRISES LLC	920-20200	42,500.00
11/21	11/23/2021	57188	2762	LEGACY SECURITY TECHNOLOGY INC	920-20200	2,308.10
11/21	11/23/2021	57189	616	MENARDS - CAMBRIDGE	101-20200	561.27
11/21	11/23/2021	57190	1536	MINNESOTA DEED	219-20200	833.33
11/21	11/23/2021	57191	2208	MINNESOTA EQUIPMENT INC	101-20200	54.10
11/21	11/23/2021	57192	1180	MLB PRINTING INC	609-20200	85.00
11/21	11/23/2021	57193	1845	MN DEPT OF TRANSPORTATION	425-20200	1,082.35
11/21	11/23/2021	57194	2080	MVTL LABORATORIES INC	601-20200	295.81
11/21	11/23/2021	57195	73	STAR	609-20200	143.60
11/21	11/23/2021	57196	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
11/21	11/23/2021	57197	2687	TRITECH SOFTWARE SYSTEMS	101-20200	8,827.28
11/21	11/23/2021	57198	1129	ZARNOTH BRUSH WORKS INC	603-20200	2,395.60
11/21	11/23/2021	57199	3026	ZEROREZ-MINNESOTA	101-20200	603.84
Grand Totals:						94,545.56

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

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

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12/21	12/02/2021	57207	1500	BOLTON & MENK INC	601-20200	50,859.00
12/21	12/02/2021	57208	2020	BOYLE, EUGENE	101-20200	3,649.60
12/21	12/02/2021	57209	602	BURNET TITLE	601-20200	23.39
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12/21	12/02/2021	57214	2933	FALCON NATIONAL BANK	609-20200	16,144.38
12/21	12/02/2021	57215	2830	GDO LAW	101-20200	4,083.33
12/21	12/02/2021	57216	134	GOPHER STATE ONE-CALL INC	601-20200	66.15
12/21	12/02/2021	57217	160	HAWKINS INC	601-20200	4,890.49
12/21	12/02/2021	57218	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	69.04
12/21	12/02/2021	57219	188	ISANTI COUNTY SHERIFF	101-20200	885.58
12/21	12/02/2021	57220	162	ISANTI RENTAL INC	101-20200	21.81
12/21	12/02/2021	57221	113	ISANTI TIRE & AUTO CARE INC	101-20200	7.00
12/21	12/02/2021	57222	7	JOHNSON BROTHERS LIQUOR CO	609-20200	117,800.36
12/21	12/02/2021	57223	5	KAWALEK TRUCKING	609-20200	529.00
12/21	12/02/2021	57224	1708	LILLEBOE, DAVE	601-20200	193.00
12/21	12/02/2021	57225	1479	LOFFLER -131511	108-20200	101.79
12/21	12/02/2021	57226	131	MACQUEEN EQUIPMENT INC	603-20200	252.92
12/21	12/02/2021	57227	1331	MAGER, JIM	101-20200	103.18
12/21	12/02/2021	57228	17	MCDONALD DISTRIBUTING CO	609-20200	71,767.85
12/21	12/02/2021	57229	2208	MINNESOTA EQUIPMENT INC	101-20200	213.73
12/21	12/02/2021	57230	2450	NORTHERN HOLLOW WINERY	609-20200	649.17
12/21	12/02/2021	57231	2792	ONE DIVERSIFIED LLC	101-20200	750.00
12/21	12/02/2021	57232	617	PAUSTIS & SONS	609-20200	12,421.97
12/21	12/02/2021	57233	44	PHILLIPS WINE & SPIRITS INC	609-20200	35,315.67
12/21	12/02/2021	57234	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	7,055.52
12/21	12/02/2021	57235	2341	RED BULL DISTRIBUTION CO INC	609-20200	244.30
12/21	12/02/2021	57236	2754	SMALL LOT MN	609-20200	96.00
12/21	12/02/2021	57237	2396	SOUTHERN GLAZERS OF MN	609-20200	65,642.07
12/21	12/02/2021	57238	315	ST PAUL STAMP WORKS	108-20200	33.80
12/21	12/02/2021	57239	1361	STAPLES ADVANTAGE	609-20200	220.28
12/21	12/02/2021	57240	1290	THE AMBLE GROUP	601-20200	265.51
12/21	12/02/2021	57241	1503	THE AMERICAN BOTTLING COMPANY	609-20200	201.50
12/21	12/02/2021	57242	626	THE WINE COMPANY	609-20200	13,548.62
12/21	12/02/2021	57243	2944	UNIFIRST CORPORATION	609-20200	989.53
12/21	12/02/2021	57244	42	VIKING COCA-COLA BOTTLING CO	609-20200	1,073.50
12/21	12/02/2021	57245	1286	VINOCOPIA INC	609-20200	2,831.88
12/21	12/02/2021	57246	4	WATSON CO INC	609-20200	8,036.04
12/21	12/02/2021	57247	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	2,938.00
12/21	12/02/2021	57248	780	WINE MERCHANTS	609-20200	17,672.70
12/21	12/02/2021	57249	2872	WINEBOW	609-20200	13,755.00
Grand Totals:						590,872.16

City of Isanti

Gross Payroll	115,415.34
Social Security & Medicare	6,560.83
Public Employees Retirement	11,993.46
Total City Expense	133,969.63

Pay Date 11/26/2021

Pay Period 24 (11/7-11/20/21)

RESOLUTION 2021-XXX

ACCEPTING VOLUNTARY RESIGNATION FOR PART TIME LIQUOR STORE CLERK II KALEE SPRINGER

WHEREAS, Liquor Store Clerk, Kalee Springer has voluntary resigned from her position; and,

WHEREAS, the effective date of this resignation is October 15, 2021; and,

WHEREAS, Kalee Springer is not leaving employment in good standing as she did not resign per current personnel policy with proper 2-week notice;

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 Kalee Springer is hereby effective October 15, 2021.

2. That Human Resources Director and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 7th day of December 2021.

Attest: Mayor Jeff Johnson

Jaden Strand, City Clerk

Isanti Police Department

PO Box 428, 401 First Ave NW, Isanti, MN 55040 763-444-4761

Memo

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: December 7th, 2021
Subject: JPA and Court Services Renewal

Background:

Isanti's Master Joint Powers Agreement for Isanti as well as our prosecuting attorney to access court data is expiring soon. Minnesota 412.201 dictates the JPA and Court Amendment must be approved by city council.

Recommendation:

Staff is requesting council approval on JPA and Court Amendment.

Attachments:

- Resolution 2021-XXX
- Isanti Master JPA
- Isanti Court Amendment

RESOLUTION 2021 -XXX

APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF ISANTI ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

WHEREAS, the City of Isanti on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection;

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Isanti on behalf of its Prosecuting Attorney and Police Department, are hereby approved.

2. That the Police Chief, Travis Muyres or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

3. That Robb Olson, GDO Law, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

4. That Jeff Johnson, the Mayor for the City of Isanti, and Jaden Strand, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

This Resolution hereby approved by the Isanti City Council this 7th day of December 2021.

_____
Mayor Jeff Johnson

Attest:

_____
Jaden Strand
City Clerk

State of Minnesota
Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Isanti on behalf of its Prosecuting Attorney ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

1.1 Effective Date. This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.

1.2 Expiration Date. This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

2.1 General Access. BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of Access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.

B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.

C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal Systems Access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

2.4 Governmental Unit Policies. Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system**,** and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at https://bcanextest.x.state.mn.us/launchpad/.

2.5 Governmental Unit Resources. To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS.

2.6 Access Granted.

A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.

B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.

2.7 Future Access. On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

2.8 Limitations on Access. BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

2.9 Supersedes Prior Agreements. This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.

2.10 Requirement to Update Information. The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction Record. The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a

particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court Information Access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor Personnel Screening. The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. At the time this Agreement is signed, BCA understands that a third party will be responsible for the cost of access.

The Governmental Unit will identify the third party and provide the BCA with the contact information and its contact person for billing purposes so that billing can be established. The Governmental Unit will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name: Dana Gotz, Deputy Superintendent
Address: Minnesota Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Avenue

Saint Paul, MN 55106
Telephone: 651.793.1007
Email Address: Dana.Gotz@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Robb Olson, Attorney
Address: 4770 White Bear Pkwy, Ste 100
White Bear Lake, MN 55110
Telephone: 651.426.3249
Email Address: robbolson@gdolaw.com

5 Assignment, Amendments, Waiver, and Agreement Complete

5.1 Assignment. Neither party may assign nor transfer any rights or obligations under this Agreement.

5.2 Amendments. Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.

5.3 Waiver. If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.4 Agreement Complete. This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

7.2 Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

7.3 If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.

7.4 If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA: the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.

7.5 To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

8.1 BCA and Governmental Unit. The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

8.2 Court Records. If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

9.1 Investigation. The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.

9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.

9.2.2 If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

9.3.2 Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
As delegated to the Office of State Procurement

By: _____

Date: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment ("Subscriber Amendment") is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, ("BCA") and the City of Isanti on behalf of its Prosecuting Attorney ("Agency"), and by and for the benefit of the State of Minnesota acting through its State Court Administrator's Office ("Court") who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 200587, of even or prior date, for Agency use of BCA systems and tools (referred to herein as "the CJDN Subscriber Agreement"). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers ("Master Authorization Agreement") between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions**. Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **"Authorized Court Data Services"** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers ("Master Authorization Agreement") between the Court and the BCA.

b. **"Court Data Services"** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. "**Court Records**" means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

i. "**Court Case Information**" means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.

ii. "**Court Confidential Case Information**" means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.

iii. "**Court Confidential Security and Activation Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.

iv. "**Court Confidential Information**" means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. "**DCA**" shall mean the district courts of the state of Minnesota and their respective staff.

e. "**Policies & Notices**" means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber's use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. "**Rules of Public Access**" means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records or Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. "**Court**" shall mean the State of Minnesota, State Court Administrator's Office.

h. **"Subscriber"** shall mean the Agency.

i. "**Subscriber Records**" means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation**. Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection**. Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services**. The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS. Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks “MNCIS” and “Odyssey.”

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber’s receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION

delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____

RESOLUTION NO. 2021-XXX

ACCEPTING THE REDISTRIBUTION OF UNREQUESTED CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 ("ARPA") which included $65 billion in recovery funds for cities across the country.

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

WHEREAS, The Fiscal Recovery Funds provides for $19.53 billion in payments to be made to States and territories which will distribute the funds to nonentitlement units of local government (NEUs).

WHEREAS, NEUs generally have populations below 50,000.

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

WHEREAS, after the deadline of October 11, 2021, passed for NEUs to request ARPA funds, nearly $12 million of the $377 million available to Minnesota's NEUs remained unrequested.

WHEREAS, as allowed by the U.S. Treasury, the State of Minnesota has redistributed these remaining funds amongst eligible local governments who requested ARPA funds.

WHEREAS, the redistribution amount is approximately $3.47 per capita, capped at 75% of the most recent budget adopted as of January 27, 2020.

WHEREAS, $ 21,207.12 has been allocated to the City of Isanti ("City") pursuant to the ARPA (Redistribution).

WHEREAS, the Redistribution will be distributed in two tranches with half received in 2021 and the second half in 2022.

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

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

1. The City accepts the Redistribution of coronavirus local fiscal recovery fund established under the ARPA to be used in a manner consistent with guidance adopted by the United State Department of Treasury.

2. The City Clerk and Mayor are authorized to take actions to secure the Redistribution for the City, if necessary.

This resolution was duly adopted by the Isanti City Council this 7th day of December, 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

ACCEPTING RESIGNATION FOR PART TIME LIQUOR STORE CLERK II ANGELA KERSTING

WHEREAS, Liquor Store Clerk, Angela Kersting has voluntary resigned from her position effective immediately; and,

WHEREAS, the effective date of this resignation is November 30, 2021; and,

WHEREAS, Angela Kersting is not leaving employment in good standing as she did not meet current personnel policy with proper 2-week notice;

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 Angela Kersting is hereby effective November 30, 2021.

2. That Human Resources Director and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 7th day of December 2021.

Attest: Mayor Jeff Johnson

Jaden Strand, City Clerk

A Community For Generations.
Isanti

Memo

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: December 7th, 2021
Subject: Development Agreement Amendment for Fairway Greens North Phase 1

Background:
The City Council approved a Development Agreement (DA) that was signed September 3rd, 2021. The Developer has requested an amendment to the DA to build on lots that have no curb or bituminous complete.

The DA section that references curb and bit is Section 21.a.:

a. 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.

Recommendation:
The Committee of the Whole met to discuss this request on November 16th and recommends approval of the amendment with provisions as outlined in the attached Agreement Amendment.

Request:
Staff is requesting action on this item.

Attachment:
Development Agreement First Amendment.

CITY OF ISANTI

FIRST AMENDMENT TO THE

MASTER DEVELOPMENT AGREEMENT FOR

FAIRWAY GREENS NORTH (PHASE I)

This Amendment is by and between the City of Isanti, a Minnesota municipal corporation, and HomePride Inc, a Minnesota corporation (the "Developer"), and amends the Master Development Agreement dated September 3rd, 2021.

Recitals

A. Section 21. c. of the original Agreement prohibited the issuance of building permits and the construction of homes until the Developer installed curb, gutter and the bituminous base course.

B. Upon review at the November 16, 2021 Committee of the Whole meeting, the Council reached a consensus that it will allow permits to be pulled on certain lots with provisions.

Agreement

In consideration of the mutual promises set forth below, the parties agree as follows:

1. The restriction in Section 21. c. of the Master Development Agreement that states "no building or other permits shall be issued…and curb, gutter and the bituminous base course has been placed" shall not apply to the following lots:
   Block 2, Lot 3
   Block 3, Lot 16, Lots 22-27
   Block 5, Lots 2-4

2. The lots mentioned above shall not be issued a temporary certificate of occupancy until all requirements of the original section 21. c. are met.
3. The Developer is responsible to complete the roadway with a 6" depth of class 5 gravel surface to allow for construction and emergency vehicles, with a turnaround for such, prior to permits being issued.
4. The Developer is required to maintain said gravel roadway during winter to include snow removal.
5. This Amendment is effective _____ day of December, 2021.
6. All other terms of the Master Development Agreement not modified by this Amendment shall remain in effect as originally stated.

CITY OF ISANTI

By: _____
Mayor

Attest:

_____
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

On this_____ day of _____, 2021, before me, a Notary Public, personally appeared Jeff Johnson and Jaden Strand, 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 Clerk and, hereby acknowledge said instrument to be the free act and deed of said City of Isanti.

_____
Notary Public

HomePride Inc.

By: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF)

On this _____ day of _____, 2021, before me, a Notary Public, within and for said County and State, personally appeared _____, to me personally known, who, being by me duly sworn did say that he is the _____ of HomePride Inc. named in the foregoing instrument, and that said instrument was signed on behalf of said limited liability company and acknowledged to be the free act and deed of said company.

_____
Notary Public

This document was drafted by:

City of Isanti
110 1st Avenue N.W.
P.O. Box 428
Isanti, MN 55040-0428
Telephone: 763-444-5512

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ISANTI
AND
LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL #217

This Memorandum of Understanding ("MOU") is by and between the City of Isanti, Minnesota ("City") and Law Enforcement Labor Services, Inc., Local #217 ("Union"). The Union is the exclusive representative for the bargaining unit noted above. The City and the Union are collectively referred to herein as the parties.

WHEREAS, the City and the Union are parties to a collective bargaining agreement ("CBA") effective January 1, 2020 through December 31, 2022; and,

WHEREAS, the City acknowledges the Police Investigator position is currently not filled; and,

WHEREAS, the City desires to eliminate the Police Investigator as a permanent promotion position and to convert it to a work assignment; and

WHEREAS, Article 3.12 of the CBA states the following:

"PROMOTION; A permanent change of an employee from one position to another work classification to a position in another work classification within the bargaining unit with more responsibility or duties and higher compensation."; and,

WHEREAS, the City desires to fill the Police Investigator Position as an Investigator Assignment serving in the assignment role for a duration at the will of the Police Chief.

NOW THEREFORE, the parties agree as follows:

1. Notwithstanding the language of Article 3.12 or any other provision of the CBA, bargaining unit members may be appointed by assignment to the Police Investigator assignment at the will of the Police Chief.

2. Reassignment of a member from the Police Investigator position shall not be considered a demotion nor disciplinary action, for shall such reassignment be subject to the grievance procedures set forth in the CBA.

3. Seniority shall be determined by continuous length of service in all job classifications covered by this Agreement.

4. Compensation for members assigned to the Police Investigator assignment shall be compensated at the rate for Investigator Hourly Wages per CBA "APPENDIX A"

5. This MOU constitutes the entire agreement between the parties relating to the matters identified herein. No party has relied upon any oral statements or promises that are not set forth in this document. No changes to this MOU will be valid unless they are in writing and signed by the parties.

6. This MOU shall remain in effect indefinitely, or until addressed and agreed by both parties in CBA.

7. The parties agree that this MOU shall not be considered precedent setting, constitute a past practice, or be used as evidence in any proceeding involving the City and the Union other than for purposes of enforcement of this MOU.

8. This MOU shall for all purposes be deemed to have been mutually drafted.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____, 2021.

For City of Isanti:

_____
Jeff Johnson, Mayor

_____
Josi Wood, City Administrator

For LELS Local #217:

12/2/2021
LELS Business Agent

12/2/2021
LELS Union Steward

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
November 23,2021

Call to Order: Aaron Zdon called the meeting to order at 6:01 p.m.

Roll Call: Members Present: Aaron Zdon, Zachary Gahm, Dan HinnenKamp
Absent: Tressa Hunting, Mayor Jeff Johnson
Staff Present: Alyssa Olson, Parks, Recreation & Events Coordinator

Agenda/Modifications: Mr. Gahm requested that printed copies of the agenda be provided at each meeting.

2. Meeting Minutes: Motion by HinnenKamp; second by Gahm to approve meeting Minutes from October 26, 2021. Motion passed 3-0.

3. Eagle Park Railroad Project: Mr. HinnenKamp provided an update on the potential railroad project at Eagle Park. He connected with BNSF and they are interested in discussing the project for 2023. The Isanti County Historical Society is also interested in working on the project. Both have the potential to offer financial contributions. Board discussed setting up the meeting with BNSF after the New Year to present a visual of what we would like to see in the space.

4. Department Updates: Ms. Olson shared an update on Curious Creatures and proposed a change in time and age range for the 2022 program, moving the age up to 3-5 year olds to get the most out of programming efforts. Board was in agreement with these changes.
Movie Night was a success with 60 attendees. The Northern Elements All Stars hosted concessions and Olson had to purchase more during the showing to keep up with demand. There was an issue with the speakers so sound was a little low, but Olson purchased a new cord to fix the issue for the December event.
Plans for the December Santa event and the Candy Cane Flashlight Hunt have also been finalized.
Olson will be working on the landscape plan for the bandshell and seating options with the Lions Club. The Council approved pricing for the rental and Olson will be working to get that application available after the New Year.
Cameras were placed at the bandshell and the BMX Arena. They fit into the bandshell budget and more can be added outside of this project scope as new features are added to Bluebird Park.
Sledding Hill lighting is up and ready for winter activities once snow is available. Public Works will begin making snow in December, once temperatures drop to below freezing.
Council approved an update to the Adopt-A-Park policy allowing adopters to recommend and maintain new features in the parks. The couple that originally requested the flower garden addition will be notified of the update and offered the opportunity to adopt Mattson Park for 2022 in order to add their garden.
Farmer's Market will be moving in 2022 now that the original plot has been sold. Olson is working to make sure the lot near the liquor store will be able to hold the vendors and traffic, otherwise there will need to be a Plan B for a new location. The guidelines will need to be updated to accommodate the new space.
Olson is working with Matt Sylvester on revamping the Community Garden, tilling the full space and recreating the plots. The school will be asked if they would like to continue having access to the space and if not, it will be turned into raised and elevated beds.

5. Open Discussion: HinnenKamp provided an update on carnival opportunities. He is connecting with multiple vendors, but they have a convention in January and won't likely commit to anything ahead of that meeting. In the meantime, we can work on logistics and land needs to see if a carnival is feasible at Bluebird Park. HinnenKamp noted the rodeo grounds would be the best space; we would need to connect with the IFRA on using the land for this use. HinnenKamp also noted the opportunity to get a monetary kickback from the carnival to help build revenue. Olson noted we would need to get the production approved by Council before moving forward, but would like more information on logistical needs as soon as able so we can start to look at viability. A carnival option would need to be a multi-day event with multiple days of entertainment attached to the ride component to make it valuable for all vendors. Gahm mentioned working with the Redbirds to host a game in their field during the weekend; rodeo could do the same; all options to increase traffic. Olson noted that we don't want to go too big upfront and that we'd want to differentiate from the County Fair.

Gahm requested an update on working with the corrections office on painting the Redbirds fence. Olson mentioned that if we took responsibility for the painting, the City would then take over ownership for the upkeep of it, which we don't generally want to provide. Zdon noted he didn't think the fence looked like it was in poor condition or necessary to get it painted right now.
Gahm asked what is on the plan for additional 2022 events in Bluebird Park. Olson mentioned having 2-3 new events in mind including cultural arts programming. Dates will need to remain open for rentals in order to obtain benefits from that program. Gahm mentioned again hosting a beer and food festival as a way to showcase that space. Olson mentioned that is not likely to occur in 2022 as bandwidth and budgets are mostly at capacity for the next year. Olson also shared that new park features, such as the restroom unit and splash pad, are planned to be approved next year for future construction and those will take significant effort to coordinate as well.
Olson noted the lighting event will take significant energy throughout the year so additional items will need to be minimal effort to not take away from other programs. Naming is still in discussion and a number of components will need to be thought out in the next couple months to get the event ready for production.

Adjournment: Motion by HinnenKamp, second by Gahm to adjourn the November 23, 2021 meeting of the Parks, Recreation, and Culture Board. Motion passed 3-0, meeting adjourned at 6:53 p.m.

Respectfully Submitted
Alyssa Olson
Parks, Recreation & Events Coordinator

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, DECEMBER 21, 2021 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards
1. Years of service Awards

G. Approve City Council Minutes
1. December 7, 2021- Regular Meeting of the City Council

H. Announcements

1. CITY OFFICES CLOSED	Thursday, December 23, 2021 *(In Observance of Christmas Eve)* Friday, December 24, 2021 *(In Observance of Christmas Day)* Friday, December 31, 2021) *(In Observance of New Year's Day)*
2. City Council Meeting	Tuesday, January 4, 2022 at 7:00 p.m.
3. EDA Meeting	Tuesday, January 4, 2022 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

1. Interview Applicant Vaughn Ihrke for Vacant Parks, Recreation and Culture Board Member Seat

City Administrator Josi Wood
2. City Council and Commission Meeting Dates for 2022
3. ORD-XXX Amending Chapter 160; Fees
4. Resolution 2021-XXX Approving a Final Plat for PID 16.125.0020

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $2,006,095.00 Payroll in the Amount of $157,649.21
2. Resolution 2021-XXX Approving Adopt-A-Park Policy Revision
3. Resolution 2021-XXX Accepting Full-Time Police Officer Tyler Lawson Letter of Resignation

4. Resolution 2021-XXX Approving a Check to be Written to Northern Elements Cheer for Volunteering at Isanti Movie Nights
5. Resolution 2021-XXX Approving Revision to Current Mowing Policy
6. Resolution 2021-XXX Approving Enrollment in Utility Assistance Program

M. Other Communications

1. November Police Department Reports
2. November Code Enforcement Officer Report
3. November Building Inspector Report
4. December Engineering Project Status Report

M. Closed Session

1. City Administrator Annual 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

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, DECEMBER 7, 2021 – 7:00 P.M.
CITY HALL

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Finance Director Mike Betker, Assistant Finance Director Pam Dahlheimer, City Engineer Jason Cook, Community Development Director Stephanie Hillesheim and Lieutenant John McCarty

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, seconded by Bergley to approve agenda as presented. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. November 16, 2021- Regular Meeting of the City Council
2. November 16, 2021- Committee of the Whole Meeting
3. November 16, 2021- Planning Commission Meeting
4. November 16, 2021- Special Economic Development Authority Meeting
5. October 26, 2021- Park, Recreation and Culture Meeting

Motion by Lundeen, seconded by Bergley to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1. Committee of the Whole	Tuesday, December 21, 2021 at 5:00 p.m.
2. City Council Meeting	Tuesday, December 21, 2021 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, December 21, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
Mayor Johnson shared that he visited Ms. Oliver's 2nd grade class a couple weeks ago at the Intermediate School and invited them to attend this Council meeting.

J. Public Hearings
None

K. Business Items

Finance Director Mike Betker

Truth-In-Taxation (Presentation, Public Comment)

1. **Resolution 2021-245** Adopting the 2022 Final Budget
2. **Resolution 2021-246** Adopting Final 2021 Tax Levy, Collectable 2021
3. **Resolution 2021-247** Adopting Final 2022 Enterprise Fund Budgets
4. **Resolution 2021-248** Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

Finance Director Mike Betker shared a PowerPoint presentation in regards to the 2022 Budget. Highlights from the presentation include how property tax is calculated, the proposed Levy amount of $3,281,851.00, proposed tax rate for 2022 of 58.48% with a change of -3.17% from 2021. Betker continued to share the components of the municipal budget: Operating Revenue/ Expenditures, Intergovernmental Revenue/ Expenditures, Capital Projects and Capital Maintenance/ Replacement and an overview of the budget summary.

Mayor Johnson opened the meeting for public comment at 7:44 p.m.

No one from the public spoke.

A motion was made by Lundeen to approve K.1.-K.4, seconded by Bergley. Motion passed 4-0. Motion carried.

5. **Resolution 2021-249** Approving Purchase of Property Owned by Hobby Farms Inc.

Finance Director Mike Betker shared that after much negotiation this is the purchase agreement for $1.51 million. Inside the purchase agreement is a lease agreement that would start effective on the closing date and the City would be the owner of the property but the current owner would become the tenant. The lease is for $2,000.00 a month and would go through at least the end of June.

A motion was made by Lundeen, second by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried

City Administrator Josi Wood

6. **Ordinance-764** Amending City Code Chapter 281, Stormwater Charges

City Administrator Josi Wood shared that staff has done a stormwater rate study in house. Per the evaluation the recommendation from the Finance Department is to lower the stormwater rates. 2021's rate is $8.12 per month per equivalent unit rate (eru) and will be lowered to $6.50 per month per eru in 2022, $5.52 per month per eru in 2023 and $4.97 per month per eru in 2021.This Ordinance has been posted for the required 10 days and recommended for approval.

A motion was made by Lundeen, seconded by Bergley to approve Ordinance as presented. Motion passed 4-0. Motion carried.

7. **Resolution 2021-250** Approving a Conditional Use Permit Amendment for Site Plan Operations for a Biodiesel Distillation System for Ever Cat Fuels LLC

City Administrator Josi Wood shared that a presentation was given at the November 16, 2021 Planning Commission Meeting in regards to the Conditional Use Permit Amendment for Ever Cat Fuels, LLC. Ever Cat Fuels would like to modify their site plans with the intent of further distilling their product. Ever Cat will be relocating a thermal oxidizer, adding a concrete pad, installing a distillate tank and

residue tank as well as providing storage for the product. Outdoor Storage was discussed at the meeting and was determined that it is allowed in the Industrial District with a Conditional Use Permit and that regulations storage will be added to the existing CUP. A representative for Ever Cat Fuels presented at the meeting the concept plan of the site and answered questions related to the purpose of the site modification and intent of storage. Fire safety conditions were also discussed and added to the exiting CUP and were taken into consideration for the outdoor storage of materials. No one from the public spoke at the public hearing in regards to the CUP Amendment. The Planning Commission approved the CUP Amendment with a vote of 7-0.

A motion was made by Bergley to approve resolution as presented, seconded by Gordon. Motion passed 4-0. Motion carried.

8. **Resolution 2021-251** Approving a Rezoning for Properties with PID 16.134.0030, 16.134.0040, 16.134.0050, 16.134.0060, From B-2 General Commercial to R-3A Low Density Multiple Family Residential

City Administrator Josi Wood shared that a presentation was given at the November 16, 2021 Planning Commission meeting in regards to the rezoning of four parcels from B-2 General Commercial to R-3A Low Density Multiple-Family Residential. The applicant has previously gone through a Comprehensive Land Use Plan Amendment for these parcels, which was the first step towards guiding the parcels designation and will allow for a variety of housing types available to build on these parcels. The Comprehensive Land Use Plan Amendment was approved at the October 19th Planning Commission meeting and the November 2nd City Council meeting. At these meetings it was discussed that surrounding residential property owners were in favor of the rezoning, as they would rather have houses next to them than a commercial business. At the November 16th Planning Commission meeting, no one from the public spoke in regards to the rezoning. The Planning Commission approved rezoning the parcels at the November 16th meeting with a vote of 7-0.

A motion was made by Lundeen to approve resolution as presented, seconded by Bergley. Motion passed 4-0. Motion carried.

City Engineer Jason Cook

9. South Brookview- Preliminary Engineering Report and 2022 Pavement Management Project
    a. **Resolution 2021-252** Authorizing Engineering Services for the South Brookview PER
    b. **Resolution 2021-253** Authorizing Engineering Services for the 2022 Pavement Management Project

City Engineer Jason Cook shared that the 2022 Pavement Management Project is the continuation of the City's Pavement Management Program as identified in the 2019-2028 Capital Improvement Plan. South Brookview has been identified for reclaiming and pavement replacement similar to what was done on 6th Ave and Main Street. This is specifically to start the assessment process for the project.

A motion was made by Lundeen to approve K.9 a. and K.9 b., seconded by Bergley. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $844,435.46 Payroll in the Amount of $133,969.63
2. **Resolution 2021-254** Accepting Resignation of Kalee Springer Liquor Clerk II
3. **Resolution 2021-255** Approving State of MN Joint Powers Agreements with the City of Isanti on Behalf of its City Attorney and Police Department
4. **Resolution 2021-256** Accepting the Redistribution of Unrequested Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act
5. **Resolution 2021-257** Accepting Resignation of Part-Time Liquor Store Clerk II Angela Kersting

6. Fairway Greens North, Phase I, Development Agreement Amendment
7. Memorandum of Understanding (MOU) City of Isanti and LELS #217-Chief of Police to Assign New Investigator (Revised)

A motion was made by Lundeen to approve the Consent Agenda, seconded by Bergley. Motion passed 4-0. Motion carried.

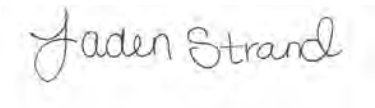
M. Other Communications

1. Draft Minutes for the November 23, 2021 Parks, Recreation and Culture Board Meeting

Adjournment

A motion was made by Bergley, seconded by Lundeen to adjourn. Motion passed 4-0. Motion carried.

Meeting adjourned at 7:58 p.m.
Respectfully Submitted,



Jaden Strand
City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Jaden Strand, City Clerk

Date: December 21, 2021

Subject: Resolution 2021-XXX Amending Resolution 2021-204 Designating Committees and Representative City Commissions and Advisory Boards for Year 2021

Background:

Currently, there is one vacant seat on the Parks, Recreation and Culture Board. The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant seats. One application and Interest Disclosure form was received from Vaughn Ihrke. The applicant lives within City limits.

Request:

- Staff is requesting City Council action on this item.

Attachment:

- Resolution 2021-XXX Amending Resolution 2021-204 Designating Committees and Representative City Commissions and Advisory Boards for Year 2021
- Applicant's Application

RESOLUTION 2021-
Amending Resolution 2021-204

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2021

WHEREAS, the City is required to make certain official appointments at the beginning of each year and throughout the year as needed; 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 2021:

Committee of the Whole	Mayor and Council
Economic Development Authority	Mayor and Council
Parks, Recreation & Culture Board	Mayor, Alternate Gordon
Planning Commission	Mayor and Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Bergley
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor- Guest Representative
Weed Inspector	Mayor

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

3. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2021:

Zachary Gahm	*(Appointed 6-15-2021; term expiration 12-31-2023)*
Aaron Zdon	*(term expiration 12-31-2022)*
Tressa Hunting	*(Appointed 9-8-2021; term expiration 12-31-2021)*
Dan HinnenKamp	*(Appointed 7-6-2021; term expiration 12-31-2022)*
Jeffrey Johnson	**Council Representative** (term *expiration 12-31-2021)*
Open Seat	**Student Representative** *(term expiration 12-31-2021)*

4. That the City Council designates the following individuals to the Planning Commission for year 2021:

Mayor and City Council:	
Jeffrey Johnson	(*Appointed 1-5-2021; term expiration 12-31-2021)*
Dan Collison	(*Appointed 1-5-2021; term expiration 12-31-2021*)
James Gordon	(*Appointed 1-5-2021; term expiration 12-31-2021*)
Paul Bergley	(*Appointed 1-5-2021; term expiration 12-31-2021*)
Steve Lundeen	*(Appointed 1-5-2021; term expiration 12-31-2021*)
Appointed Members:	
Alexander Collins	*(Appointed 5-7-2019; term expiration 12-31-2021)*
Arissya Simon	*(Appointed 1-7-2020; term expiration 12-31-2022)*

5. That the City Council Economic Development Authority Board membership terms are as follows for year 2021:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Dan Collison	*(Appointed 1-5-2021; term expiration 12-31-2021)*
James Gordon	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Paul Bergley	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Steve Lundeen	*(Appointed 1-5-2021; term expiration 12-31-2021)*
Appointed Members:	
Justin Nielsen	*(Appointed 2-18-2020; term expiration 12-31-2024)*
Luke Merrill	*(Appointed 1-5-2021; term expiration 12-31-2026)*

This Resolution is hereby approved by the Isanti City Council this 21st of December 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community for Generations.

Isanti

City of Isanti Board Member Application

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

Name: Vaughn Ihrke E-mail: [redacted]

Address: [redacted]

Phone Number: [redacted]

Board Seat for which you are applying for:

(Parks. Recreation. and Culture Board) Economic Development Authority Planning Commission

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

(City of Isanti Resident) Non-Resident of Isanti

State:

Education and/or Knowledge that will be useful to the Board: I have experience working in public works at city of Ramsey, and now city of Cambridge. This experience has provided opportunities to implement plans for community engagement and park beautification.

Why you are interested on being on the Board?
I am interested in the planning aspect for our community parks and I am passionate about the city of Isanti.

What is your vision of Isanti? A community that promotes health and wellness by providing opportunity to be active throughout the life span. Isanti is rapidly growing. Our parks, recreation and culture need to grow as well

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

CITY OF ISANTI
2022 MEETING SCHEDULES

K.2.

All meetings held at City Hall unless posted otherwise

Committee of the Whole (COW) meetings begin at 5:00 pm
City Council meetings begin at 7:00 pm
Planning Commission (PC) immediately follow City Council meetings
Economic Development Authority (EDA) immediately follow City Council meetings
Park Recreation and Culture Board (PRC) meetings begin at 6:00 pm

January

TBD- Goal Setting

4th - City Council/ EDA

18th - COW/City Council/ PC

25th - Park, Recreation and Culture Board

February

1st - City Council/ EDA

15th - COW/City Council/ PC

22nd - Park, Recreation and Culture Board

March

1st - City Council, EDA

15th - COW/City Council/ PC

22nd - Park, Recreation and Culture Board

April

5th - City Council/ EDA

19th - COW/City Council/ PC

26th -Park, Recreation and Culture Board

May

3rd - City Council/ EDA

17th - COW/City Council/ PC

24th - Park, Recreation and Culture Board

June

7th - City Council/ EDA

21st - COW/City Council/ PC

28th - Park, Recreation and Culture Board

July

5th - City Council/ EDA

19th - COW/City Council/ PC

26th - Park, Recreation and Culture Board

August

3rd (WED) City Council/ EDA

16th - COW/City Council/ PC

23rd - Park, Recreation and Culture Board

September

6th - City Council/ EDA

20th - COW/City Council/ PC

27th - Park, Recreation and Culture Board

October

4th - City Council/ EDA

18th - COW/City Council/ PC

25th - Park, Recreation and Culture Board

November

9th (WED) - City Council/ EDA

15th - COW/City Council/ PC

22nd - Park, Recreation and Culture Board

December

6th - City Council/ EDA

20th - COW/City Council/ PC

NO Park, Recreation and Culture Board Meeting

All meetings and times and locations are subject to change as necessary

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: December 21, 2021
Subject: Ordinance 2021-XXX Fees, Amending Chapter 160

Background:

Annually the Fee Schedule is reviewed for warranted changes. Recommendations are made by staff and the City Attorney. Recommended changes this year also incorporate General Codes suggested changes such as removing fines from the fee schedule and including them in their applicable Chapter of City Code if not already included.

Remove

- Remove Signal Light Development Fees per City Attorney recommendation
- Remove Senior Building Official from hourly rate matrix, not applicable
- Remove Unpaid Water and Sewer Fee, already included in Chapter 262
- Remove Parking Ticket and other Fines

Modify/Update

- Increase Residential Driveway Escrow from $2,000 to $3,000
- Modify to delineate Residential Re-Roof Permit (fee unchanged) and Commercial Re-Roof Permit which should be a valuation-based fee
- Modify to delineate Residential Re-Siding Permit (fee unchanged) and Commercial Re-Siding Permit which should be a valuation-based fee
- Update Meter Pricing to reflect actual cost

Add

- Fire Alarm Permit – $100 fee as limited plan review is needed prior to issuance
- Solar Photovoltaic Permit - $100 fee as limited plan review is needed prior to issuance
- Investigation fee for comprehensive background and financial investigation for in state and outside state that was previously in § 76-16 was added to fee schedule and referenced so in the chapter.

The Ordinance draft has been reviewed by Committee of the Whole and posted for the required 10 – day notice period.

Request:
Staff is requesting action on this item.

Attachment:

- ORD 2021-XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE 760, ADOPTED ON 7-20-2021, ORDINANCE 754, ADOPTED ON 3-2-2021, ORDINANCE 746, ADOPTED ON 12-15-2020 AND ORDINANCE 727, ADOPTED ON 4-7-2020 AND TITLED FEES

The City Council of the City of Isanti, Minnesota ordains:

Section 1-Amendment. Ordinance 760, Ordinance 754, Ordinance 746, and Ordinance 727 titled Fees, codified in Chapter 160 of the City Code, are hereby amended as follows:

Chapter 160

FEES

§ 160-1. Purpose.
§ 160- 2. Enumeration of fees.
§ 160- 3. Other fees.
§ 160-4. Summary publication of chapter authorized.

§160-1. Purpose.

The City Council has determined that it is in the best interest of the residents of the City that a Fee Schedule is established that lists items that fees shall be charged for by the City of Isanti.

§160-2. Enumeration of fees.

A. Administration.

1. Administrative Hearing Filing Fee	$75.00
2. Adult Use Fee	$2,500.00
3. Adult Use Investigation Fee	$300.00
4. Affidavit of Candidacy	$15.00
5. Copies – Standard Printed	$.25 per page
6. Copies – Large Format Printed	$5.00 per page $20.00 per plan set
7. Dog Bite	Actual cost
8. Dog Boarding (at Impound)	Per Contract
9. Dog Impound 1st Time	Per Contract
10. Dog Impound 2nd Time	Per Contract
11. Dog Impound 3rd Time	Per Contract
Additional Fee for Pick up (7pm-8am & Holidays)	Per Contract
12. Dog License (Replacement)	$5.00
13. Dog License (Spay/Neutered)	$10.00
14. Dog License (Intact)	$15.00
15. Dog License Late Fee	$5.00

16. Dog License Lifetime $50.00
17. Euthanasia / Disposal Actual cost
18. FAX - in $.25 per page
19. FAX - out $.25 per page
20. Gambling Permits – Application & Gambling Investigative Fee $50.00
21. Kennel License (Commercial) $100.00 per year
22. Kennel License (Residential) $50.00 per year
23. Meeting Minutes – Copy on Flash Drive $10.00
24. Mobile Food Unit Permit
    (a) Day $10.00
    (b) Month $50.00
    (b) Year $130.00
25. Mowing Abatement Per mowing contract
26. Non-Compliance Fee $25.00
27. Notary $5.00 per document
28. Pawnbroker/Shop $1,500.00
29. Pawnshop Investigation Fee $1,500.00
    Initial Application Only, does not apply to Renewal
30. Pawnshop Transaction Fee $1.30
31. Peddler Permit
    (a) Day $25.00
    (b) Month $75.00
    (b) Seasonal (6 months or less) $200.00
32. Peddler or Mobile Food Unit Application Investigation Fee $35.00
33. Peddler License and Investigation Fee – Nonprofit No Charge
34. Retail Fire Works Permit – Application Fee $15.00
35. Retail Fire Works Permit – Permit Fee $25.00
36. Returned Checks $30.00
37. Secondhand Goods Dealer $1,500.00
38. Secondhand Goods Dealer Investigation Fee $1,500.00
    Initial Application only, not for renewals
39. Secondhand Goods Dealer, Temporary $750.00
40. Secondhand Goods Dealer Transaction Fee $1.30
41. Small Cell Wireless
    (a) Annual Fee per Support Structure/ Pole $150.00
    (b) Annual Maintenance Fee per Support Structure/ Pole $25.00
42. Small Cell Wireless Facility Electrical Service Fee
    (a) Per radio node less than or equal to 100 watts $73.00 annually
    (b) Per radio node over 100 max watts: or $182.00 annually
    Actual cost of electricity annually, if costs exceed either of the above amounts
43. Small Cell Wireless/ Pole Attachment Permit Fee $250.00 plus actual engineering costs if additional review is required
44. Special Assessment Fee $30.00 per assessment
    Unpaid Utility Bills, Code Enforcement Violations, Etc.

45. Special Meeting Request — $500.00
46. Special Vehicle Permit — $25.00
47. Staff Time (not specified elsewhere) — Actual hourly wage multiplied by 145%

B. Building Inspections.

1. 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

2. Building Permit — Per Valuation Fee Schedule
3. Basement Finishes/ Remodel Permit — $300.00 (Includes plan review)
4. City Utility Services under Driveway — $100.00
5. Commercial Landscape Escrow — $8,000.00 per site
6. Deck Permit — $300.00 (Includes plan review)
7. Demolition Permit — Minimum of $100.00 or 1.27% of contract price
8. Right of Way Work Permit
   (a) Single Residential Hookup — no fee
   (b) Base Fee – up to 1,000 LF — $125.00
   (c) Fees in addition to base fee
   Work >1,000 LF — $65.00 per 1,000 LF
9. Street Cut — $125.00 plus $5,000.00 in escrow
10. ROW Unauthorized Work — $250.00 plus up to double the permit fee
11. Fence Permit (Fences >7') — Per Valuation Fee Schedule
12. Fire Alarm Permit — $100.00
13. Fire Suppressant Permit – Commercial/Multi-Family — 1.5% of project value
14. Gas Line (with mechanical permit) — $12.50 per gas line, $25.00 minimum

15. Gas Line (without mechanical permit)	$50.00
16. Grade Survey Check	
(a) Commercial	$50.00
(b) Residential	$50.00
17. Grading Permit	$150.00
18. Inspections outside of normal business hours	$75.00 (2 hr. minimum plus mileage)
19. Inspections, hourly rates	
(a) Building Official	$125/hour
(b) Fire Inspector	$90/hour
(c) Building Inspector	$75/hour
(d) Other Staff	$75/hour
20. Investigative Fee	100% of permit fee
21. Lawn Irrigation Permit	$80.00
22. License Verification Fee	$5.00
23. Mechanical Permit	$75.00 per unit
24. Mechanical Permit – Commercial/Multi-Family	1.5% of project value
25. Minimum Permit Fee	$50.00
26. Permit Renewal after 6 mos. Of expiration	50% of original permit fee
27. Plan Check Fee	65% of calculated permit fee, when applicable
28. Plan Check Fee – Duplicate Plans	Duplicate plan fees reduced to 25% of Master Plan Review
29. Plan Review (Additional)	$75.00 (1/2 hr minimum)
30. Plumbing Permit Basic (up to 4 fixtures)	$54.00
31. Plumbing Permit – job valuation > $500 or more than 4 fixtures	$94.00
32. Plumbing Permit – Commercial/Multi-Family	1.5% of project value
33. Pre-Final Inspection Fee (Residential)	$60.00
34. Re-Roof Permit	
(a) Residential	$80.00
(b) Commercial	Valuation-based fee
35. Re-Siding Permit	
(a) Residential	$80.00
(b) Commercial	Valuation-based fee
36. Residential Driveway Escrow	$3,000.00
37. Residential Landscape Escrow	$6,000.00
38. Residential Rental License Fee	
(a) 1 Unit	$150.00-Reinstatement $300
(b) 2-4 Units	$175.00 Reinstatement $350
(c) 5-12 Units	$225.00 Reinstatement $450
(d) 13-20 Units	$240.00 Reinstatement $480
(e) 21–50 Units	$250.00 Reinstatement $500
(f) 51 + Units	$300.00-Reinstatement $600
39. Rental Additional Inspections	Per Inspections Hourly Rate

40. Rental License Late Fee — 100% of rental license fee
41. S.E.C.- Residential — $20.00
42. S.E.C. – Commercial/Industrial — $50.00
43. SAC/WAC Inspection Fee — $37.50
44. Solar Photovoltaic Permit — $100.00
45. State Surcharge — Applied to all permits
46. Swimming Pool Permit — $80.00
47. Water/Sewer Line Repair Inspection Fee — $80.00
48. Window/Door Replacement Permit — $80.00
49. 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

C. Community Center.

1. Cleaning Fee (if elected by renter)	$125.00
2. Damage Deposit	$250.00
3. Damage Fees	
(a) Cleaning	$35.00 per hour minimum
(b) Tables	$100 each
(c) Chairs	$20.00 each
(d) Unreturned keys	$250.00
(e) Smoking Non-Designated Areas	$200.00
(f) Other Items	To be determined based on replacement cost
4. Equipment Available to Rent (larger deposit may be required)	
(a) LCD Home Theater Projector on Cart	$50.00
(b) 9' Portable Screen	$20.00
(c) Blu-Ray DVD Player	$15.00
(d) Speakers & Microphone (Includes tripod stands if requested)	$15.00
(e) Podium	$10.00
5. Non-Profit Organizations	$50.00 (full day) $25.00 (4 hours or less)
6. Private (less than 50 individuals) or For-Profit Organizations	$100.00 (full day) $50.00 (4 hours or less)
7. Special Events Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. Greater than 50 individuals in attendance.	$275.00

8. Monthly Rental Fees

Fee Arrangements – When Requested
Non-Profit Monthly Rental Rates (less than 4 hour rentals)

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

** Groups storing belongings at the facility may be subject to a monthly storage fee.

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

**All other fees and deposits for the rental of the facility apply.

D. Economic Development Authority.

1. Assignment & Assumption Agreement	$1,000.00 plus costs
2. Development Agreement (Non-Abatement or TIF)	$1,000.00 plus costs
3. Establishment of New TIF District	$4,800.00 or actual cost
4. Host Approval of Conduit Debt	$3,000.00 escrow
5. Issuance of Conduit Debt	1/4% of the proposed issuance amount, $3,000.00 minimum, $25,000.00 maximum escrow
6. Revolving Loan Fund Application Fee	1% origination fee
7. SAC/WAC Repayment Agreement and Mortgage	Current cost of filing document(s) at Isanti County to be paid by Developer.
8. TIF Development Agreement	$2,500.00 plus costs
9. Tax Abatement Application Fee	$1,000.00 plus costs

E. Liquor/Beer Licenses.

1. Background Check & Investigation Fee
   (a) For Partnership – Corporation – Association $300.00
   (b) For Individual $100.00
   Initial Application only, does not apply for Renewals
2. Investigation fee for comprehensive background and financial investigation
   (a) If the investigation is conducted within the state: $500, less any amount paid for the initial investigation.
   (b) If the investigation is required outside the state: $10,000, less any amount paid for the initial investigation

3. Beer Off-Sale (3.2)	$150.00
4. Beer On-Sale (3.2)	$250.00
5. Brewers Off-Sale Malt Liquor	$310.00
6. Brewers Tap Room On-Sale	$500.00
7. Brew Pub Off-Sale Malt Liquor	$310.00
8. Club License (Max dictated by MN State Statutes)	$500.00
9. Intox Liquor On-Sale	$2,500.00
10. Intox Liquor Sunday On-Sale	$200.00
11. Consumption and Display Permit (Annual)	$200.00
12. Temporary Consumption and Display Permit	$25.00
13. Temporary On-Sale 3.2 Beer License (1-4 Days)	$50.00
14. Temporary One-Day On-Sale Intox Liquor License	$25.00
15. Temporary On-Sale Intoxicating Liquor License (Includes Beer and Wine, 2-4 days one event)	$50.00
16. Temporary On-Sale Intoxicating Liquor License (Multiple events)	$500.00
17. Wine On-Sale	$300.00

F. Parks, Recreation, and Culture.

1. Bluebird Amphitheater
    (a) Full Day Rental — $350.00
    (b) Half Day Rental — $150.00 (4 hours or less)
    (c) Half Day Rental - Non-Profit — $100.00 (4 hours or less)
    (d) Refundable Damage Deposit — $250.00
    (e) Speakers w/ tripod (2) — $25.00
    (f) Microphone — $10.00
    (g) Podium — $15.00
    (h) Damage Cleaning Fee — $35.00 per hour
    (i) Stains/Structural Damage Fee — $30.00 per hour
    (j) Other Damage Fee — Based on Replacement Cost
2. Copy of Comprehensive Park Plan — $10.00
3. Community Garden – Ground Plot (Season Fee) — $15.00
4. Community Garden – Raised Bed (Season Fee) — $20.00
5. Farmer's Market – Membership Fee (Annual) — $10.00
6. Farmer's Market – Stall Fee
    (a) Full Season — $100.00
    (b) Half Season — $60.00
7. Farmers Market - Single Day — $10.00
8. Park Dedication Fee (Residential) — $1,500.00 per unit
9. Park Dedication Fee – Multi Family with Recreational Amenities – Up to 25% Reduction of $1,500 per unit fee
10. Park Dedication Fee (All Others) — $1,500.00 per Commercial/Industrial Acre
11. Park Shelter Electric Box Deposit — $50.00
12. Park Shelter Fee
    (a) Resident — No Charge
    (b) Non-Resident or Business — $10.00
    (c) Non-Profit — $5.00
13. Special Event Cleanup Deposit — $100.00
14. Tennis Court Usage
    Resident (Individual)
    (a) 1 court — No Charge
    (b) 2 courts — $6/hr.
    Non-Resident (Individual)
    (a) 1 court — $6/hr.
    (b) 2 courts — $12/hr.
    Group, League, Business, Industry — $15/hr.
    Non-Profit
    (a) 1 court — $3/hr.
    (b) 2 courts — $6/hr.
    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.
15. Unity Park Softball Field Usage
    (a) Resident — $15.00 per day
    (b) Non-Resident — $25.00 per day
    (c) Non-Profit — $7.50 per day

G. Planning & Zoning.

1. Administrative Appeals	$200.00 plus costs
2. Administrative Permit	$75.00
3. Administrative Permit – Non-profit	No charge
4. Administrative Subdivision	$275.00 plus costs
5. Annexation/De-Annexation	$100.00 plus costs
6. Comprehensive Plan Amendment	$325.00 plus costs
7. Conditional Use Permit	$325.00 plus costs ($1,000.00 escrow)
8. Conditional Use Permit Amendment	$275.00 plus costs ($500.00 escrow)
9. Copy of Comprehensive Plan	$50.00
10. Copy of Zoning Ordinance	$25.00
11. Copy of Engineer Design Standards	$35.00
12. Development Agreement	$10,000.00 (minimum) escrow
13. Development Agreement (Minor)	$5,000.00 (minimum) escrow
14. Easement Application	$200.00 plus costs
15. EAW & EIS Review	$600.00 plus costs
16. Final Plat	$325.00 plus $10.00 per lot/unit plus costs ($1,500.00 escrow)
17. Interim Use Permit	$325.00 plus costs
18. Minor Subdivision Plat	$325.00 plus costs ($1,000.00 escrow)
19. Planned Unit Development – Final Plan	$325.00 plus costs ($1,500.00 escrow)
20. Planned Unit Development – General Plan	$500.00 plus costs ($1,500.00 escrow)
21. Preliminary Plat	$500.00 plus costs ($1,500.00 escrow)
22. Rezoning Request	$325.00 plus costs
23. Sign Permit (permanent)	$75.00
24. Sign Permit (temporary)	$50.00
25. Site Plan Review	$325.00 plus costs ($1,000.00 escrow)
26. Site Plan Review Financial Surety	125% of estimated cost of site (Commercial/Industrial) improvements (driveway, parking and loading areas)
27. Text Amendment	$275.00
28. Vacation Request	$275.00 plus costs
29. Variance Request	$325.00 plus costs
30. Wetlands Replacement Plan Review	$500.00
31. Zoning Permits	$80.00
32. Zoning Verification Letter	$30.00

H. Police.

1. Administrative Citation	$60.00
2. Alcohol Screening	$3.00 per time or $75.00 per year
3. Chemical Disposal (small amount)	Cost of Disposal
4. Chemical Disposal (large Amount)	Cost of Disposal
5. Cleaning of Crime Scene	Cost of Cleanup
6. Copy of Photo	$5.00
7. Copy of Police Report	$.25 per page
8. Copy of Video and/or Audio, or Secured E-Delivery	$25.00
9. Fee for Returned Check listed under Administration	
10. Fingerprinting	$15.00 per non-resident or non-Isanti business, $0.00 for Isanti resident or business
11. Police Records Search	$35.00
12. Professional Hire of Police Office (min. 3 hours)	Actual hourly wage multiplied by 150%
13. Reschedule Hearing on Administrative Citation	$50.00
14. Storage Fees	$20.00 per day
15. Towing	As per towing contract fee schedule
16. Unjust Hearing	150% of cost of hearing

I. Sewer and Water.

1. Delinquent Posting Notice Fee	$15.00
2. Water Meter - New Construction:	
(a) Meter (5/8 & 3/4 inch)	Cost included in permit fee
(b) Meter (larger, > 3/4 inch, diameter)	Cost minus standard full meter fee
3. Water Meter - Replacement or additional:	
(a) Meter (5/8 & 3/4 inch)	
(i) Full Meter (Radio and Body)	Actual cost plus $5
(ii) Radio	Actual Cost
(iii) Body	Actual Cost
(iiii) Horn	Actual Cost
(b) Meter (larger, > 3/4 inch, diameter)	Actual Cost plus $5
4. Meter Connections/Fittings	Actual Cost
5. Meter Replacement Administrative Fee for Non-Compliance	$75.00/month
6. 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
7. Private Well Water Testing	$45.00

8. Sewer Access Fee (SAC)	Per Ordinance per unit based on REC assessment
9. Sewer Rates	Per Ordinance
10. Storm Water Rates	Per Ordinance
11. Storm Water Escrow Commercial	$3,000.00
12. Storm Water Escrow Residential	$1,000.00
13. Trunk Utility Charge Residential	$1,000.00/unit if more than one unit based on REC schedule or per Development Agreement
14. Trunk Utility Charge Commercial/Industrial	$2,050.00 per Commercial /Industrial acre or per Development Agreement
15. Valve Plate Cover	$100.00
16. Water Access Charge (WAC)	Per Ordinance per unit based on REC assessment
17. Water Disconnect/ Reconnect	$50.00
18. Water Disconnect / Reconnect (After hours)	$100.00 minimum per person, after one hour $100.00 per hour per person
19. Water Meter History Report	$50.00
20. Water Meter Testing	1 Hour Public Works Staff plus Costs
21. Water Rates	Per Ordinance

J. Streets.

1. Bobcat/Tractor Charge with Operator	$100.00 per Hour
2. Labor – During work hours	$50.00 per Hour, half hour minimum
3. Labor – After Hours	$100.00 per Hour, 2 hour minimum
4. Mow Charge with Operator	$90.00 per Hour
5. Sidewalk Snow Removal	$30.00
6. Street Cut Permit	$1,200.00
7. Weed Whip Charge with Operator	$75.00 per Hour

8. 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	$125.00	$145.00

Dump Truck with Snowplow, 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

K. Fire.

1. Fire Extinguisher Service Deposit Fee	$25.00 (refundable)
2. Fire Extinguisher – Administrative Fee	$3.00

§160-3. Other fees.
This is not an all-inclusive fee schedule for fees that may be charged by the City. The City Council is solely responsible for the setting and establishment of fees, whether listed in this Chapter or in an ordinance, a resolution or negotiated in an agreement. Sales and Use tax applied in addition to fees as required by State Statute.

§160-4. Summary publication of chapter authorized.
The City Council authorizes this Chapter to be published in summary form, with copies of the fee schedule available to the public at city hall at no charge.

Section 2- Effective date.
This ordinance takes effect upon its passage and publication in the official City newspaper.

Adopted by the Isanti City Council this _____ day of December 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

Date Posted:
Date Adopted:
Date Published:
Effective Date:

Request for City Council Action

TO: Honorable Mayor and Council

FROM: Stephanie Hillesheim, Community Development Director

DATE: December 21, 2021

SUBJECT: Resolution 2021-XXX Approving the Final Plat of PID 16.125.0020

Background:
The Planning Commission held a public hearing to consider a preliminary and final plat of Isanti Centennial Complex 3rd Rearrangement in 2007. The subject parcel was platted into Outlot A Isanti Centennial Complex 3rd Rearrangement. No changes are proposed to what was previously approved; the dimensions and intended use of the property will remain the same. The City Engineer surveyed the property, of which, upon approval, will be recorded as Lot 1 Block 1 Centennial Complex 8th Rearrangement.

The approval of the resolution will allow the EDA to sell the land for future industrial development as was originally intended.

Request: Consider adopting the resolution.

Attachments:

- Resolution 2021-XXX
- Plat

RESOLUTION 2021-XXX

APPROVING THE FINAL PLAT FOR PID 16.125.0020

WHEREAS, the City has made application for Final Plat Approval for PID 16.125.0020; and,

WHEREAS, the Planning Commission held a public hearing to consider the preliminary and final plat of Isanti 3rd Centennial Complex 3rd Rearrangement on May 15, 2007; and,

WHEREAS, according to the plat thereof on file and of record in the Office of the County Recorder, Isanti County, Minnesota; and,

WHEREAS, the property was recorded in 2007 as Outlot A Isanti Centennial Complex 3rd Rearrangement; and,

WHEREAS, the City Engineer surveyed the property to now be recorded as Lot 1 Block 1 Centennial Complex 8th Rearrangement; and,

WHEREAS, the parcel dimensions and intended land use shall remain the same as in the original preliminary plat approved in 2007;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that hereby approves the Final Plat of PID 16.125.0020 legally described as Lot 1 Block 1 Centennial Complex 8th Rearrangement.

This resolution was duly approved by the Isanti City Council this 21st of December, 2021.

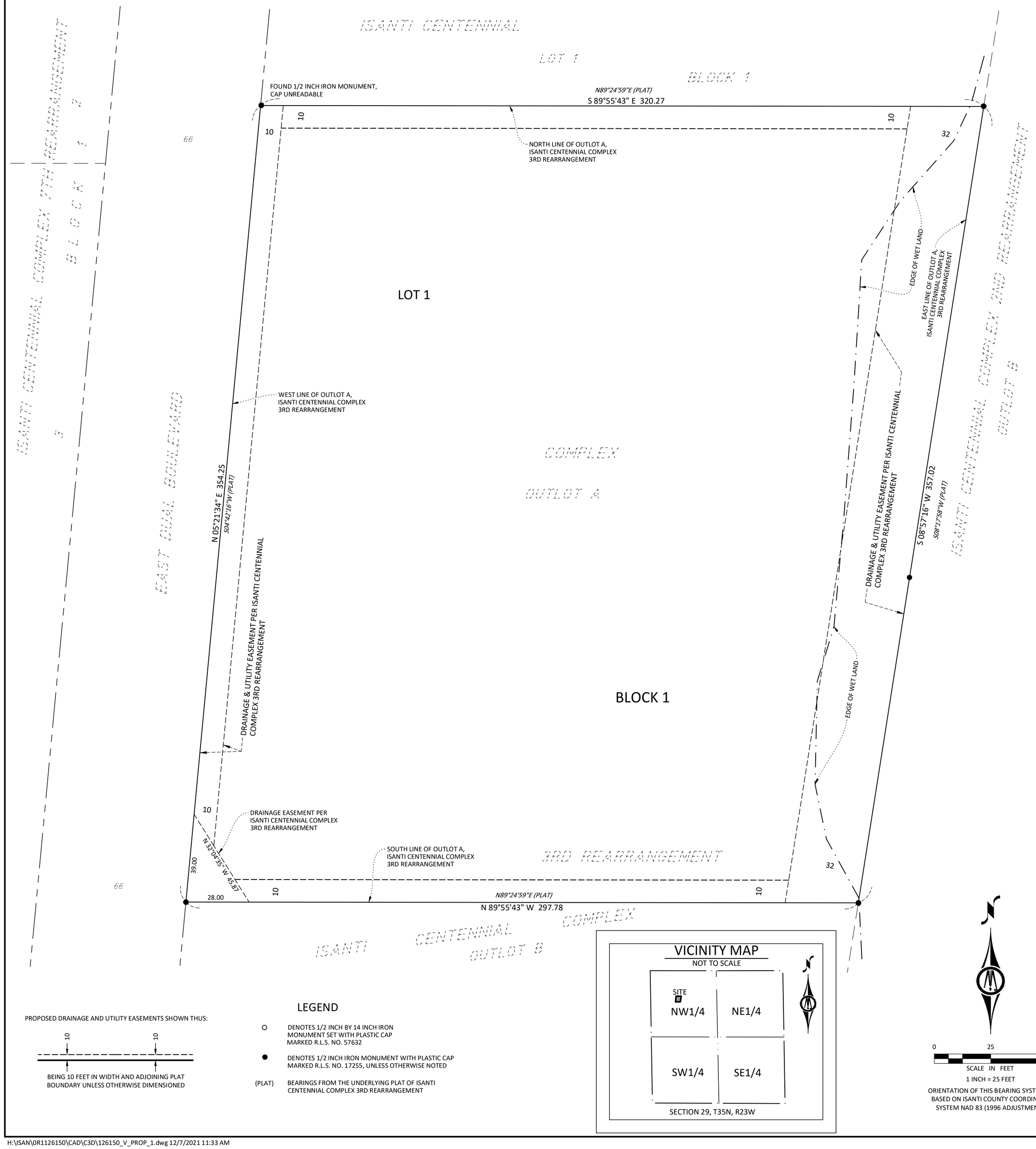
Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

ISANTI CENTENNIAL COMPLEX 8TH REARRANGEMENT

SECTION 29, TWP. 35, RGE. 23
CITY OF ISANTI
ISANTI COUNTY, MINNESOTA



PROPOSED DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:

10 10

BEING 10 FEET IN WIDTH AND ADJOINING PLAT BOUNDARY UNLESS OTHERWISE DIMENSIONED

LEGEND

- ○ DENOTES 1/2 INCH BY 14 INCH IRON MONUMENT SET WITH PLASTIC CAP MARKED R.L.S. NO. 57632
- ● DENOTES 1/2 INCH IRON MONUMENT WITH PLASTIC CAP MARKED R.L.S. NO. 17255, UNLESS OTHERWISE NOTED
- (PLAT) BEARINGS FROM THE UNDERLYING PLAT OF ISANTI CENTENNIAL COMPLEX 3RD REARRANGEMENT

VICINITY MAP

NOT TO SCALE

SECTION 29, T35N, R23W

0 25 50

SCALE IN FEET

1 INCH = 25 FEET

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON ISANTI COUNTY COORDINATE SYSTEM NAD 83 (1996 ADJUSTMENT)

KNOW ALL PERSONS BY THESE PRESENTS: That the City of Isanti Economic Development Authority, a public body corporate under the laws of the State of Minnesota, fee owner of the following described property:

Outlot A, ISANTI CENTENNIAL COMPLEX 3RD REARRANGMENT, according to the plat thereof on file and of record in the Office of the County Recorder, Isanti County, Minnesota.

Has caused the same to be surveyed and platted as ISANTI CENTENNIAL COMPLEX 8TH REARRANGMENT and do hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Economic Development Authority of the City of Isanti, a public body corporate under the laws of the State of Minnesota, have caused these presents to be signed by its proper officers this _____ day of _____ , 20_____ .

CITY OF ISANTI ECONOMIC DEVELOPMENT AUTHORITY

_____
Jeff Johnson, President of the City of Isanti Economic Development Authority

_____
Stephanie Hillesheim, Secretary of the City of Isanti Economic Development Authority

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____ , 20_____ , by Jeff Johnson, President and Stephanie Hillesheim, Secretary of the City of Isanti Economic Development Authority , on behalf of the City of Isanti Economic Development Authority.

_____
Notary Public, _____ County, Minnesota

My Commission Expires _____

I Andrew Hill do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____ , 20_____ .

_____
Andrew Hill, Licensed Land Surveyor
Minnesota License No. 57632

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____ , 20_____ by Andrew Hill.

_____
Notary Public, _____ County, Minnesota

My Commission Expires _____

CITY PLANNING COMMISSION, CITY OF ISANTI, MINNESOTA
Recommenced for Approval by the Planning Commission of City of Isanti, Minnesota, this _____ day of _____ , 20_____ .

_____ _____
Jeff Johnson, Chairperson Stephanie Hillesheim, Secretary

CITY COUNCIL, CITY OF ISANTI, MINNESOTA
Approved by the City Council of Isanti, Minnesota, this _____ day of _____ , 20_____ , and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

_____ _____
Jeff Johnson, Mayor Josi Wood, City Administrator

COUNTY SURVEYOR, ISANTI COUNTY, MINNESOTA
I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this ____day of_____, 20__.

_____
Isanti County Surveyor, Minn. License No. _____

CITY ENGINEER, CITY OF ISANTI, MINNESOTA
This plat was recommended for approval this____day of_____, 20__.

_____
City of Isanti Engineer

CITY ATTORNEY, CITY OF ISANTI, MINNESOTA
This plat was approved as to form and execution this____day of_____, 20__.

_____
City of Isanti Attorney

COUNTY AUDITOR/TREASURER, ISANTI COUNTY, MINNESOTA
I hereby certify that the taxes for the year_____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on, this _____ day of _____, 20___.

_____
Isanti County Auditor - Treasurer

By_____, Deputy

COUNTY RECORDER, ISANTI COUNTY, MINNESOTA
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this_____day of_____, 20__, at _____o'clock __.M., and was duly recorded in the Isanti County Records as Document No. _____.

_____
Isanti County Recorder

This Plat Prepared By:
BOLTON & MENK

H:\ISAN\0R1126150\CAD\C3D\126150_V_PROP_1.dwg 12/7/2021 11:33 AM

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/07/2021	57269	881	AKER DOORS INC	101-20200	198.75
12/21	12/07/2021	57270	3115	BEIMERT, MARIE	601-20200	71.61
12/21	12/07/2021	57271	53	BELLBOY CORPORATION	609-20200	17,431.63
12/21	12/07/2021	57272	2853	BENEFIT EXTRAS INC	101-20200	36.50
12/21	12/07/2021	57273	368	BILLS QUALITY CLEANING	609-20200	712.00
12/21	12/07/2021	57274	2682	BROWN, MATTHEW	601-20200	78.20
12/21	12/07/2021	57275	1792	CARLOS CREEK WINERY	609-20200	1,407.00
12/21	12/07/2021	57276	1198	CENTER POINT ENERGY	601-20200	4,724.66
12/21	12/07/2021	57277	1629	CITY OF ISANTI	101-20200	20,740.58
12/21	12/07/2021	57278	2720	DEFIANT DISTRIBUTORS	609-20200	2,443.20
12/21	12/07/2021	57279	3116	DICKINSON, DAVID & SANDRA	601-20200	85.48
12/21	12/07/2021	57280	484	EKLUND AG SERVICE	920-20200	115.00
12/21	12/07/2021	57281	3114	FAST PROPERTY SOLUTIONS LLC	601-20200	17.05
12/21	12/07/2021	57282	1682	FERGUSON WATERWORKS	601-20200	282.90
12/21	12/07/2021	57283	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	162.67
12/21	12/07/2021	57284	739	HACH COMPANY	601-20200	129.30
12/21	12/07/2021	57285	114	ISANTI COUNTY RECORDER	505-20200	46.00
12/21	12/07/2021	57286	3118	KLOCKOW BREWING COMPANY, INC	609-20200	780.00
12/21	12/07/2021	57287	3096	MARIE RIDGEWAY LICSW LLC	101-20200	590.00
12/21	12/07/2021	57288	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
12/21	12/07/2021	57289	2728	MINNESOTA TITLE	601-20200	21.14
12/21	12/07/2021	57290	3119	MOOSE LAKE BREWING CO. LLC	609-20200	180.00
12/21	12/07/2021	57291	2080	MVTL LABORATORIES INC	602-20200	301.46
12/21	12/07/2021	57292	3122	NEW FRANCE WINE COMPANY	609-20200	10,820.00
12/21	12/07/2021	57293	3121	OMNI BREWING COMPANY, LLC	609-20200	540.00
12/21	12/07/2021	57294	2288	PARTNERS TITLE	601-20200	22.41
12/21	12/07/2021	57295	2625	RESULTS TITLE	601-20200	67.20
12/21	12/07/2021	57296	2625	RESULTS TITLE	601-20200	14.96
12/21	12/07/2021	57297	2625	RESULTS TITLE	603-20200	627.96
12/21	12/07/2021	57298	3120	ROOTSTOCK WINE COMPANY	609-20200	1,908.42
12/21	12/07/2021	57299	2174	SCR INC ST CLOUD	609-20200	28,810.46
12/21	12/07/2021	57300	2754	SMALL LOT MN	609-20200	1,668.12
12/21	12/07/2021	57301	1361	STAPLES ADVANTAGE	101-20200	146.70
12/21	12/07/2021	57302	3123	TILLER, ED	505-20200	4,850.00
12/21	12/07/2021	57303	1820	URBANS HARDWARE INC	101-20200	173.73
12/21	12/07/2021	57304	2990	USI INSURANCE SERVICES LLC	609-20200	6,500.00
12/21	12/07/2021	57305	686	VERIZON WIRELESS	101-20200	1,422.61
12/21	12/07/2021	57306	3019	WIDSETH SMITH NOLTING & ASSOC INC	609-20200	2,750.00
Grand Totals:						110,996.29

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/15/2021	57307	2688	24 SEVEN EVENTS & MARKETING INC	101-20200	2,500.00
12/21	12/15/2021	57308	3126	AIRGAS USA, LLC	601-20200	56.00
12/21	12/15/2021	57309	494	ALLINA HEALTH SYSTEM	603-20200	90.00
12/21	12/15/2021	57310	1549	ASTECH CORP INC	425-20200	72,081.73
12/21	12/15/2021	57311	53	BELLBOY CORPORATION	609-20200	6,474.55
12/21	12/15/2021	57312	9	BERNICKS PEPSI-COLA	609-20200	2,552.60
12/21	12/15/2021	57313	1387	BJORKLUND COMPANIES LLC	101-20200	1,351.50
12/21	12/15/2021	57314	2319	BREAKTHRU BEVERAGE OF MN	609-20200	53,782.13
12/21	12/15/2021	57315	2487	CAPITOL BEVERAGE SALES	609-20200	744.65
12/21	12/15/2021	57316	1822	CENTURYLINK BUSINESS SERVICES	101-20200	14.29
12/21	12/15/2021	57317	918	CRYSTAL SPRINGS ICE	609-20200	84.64
12/21	12/15/2021	57318	8	DAHLHEIMER DISTRIBUTING CO	609-20200	46,644.18
12/21	12/15/2021	57319	2991	DOG WASTE DEPOT	101-20200	193.81
12/21	12/15/2021	57320	1821	DOMA INSURANCE AGENCY OF MN	920-20200	1,513,938.65
12/21	12/15/2021	57321	3100	DW COMPANIES LLC	603-20200	40,727.64
12/21	12/15/2021	57322	55	ECM PUBLISHERS INC	609-20200	170.00
12/21	12/15/2021	57323	2028	FURTHER	861-20200	5,900.00
12/21	12/15/2021	57324	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	63.99
12/21	12/15/2021	57325	162	ISANTI RENTAL INC	101-20200	70.96
12/21	12/15/2021	57326	7	JOHNSON BROTHERS LIQUOR CO	609-20200	43,435.16
12/21	12/15/2021	57327	5	KAWALEK TRUCKING	609-20200	2,069.80
12/21	12/15/2021	57328	3118	KLOCKOW BREWING COMPANY, INC	609-20200	522.00
12/21	12/15/2021	57329	1479	LOFFLER -131511	108-20200	238.45
12/21	12/15/2021	57330	17	MCDONALD DISTRIBUTING CO	609-20200	20,420.93
12/21	12/15/2021	57331	616	MENARDS - CAMBRIDGE	601-20200	467.73
12/21	12/15/2021	57332	2953	MIDCONTINENT COMMUNICATIONS	609-20200	194.90
12/21	12/15/2021	57333	2842	MN PEIP	861-20200	33,275.52
12/21	12/15/2021	57334	161	MN POLLUTION CONTROL AGENCY	602-20200	23.00
12/21	12/15/2021	57335	3119	MOOSE LAKE BREWING CO. LLC	609-20200	240.00
12/21	12/15/2021	57336	2080	MVTL LABORATORIES INC	602-20200	270.30
12/21	12/15/2021	57337	2992	NEXTERA COMMUNICATIONS	609-20200	1,335.06
12/21	12/15/2021	57338	617	PAUSTIS & SONS	609-20200	1,265.00
12/21	12/15/2021	57339	44	PHILLIPS WINE & SPIRITS INC	609-20200	31,965.23
12/21	12/15/2021	57340	3120	ROOTSTOCK WINE COMPANY	609-20200	135.00
12/21	12/15/2021	57341	2156	SUMMIT FIRE PROTECTION	101-20200	274.50
12/21	12/15/2021	57342	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	619.00
12/21	12/15/2021	57343	1290	THE AMBLE GROUP	601-20200	356.61
12/21	12/15/2021	57344	626	THE WINE COMPANY	609-20200	604.40
12/21	12/15/2021	57345	3124	TIME MUSIC AGENCY INC	101-20200	1,750.00
12/21	12/15/2021	57346	3125	UNCOMMON LOON BREWING CO	609-20200	261.00
12/21	12/15/2021	57347	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
12/21	12/15/2021	57348	2027	US INTERNET	603-20200	57.80
12/21	12/15/2021	57349	42	VIKING COCA-COLA BOTTLING CO	609-20200	975.80
12/21	12/15/2021	57350	1286	VINOCOPIA INC	609-20200	1,495.13
12/21	12/15/2021	57351	4	WATSON CO INC	609-20200	1,882.07
12/21	12/15/2021	57352	780	WINE MERCHANTS	609-20200	3,460.00
Grand Totals:						1,895,098.71

City of Isanti

Gross Payroll	135,732.35
Social Security & Medicare	6,250.11
Public Employees Retirement	15,666.75
Total City Expense	157,649.21

Pay Date 12/10/2021

Pay Period 25 (11/21-12/4/21)

RESOLUTION NO. 2021-XXX

APPROVING ADOPT-A-PARK POLICY REVISION

WHEREAS, staff has revised the Adopt-A-Park policy to include a park alterations request form for participants; and,

WHEREAS, currently there is no clear guidance for requesting or accepting park alterations from residents or organizations; and,

WHEREAS, staff is recommending changes to include an option for Adopt-A-Park participants to request alterations to park features attached as "Exhibit A"; and,

WHEREAS, staff is recommending to include this additional element in the policy to create a process for requests and approvals under the current Adopt-A-Park program; and,

WHEREAS, this Resolution Supercedes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the revised Adopt-A-Park policy attached as"Exhibit A".

This resolution was duly approved by the Isanti City Council this 21st of December, 2021.

Attest:

_____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

Exhibit A

Adopt-A-Park Program

The goal of the Adopt-A-Park Program is to provide interested individuals, groups, or organizations with a public service opportunity that allows volunteers to help maintain the City of Isanti Park System. The program encourages and promotes community involvement, but also enables the City to further beautify and improve park areas. The Adopt-A-Park Program duties and responsibilities supplement the work of City staff; and by working together we hope to help area residents, businesses, and service organizations to become better connected to the community in which they live, work, and recreate.

Time Commitment

1. A commitment of a minimum of one year is required.
2. By adopting a park, the volunteer(s) or participant(s) can clean-up as frequently as they so choose. However, clean-up should occur at least three (3) times each year, preferably one time each in the spring, summer, and fall.
3. The adoption commitment period begins April 1st and concludes October 31st of each year.

Program Guidelines

1. All Adopt-A-Park projects should aim to benefit the majority of park users.
2. Participation in the Adopt-A-Park Program is on a first-come, first served basis. Applications are accepted throughout the year.
3. All participants under the age of 18 must have adult supervision and must submit a parental release form prior to performing any duties associated with the Adopt-A-Park Program.
4. All groups must have a designated supervisor who is able to meet the responsibilities noted for the position.
5. Adopt-A-Park activities should occur during the daylight hours of park open times (7:00 a.m. to 10:00 p.m.) and during good weather conditions.
6. Work responsibilities associated with Adopt-A-Park activities can be physically demanding. All participants should be in good physical condition and able to complete the tasks.
7. The group supervisor shall contact Isanti Parks, Recreation & Culture (PRC) at (763) 444-5512 or at isantiparks@cityofisanti.us at least one (1) week in advance of the date that the group will be performing tasks outlined in the Adopt-A-Park Program materials.
8. Participants may not modify or add to the existing landscape or site design without receiving prior authorization from the City Council.
9. The City may contact volunteer groups for special project assistance, when needed. Participation by group members is voluntary.
10. The city of Isanti will provide bags, gloves and safety vests to the assigned group to perform tasks assigned under the Adopt-A-Park Program. All items and materials can generally be picked up within 48 hours of the group's scheduled clean-up date. Borrowed and unused supplies must be returned to Isanti City Hall within the following week of clean up. The group shall report any vandalism or potential safety hazards to the PRC supervisor.

Parks Available for Adoption

Academy	Legacy	River Bluff Preserve	Whisper Ridge
Bluebird	Mattson	Rum River Meadows	
Isanti Hills Neighborhood	Riverside	Unity	

Possible Tasks Associated with Adopt-A-Park Program

Litter pick - up	Weeding	Planting/watering of flowers/trees	Painting
Raking	Sweeping	Mulching	Buckthorn Removal

Safety Tips

Each participant in the Adopt-A-Park Program must review the information regarding the program as well as these safety guidelines before performing services at the adopted site and abide by them while performing such services/duties.

1. Participants must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions from city staff.
2. Work only during daylight hours and in appropriate weather conditions.
3. Stay away from areas that may have recently applied chemical pesticides.
4. Participants should be aware of extreme conditions, under which they may be working, to include but is not limited to heat, insects, sun, natural environments, etc. Participants should wear protective clothing and equipment including work gloves, durable shoes and long sleeve shirts/pants to prevent injury from sharp objects, insect stings/bites, sunburn, and poison ivy. Light colored clothing is recommended as it is most visible.
5. Do not overexert yourself. Take needed breaks and drink plenty of water.
6. Participants should never pick up any heavy, large, or hazardous materials, park equipment or operate/move park maintenance equipment. Notify the city staff for pick-up of these types of materials or items.
7. Use caution in areas where hazardous conditions may exist such as: along roadways, in parking lots, on bridges, near/on construction sites, near open water, and other areas where mowing, tree trimming, or pest control is in progress.
8. Be aware of your surroundings to ensure your safety and the safety of others (group members/park patrons). Be especially careful when using tools.
9. Do not wear earphones or headsets, engage in horseplay, or other types of conduct that may divert your attention from your work or impair your ability to perceive hazardous or dangerous situations.

Group Supervisor Responsibilities

1. Identify in writing to the PRC Department the projects to be completed and date of the proposed clean-up. Such information shall be provided at least one (1) week prior to the clean-up day.
2. If intended projects would result in modifications, changes, or additions to the park landscape or design; those shall be provided to PRC staff in advance using the Alteration Request Form, so as to be reviewed by the Parks, Recreation, and Culture Board and approved by the City Council.
3. Submit a complete roster with all group volunteers.
4. Return all completed and signed Adoption Registration Form and Adoption Agreement as well as Liability Waivers and/or Parental Release Forms for each participant.
5. Provide a first aid kit on the day of the event for participants and have emergency contact numbers available.

Adopt-A-Park Registration Form

Name of Group or Individual: _____

Address: _____

Phone Number: _____ Email: _____

Primary Contact Person

Name: Jeff Johnson

Address: _____

Phone Number: _____ Email: _____

Secondary Contact Person

Name: _____

Address: _____

Phone Number: _____ Email: _____

Adoption Information

Name of Preferred Park: _____

Second Park Option: _____

Can you commit to a one–year term: ☐ YES ☐ NO

Please list task(s) you are interested in accomplishing:_____

_____

Any other information that you would like for us to know about your organization/group.

_____

_____

_____

_____

_____

Group Participants

Name	Address	Age (if under 18 years)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Adopt-A-Park Agreement Form

The City of Isanti, acting by and through its Parks, Recreation & Culture Department, Public Works Department, and _____ ("volunteer/participant") agree to the terms set forth in this Agreement which governs the services the Volunteer(s)/Participant(s) will perform at _____ (Park Location).

Recital

The City desires to provide interested persons and organizations with an opportunity for community involvement through voluntary participation in an Adopt-A-Park Program.

Agreement

1. The Participant(s) will provide the services designated on the possible tasks associated with the Adopt-A-Park Program. All services performed under this Agreement shall be performed on an uncompensated basis by Individual/Group volunteers. The Individual/Group will perform any activity which the City has previously approved and will not subcontract or hire others to perform services hereunder. The City may perform or cause others to perform the activities listed in the possible tasks associated with the Adopt-A-Park Program at its discretion.

2. The participant(s) will use only non-motorized hand tools to perform services under this Agreement and will take all reasonable precautions to protect its participating members and the public against injury and against damage to property.

3. The participant(s) shall abide by the Safety Tips. The representative ("group supervisor") who signs this Agreement, or his or her designee, shall ensure that each person to perform services under this Agreement will read and abide by the Safety Tips and will sign a Liability Waiver in the form accompanying this Agreement.

4. The participant(s) will not discriminate against any person desiring to perform services under this Agreement due to the person's race, color, creed, religion, national origin, disability, age, gender, affectional preference, marital status or status with regards to public assistance.

5. All participant(s) and any other persons who may perform any activities covered under this Agreement shall not be considered employees of the City. Accordingly, the City is not responsible or liable for any injury or any other claims, expenses, or losses sustained by such persons while engaged in any of the activities covered under this Agreement.

6. The participant(s) shall defend, indemnify and hold harmless the City of Isanti, its officials, employees and agents, from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from the volunteer's (including volunteer, officials, agents or employees) performance of the duties required under this Agreement.

7. Either party may terminate this Agreement at any time upon written notice to the other party.

Group Supervisor **Date**

Parks, Recreation & Culture Manager **Date**

Adopt-A-Park Liability Waiver Form

The waiver must be signed by each person participating in the Isanti Adopt-A-Park Program. If the participant is under the age of 18, the Adopt-A-Park Parental Release Form must be completed and returned by the participant's parent or guardian.

Participant's Name

Participant's Home Address (Street, City, State, and Zip Code)

Name of Park where Participant will perform services

Group Name

I intend to participate in the Isanti Adopt-A-Park Program either individually or with an assigned group. I agree that my participation is completely voluntary and that I am not entitled to payment for any services rendered.

I confirm that I am 18 years or older.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program.

I agree that the City of Isanti shall not be liable for any claims, injuries, damages or causes of action incurred by me as a result of my participation in the City of Isanti Adopt-A-Park Program. I also agree to waive and hold harmless the City of Isanti, its officials, employees, and agents, from and against, any and all claims, injuries, damages, and all causes of action of any nature incurred by me arising out of my participation in the Isanti Adopt-A-Park Program. This includes any injuries or other related claims that may result from the condition of the City of Isanti property where services are rendered.

_____ _____

Signature of Participant Date

Adopt-A-Park Parental Release Form

Name of Participant: _____

Date of Birth: _____

Address: _____

Name of Group: _____

I hereby give my permission for _____, a minor, to participate in the City of Isanti Adopt-A-Park Program either individually or as a member of the above named group. I agree that participation is completely voluntary and that the participant is not entitled to payment for any services rendered.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program.

I agree that the City of Isanti shall not be liable for any claims, injuries, damages or causes of action incurred by me as a result of my participation in the City of Isanti Adopt-A-Park Program. I also agree to waive and hold harmless the City of Isanti, its officials, employees, and agents, from and against, any and all claims, injuries, damages, and all causes of action of any nature incurred by me arising out of my participation in the Isanti Adopt-A-Park Program. This includes any injuries or other related claims that may result from the condition of the City of Isanti property where services are rendered.

_____ _____

Signature of parent/guardian Date

Contact information for parent/guardian

Address _____

_____

Phone _____

E-mail _____

Adopt-A-Park Alteration Request Form

To request a modification, change or addition to your designated park property, fill out the below request form and attach any supporting documents to reinforce your request. All requests are reviewed by PRC staff and subsequently by the PRC Board and City Council for necessary approval.

Name of Participant/Group: _____

Today's Date: _____ Name of Park: _____

Requested Park Alteration: _____
_____
_____

How would this alteration serve the community?: _____
_____
_____
_____

Would this alteration be temporary, seasonal or permanent? Please describe the intended length of use.: _____
_____

What support, equipment, and/or processes would be needed to maintain this alteration?:
_____
_____
_____
_____

Are you/your group willing to maintain this alteration for the intended time period or for the remainder of your program participation? _____
_____

Please submit this completed form along with the Alteration Request Agreement to the PRC supervisor at isantiparks@cityofisanti.us. Any additional materials or necessary adjustments will be requested by the supervisor.

Adopt-A-Park Alteration Request Agreement

In submitting this alteration request, I, _____, hereby acknowledge that in approving this request, responsibility for the upkeep and maintenance of the approved alteration may become the responsibility of the adoptee in the sole discretion of the City Council, and the Council retains the right to restore the park to its original condition if doing so is in the best interest of the City. I understand that participation is completely voluntary and that I am not entitled to payment for any services rendered pursuant to this Agreement. This Agreement is an amendment to the original Adopt-A-Park agreement.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks may be involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program with the amendment to include this approved alteration.

I agree to defend and indemnify the City of Isanti from any claims, injuries, damages or causes of action of third parties resulting from my actions or omissions relating to Adopt-A-Park Program, including the additional responsibilities provided with this alteration. I also agree to waive any and all claims for my injuries arising out of my participation in the Isanti Adopt-A-Park Program. This includes claims for injuries that result from the condition of the City of Isanti property where services are rendered, except to the extent caused by the gross negligence or intentional misconduct of the City, its employees or agents.

_____ _____

Signature of Participant Date

RESOLUTION 2021- XXX

ACCEPTING FULL-TIME POLICE OFFICER TYLER LAWSON LETTER OF RESIGNATION

WHEREAS, Police Officer Tyler Lawson has submitted a letter of resignation to the City of Isanti on December 1, 2021; and,

WHEREAS, the effective date of this resignation is December 23, 2021; and,

WHEREAS, Tyler Lawson 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 Tyler Lawson is hereby accepted effective December 23, 2021.

2. That Human Resources and Police Chief are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 21th day of December, 2021.

Attest: Mayor Jeff Johnson

Jaden Strand
City Clerk

RESOLUTION 2021-XXX

APPROVING A CHECK BE WRITTEN TO NORTHERN ELEMENTS CHEER FOR VOLUNTEERING AT ISANTI MOVIE NIGHTS

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 Northern Elements All Stars Cheer Team to volunteer at the November 19, 2021 and December 10, 2021 movies; and,

WHEREAS, the profit from concessions totaled $71.88 in November and $36.81 in December,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Northern Elements All Stars Cheer Team in the amount of $108.69.

This resolution was duly adopted by the Isanti City Council this 21st day of December 2021.

Attest: _____
Mayor Jeff Johnson

_____
Jaden Strand
City Clerk

A Community For Generations.
Isanti

MEMO

To: **Mayor Johnson and Members of City Council**
From: Matt Sylvester, Public Services Director
Date: December 21, 2021
Subject: Resolution Approving Revision to Current Mowing Policy

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Background:

Staff has reviewed the current areas that City of Isanti maintains per the mowing policy and recommends to revise the policy so that main corridor ROW areas entering the city are maintained in a more aesthetic manner. Per the mowing policy currently these main corridors are maintained by the city only if they have a sidewalk or trail. These areas without a sidewalk or trail are being maintained by the Isanti County Highway Department (ICHD). The ICHD will mow a maintenance strip once or twice a year but the grass does tend to get very tall between mowing's.

Staff currently maintains the ROW on the south side of South Passage from Whiskey Road SW to Railroad Ave and the low ground on the east side of Railroad Ave south of Palomino Rd.

Recommendation:

Staff is recommending to add the following Main Corridor ROW areas to the mowing policy by maintaining a maintenance strip of approximately 8 feet:

1. The north side of Heritage Blvd from Whiskey Rd extending west to the city limits.
2. The north side of Heritage Blvd from East Dual Blvd extending east to Highway 65.
3. The east side of Whiskey Rd from Birch St extending south to the existing sidewalk.
4. The east side of 3rd Ave from Isanti Parkway to city limits.

Staff is also recommending adding in the ROW areas which are currently being maintained by the city:

1. The south side of South Passage from Whiskey Rd to Railroad Ave.
2. The ROW of the low ground on the east side of Railroad Ave south of Palomino Rd.

**** A correction to the mowing map is to be made on Railroad Ave SE. We stop maintaining the ROW on the east side at 800 Railroad Ave SE and begin again at the intersection of Polk and South Passage. These changes will be made to the final version of the mowing map.***

Request:
Staff is requesting action on this item.

Attachment:
- Resolution Approving Revision to Current Mowing Policy 2021-XXX
- Exhibit A - Mowing Policy Revised
- Mowing Map

RESOLUTION NO. 2021-XXX

RESOLUTION APPROVING REVISION TO CURRENT MOWING POLICY

WHEREAS, staff has reviewed the areas that Isanti maintains per the mowing policy; and,

WHEREAS, staff is recommending changes to the current mowing policy to ensure areas are maintained in an aesthetic manner and that the Mowing Policy and map are current; and,

WHEREAS, main corridor ROW areas without a sidewalk or trail are being maintained by the Isanti County Highway Department (ICHD) on county roads; and,

WHEREAS, staff is recommending that the following main corridor ROW areas currently maintained by ICHD be added to the existing Mowing Policy as defined in 'Exhibit A';

1. The north side of Heritage Blvd from Whiskey Rd extending west to the city limits.
2. The north side of Heritage Blvd from East Dual Blvd extending east to Hwy 65.
3. The east side of Whiskey Rd from Birch St extending south to the existing sidewalk.
4. The east side of 3rd Ave from Isanti Parkway to city limits.

WHEREAS, staff currently maintains and is also recommending that the following ROW areas be added to the Mowing Policy as defined in "Exhibit A";

1. The ROW areas on the south side of South Passage from Whiskey Rd. to Railroad Ave
2. The ROW of the low ground on the east side of Railroad Ave south from Palomino Road.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota the addition of Main Corridor ROW areas and ROW areas on South Passage and Railroad Ave be added to the existing Mowing Policy as defined in Exhibit A'.

This resolution was duly approved by the Isanti City Council this 21st of December, 2021.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

'Exhibit A'
City of Isanti
Mowing Policy

The City of Isanti will only mow along City sidewalks that are located on City property. Maintaining the area on both sides of a sidewalk to the curb adjacent to a property is the property owner's responsibility. The City will maintain a maintenance strip along designated bike/walking paths throughout the City as defined in this policy. The City will maintain mowing turf from the designated bike/walking paths of developed residential parcels to the curb on streets that are recognized as main corridors entering into the City as defined in this policy. The City will maintain a maintenance strip from the curb/pavement on main corridors entering the city as defined in this policy.

<u>The City of Isanti will only mow a maintenance strip* along the designated bike/walking paths identified below:</u>

- The path extending from Whiskey Rd SW and terminating on Nina St SW.
- The path extending from Whiskey Rd NW to Rum River Drive NW.
- The path extending on Whiskey Rd NW from Heritage Blvd to Isanti Parkway on the east side.
- The path extending on Isanti Pkwy NW from Whiskey Rd NW to Third Ave on the South side.
- The path extending on South Passage SW from Whiskey Rd SW to Railroad Ave SE.
- The path extending on 8th Ave NE from Cajima St NE to Heritage Blvd NE on the east side.
- The path extending on Heritage Blvd NE to the west and east of 8th Ave SE on the south side.
- The path along outside city limit parcels extending on Railroad Ave SE from South Passage SE to Townsedge Rd SE on the west side.
- The path extending along 285th/CR 55 on either side of 8th Ave SE.
- The path extending along 8th Ave NE from Cajima St NE to Heritage Blvd NE.
- New paths developed by the City; or by Developers or property owners by written agreement and designated for public use.

*Maintenance strip is defined as one pass along each side of the path equivalent to approximately 4 feet.

The City may mow areas to the curb where the designated bike/walking path as outlined above is within 10 feet from the curb as is in the best interest of the City.

<u>The City of Isanti will mow from the designated bike/walking paths to the curb on main corridors into the city as identified below:</u>

- The path extending on Whiskey Rd SW from Heritage Blvd to South Passage SW on the east side where there is an adjacent sidewalk.
- The path extending on Whiskey Rd SW from Heritage Blvd to South Passage SW on the west side where there is an adjacent sidewalk.
- The path extending north along 3rd Ave NW to the northern most section of Cambridge Isanti Bike/Walk Trail that the City of Isanti has agreed to mow.
- The path extending on Heritage Blvd NE from 8th Ave NE to the end of the trail on the north side.

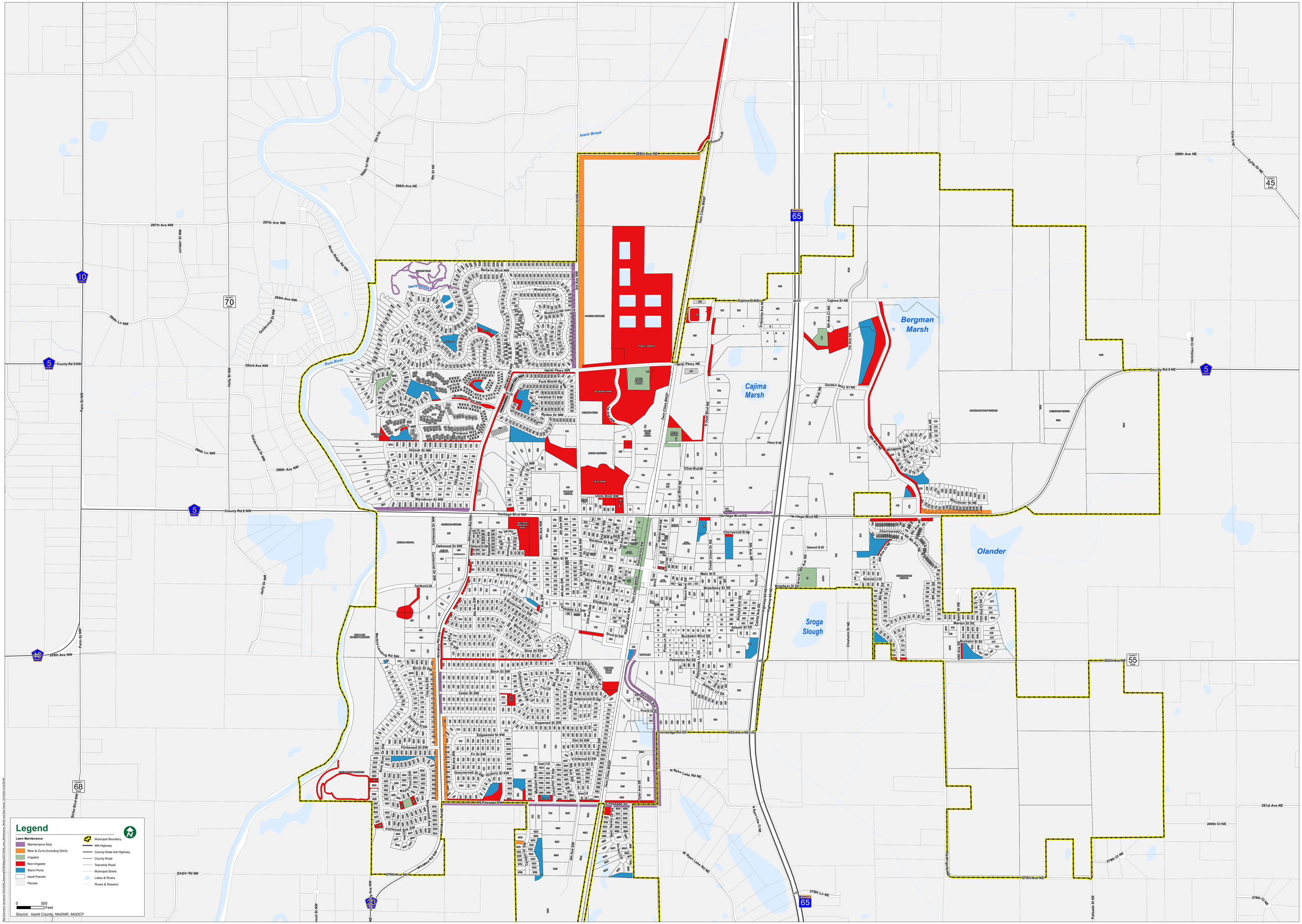
The City of Isanti will mow a maintenance strip** from the curb/pavement on main corridors entering the city as identified below:

- The north side of Heritage Blvd from Whiskey Rd extending west to the City Limits.
- The north side of Heritage Blvd from East Dual Blvd extending east to Highway 65.
- The east side of Whiskey Rd from Birch St extending south to the existing sidewalk.
- The west side of 3rd Ave from Isanti Parkway to City Limits.

**Maintenance strip is defined as two passes equivalent to approximately 8 feet.

The City of Isanti will mow other areas as identified below:

- The railroad property on the west side of the tracks located downtown from Heritage Blvd SW to Broadway St SW.
- The corner railroad property on the east side of the tracks located downtown at southwest intersection of Main St SE and Railroad Ave SE.
- The islands on Blossom Blvd NW.
- All park grounds (does not include grounds to be maintained by user organizations through written agreement or contract).
- All City building grounds and public parking lot areas.
- The south side of South Passage from Whiskey Road to Railroad Ave.
- The ROW of the low ground on the east side of Railroad Ave South of Palomino Rd.



Legend

Lawn Maintenance

- Maintenance Strip
- Mow to Curb (Including Ditch)
- Irrigated
- Non-Irrigated
- Storm Pond
- Isanti Parcels
- Parcels

- Municipal Boundary
- MN Highway
- County-State Aid Highway
- County Road
- Township Road
- Municipal Street
- Lakes & Rivers
- Rivers & Streams

0 500 Feet

Source: Isanti County, MnDNR, MnDOT

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Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: December 21st 2021
Subject: City Enrollment in Utility Assistance Program

Background:
Staff has been contacted by the Energy Program Division of Lakes and Pines Community Action Council to inquire about the City's possible participation in a State funded utility assistance program. The program is intended to help Minnesota residents with Utility bills that are past due. This program has existed for many years but in the past has only provided assistance with primary heat. Covid funding has allowed the program to expand, at least on a temporary basis, to include delinquent water bills as well.
The commitment of the City would be relatively minimal, but not nothing. Staff will have additional duties verifying amounts due and communicating those details to Lakes and Pines, who work on behalf of the State to administer the program. The City would benefit to the extent that this program may help some residents pay past due amounts currently owed to the City.

Recommendation:
Staff is recommending that the Council approve participation in the program.

Action Required:
If the Council concurs, it should by motion, approve the attached Resolution

Attachments:
- Res 2021-XXX
- Program Summary
- Entity Registration Form

RESOLUTION 2021-XXX

APPROVING ENROLLMNT IN UTILITY ASSISTANCE PROGRAM

WHEREAS, the State of Minnesota has extended utility assistance beyond primary heat to include water; and,

WHEREAS, the Lakes and Pines Community Action Council has invited the City of Isanti to enroll in the utility assistance program that they administer on behalf of the State of Minnesota; and,

WHEREAS, the City Isanti recognizes the potential benefit to residents that currently have past due water bills;

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

1. Authorize staff to enroll the City of Isanti in the State funded utility assistance program.
2. Staff is instructed to maintain enrollment so long as the State continues to fund water utility assistance.

This Resolution is hereby approved by the Isanti City Council this 21st day of December 2021.

_____

Attest: Mayor Jeff Johnson

_____

Jaden Strand
City Clerk

Chapter 18

Water Vendors

Water vendor participation is essential to efficient operation of the Low-Income Household Water Assistance Program (LIHWAP). LIHWAP is the water assistance component of the Energy Assistance Program (EAP).

Water vendors' roles include providing water and wastewater cost and billing information, applying payments, working with Service Providers and LIHWAP households in emergency situations, conducting outreach, and referring customers in need to the program. Water vendors establish agreements with LIHWAP Service Providers, develop communication processes, and use the web-based eHEAT system to perform these functions. The rules are guided by the LIHWAP regulations, the *EAP Policy Manual,* and related state regulations.

eHEAT (Electronic Household Energy Automated Technology) is web-based software centralizing program activity for Service Providers and water vendors. eHEAT has information about the household's program eligibility and payments. Water vendors use eHEAT to view or download payment information, verify customer's program participation, and initiate refunds. Water vendors register for eHEAT through the Service Provider or directly with the Department of Commerce.

Intention

Enable Service Providers and water vendors to work together to exchange information, make payments and ensure program resources are effectively reducing households' health and safety risks by preventing no water situations or restoring water service.

Chapter Contents

- Payment Requirements
- LIHWAP Benefits
- Agreement, Internal Controls, Registration & Participation Requirements
- Water Vendor Monitoring & Reporting Requirements
- Legal Requirements

Payment Requirements

Service Providers authorize payments for water vendors on behalf of eligible households. Service Providers initiate payments in eHEAT. The payments are processed through Minnesota Management & Budget (MMB) by Electronic Fund Transfer (EFT) to the water vendor bank account or mailed as a warrant (check). Water vendors credit LIHWAP payments to the designated account.

Payment Notification

When payments are issued, both MMB and eHEAT send notifications to the water vendor.

MMB notification includes:

- Warrant or EFT number.
- Payment date.
- What agency and program the payment is made on behalf of.
- The total payment amount.

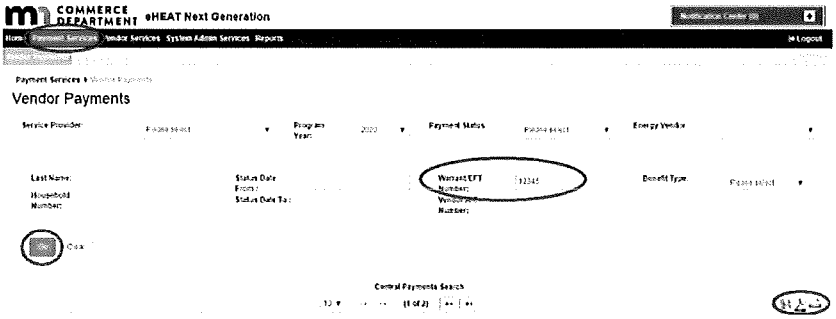
eHEAT notification includes:

- Warrant or EFT number.
- Payment date.

Finding Payment Information

Water vendors use eHEAT to get payment details. To search in eHEAT for payments received, follow the steps below:

1. Go to **'Payment Services'** menu > **'Vendor Payments'** tab
2. Enter the **'Warrant/EFT Number'** in that search field (do not fill in any other search criteria) and click "Go"
3. Results will display below and can be exported by clicking on file type icons  in the upper right corner of the results



Payment Questions

Search eHEAT for payments received following the instructions above. The search will specify the individual payments for each household's account.

If the total of all individual payments does not match the full payment amount you received from the State of Minnesota, please contact the State of Minnesota SWIFT help desk hotline at 651-201-8106 or efthelpline.mmb@state.mn.us. SWIFT handles payments for all State departments and can assist in identifying the full payment amount.

Direct all other questions regarding payments to the Service Provider. If the Service Provider cannot resolve your question, they may refer you to the Department of Commerce.

Assignment of Payments

Water vendors must apply LIHWAP payments only to the household accounts designated for payments by EAP/LIHWAP. Payments may only be used for the costs of home water and wastewater services, as required by federal law. EAP/LIHWAP payments cannot be used to pay for other items such as service contracts, electric, natural gas, garbage, cable, internet, telephone, or other merchandise. Water vendor EAP/LIHWAP payment records must match the Service Provider's payment records. Charges against credits must be verifiable. If non-EAP/LIHWAP credits exist on an account, the EAP/LIHWAP payment must be applied first. If the household account is active, EAP/LIHWAP benefits must remain on the household account, unless the household discontinues as a customer or the Service Provider requests a refund. In each case, refunds must be made to EAP/LIHWAP. (See **Refunds** section below)

Name on Energy Accounts

The name on the household water vendor account should match the name of a household member listed on the EAP/LIHWAP application. If the name on the household water account is not a household member's name, EAP/LIHWAP expects the Service Provider to get assurance the grant is going to intended recipients at the intended address. To get assurance, Service Providers will follow this procedure, and water vendors must assist the Service Provider as needed:

- Contact household and ask why the account is not in a household member's name.
- Ask the household to get a household name on the account. If there are barriers, the Service Provider assists the household to remove these barriers.
- If unable to get the account in a household member's name, the Service Provider verifies the reason the household names do not match and ensures the account is for the household's address (e.g., confirm with vendor or landlord).
- If the Service Provider cannot verify a match of the account address and the household address, the household may not receive EAP/LIHWAP benefits.
- The Service Provider makes notes in eHEAT.

Ownership of Assistance

EAP/LIHWAP funds always belong to the program. The EAP/LIHWAP benefit is provided to the household to purchase water or wastewater services. At the end of the program year, any unspent EAP/LIHWAP benefits must remain on the household account for future water or wastewater costs. Households cannot request cash refunds.

If a household discontinues as a customer, the water vendor should follow refund policies to return any unused EAP/LIHWAP funds to the program. Water vendors should never use unclaimed property procedures for EAP/LIHWAP funds.

Refunds

Water Vendors must refund unused EAP/LIHWAP payments back to the program if at any point the household discontinues as a customer or at the Service Provider's request. The refund must be made within 10 days of the water vendor's termination of the account or the Service Provider request.

Refunding Current Program Year Benefits

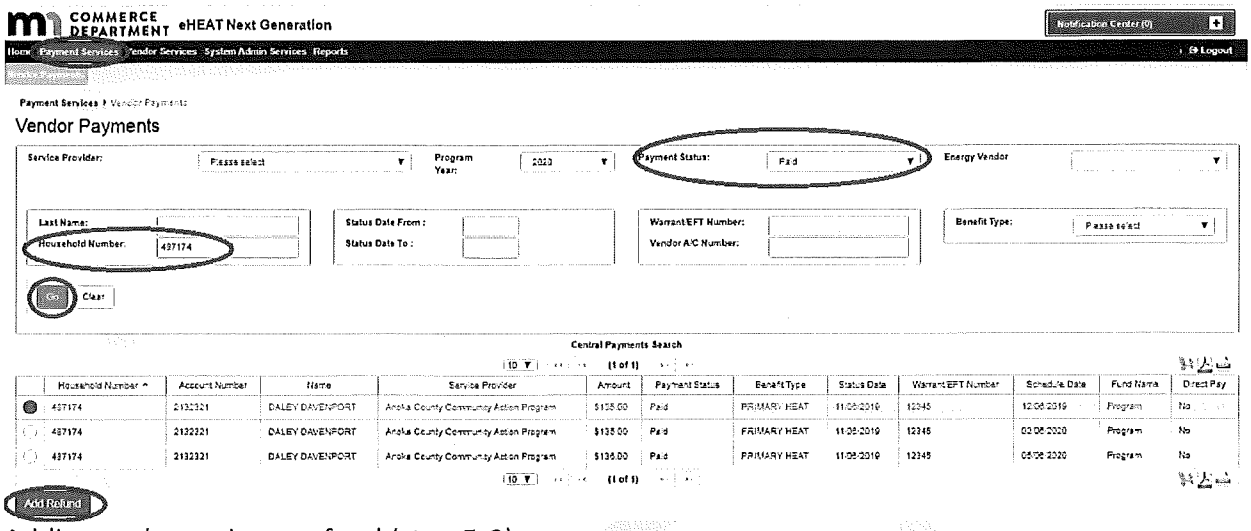
Current program year refunds should be entered in eHEAT if a water vendor is an eHEAT user. eHEAT reconciles the refund by deducting the refund amount from subsequent payments. If the water vendor does not receive a subsequent payment from EAP/LIHWAP, the water vendor may be required to send a check to reconcile accounts. Contact Commerce with questions regarding this process at 651-539-1869 or eheat.doc@state.mn.us.

Entering Refunds in eHEAT

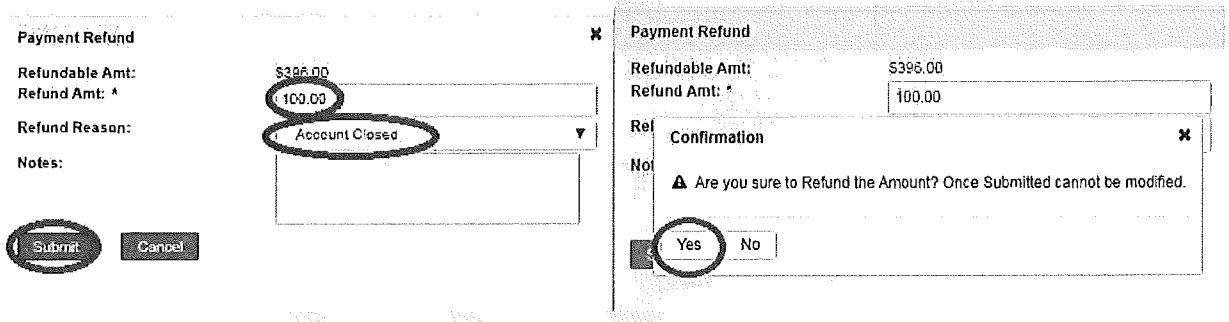
After ensuring a refund meets the guidelines described above, the water vendor should follow the steps below to enter a refund in eHEAT and contact the Service Provider with any questions:

1. Go to 'Payment Services' menu > 'Vendor Payments' tab.
2. Enter the household number for the customer receiving the refund and the 'Payment Status' 'Paid' and click 'Go'.
3. Click the radio button next to the household number for any payments for that household.
4. Click the 'Add Refund' button. The 'Payment Refund' screen will appear.
5. Enter refund amount in 'Refund Amt' field and select the reason from 'Refund Reason' list.
6. Add any notes for the Service Provider in the 'Notes' field.
7. After all refund information is entered then select the 'Submit' button.
8. A message asks to confirm the refund, click 'Yes' to confirm.
9. A status message will show in the upper right corner 'Refunded Successfully'.

Finding a payment to refund (steps 1-4)



Adding and entering a refund (step 5-9)



Payments Made in Error

A water vendor suspecting a household received assistance in error must report the issue to the Service Provider. If the Service Provider determines a payment was made in error and that the action requires the water vendor to refund the payment, the water vendor must follow refund instructions to return the funds to EAP/LIHWAP.

LIHWAP Benefits

Eligibility Requirements

To receive an EAP/LIHWAP benefit, a household occupy the dwelling at the time the EAP/LIHWAP assistance is requested and the benefit is determined and must be in one of the following situations:

- Have water or wastewater service currently shut off.
- Have a current water or wastewater disconnection notice.
- Have a past due water or wastewater bill.

Amount of EAP/LIHWAP Benefit

The amount of the EAP/LIHWAP benefit is the current balance, including any fees, up to $1,200.

If the amount needed to resolve the emergency is less than the maximum crisis benefit, the payment amount is rounded up to the nearest dollar to ensure resolution of the emergency. For example: if the amount needed to resolve the emergency is $193.56 the correct payment amount is $194.00. EAP/LIHWAP payments must not result in a credit on the household's account. However, due to rounding as explained above, payments to water vendors may result in a small credit of less than $1.00. If a water vendor identifies an EAP/LIHWAP payment that creates a credit over $1.00, they should immediately report it to the local Service Provider.

EAP/LIHWAP Information Requirements

Water vendors must provide household account information upon Service Provider request. The Service Provider uses water vendor information to verify and document the household's situation to determine EAP/LIHWAP eligibility and benefits.

Water vendors may be asked to provide information such as:

- Water and wastewater account past due and current balance owed amounts.
- Fees not included in water and wastewater account balance owed, if any.
- Date the water or wastewater service was shut off.
- Scheduled disconnection date.
- Annual water and wastewater bill amounts.

Verifying EAP/LIHWAP Payments before applying to household's account

Water vendors help ensure accurate benefits are applied to household accounts. Before applying an EAP/LIHWAP payment to a household's account, the water vendor must ensure the Crisis payment will not generate a credit on the account of more than $1.00.

If a water vendor questions a household's eligibility for an EAP/LIHWAP payment, report it immediately to the Service Provider or, when appropriate, to the Department of Commerce.

Agreement, Internal Controls, Registration & Participation Requirements

Agreement Between Water Vendor and Service Provider

The *Agreement Between Water Vendor and Service Provider* specifies the requirements to receive EAP/LIHWAP payments to a water vendor's customer accounts. Signing the agreement

establishes formal expectations for both parties. The agreement details the roles of the program and water vendor including applying payments, communication, eHEAT security administration, data practices, and agreement to follow the policies outlined in the *EAP Policy Manual*. Every water vendor must sign an agreement to receive payments on behalf of a household. See the *Agreement Between Water Vendor and Service Provider*.

Water Vendor Internal Controls Responsibility

Service Providers, water vendors, and households are part of a Coordinated Responsibility Model where each party is responsible to ensure accuracy, effectiveness, efficiency, and integrity of EAP/LIHWAP services. Water vendors help ensure accurate benefits by providing household account and billing status information. Inaccurate account information can affect benefit accuracy and put program integrity at risk.

In addition, water vendors should conduct EAP/LIHWAP activity control measures to prevent and detect discrepancies, non-compliance, and other issues that may occur, by:

- Conducting control measures before applying a payment to a household's account to provide assurance that an accurate benefit is being provided.
- Conducting post-payment control measures to identify any issues not previously detected.

Water vendors should conduct routine control measures to identify situations and to ensure compliance:

- Account credits: Payments don't create a credit over $1.00 on a household's water or wastewater account.
- Account for an unoccupied dwelling: Payments are applied to only active accounts at occupied dwellings.
- Households that have discontinued as customers: Refunds to EAP/LIHWAP are within 10 days of the change.
- Questionable payments: Payments are questioned if they appear abnormal to EAP/LIHWAP practices.
- Two EAP/LIHWAP households' payments to one account: Only one EAP/LIHWAP household's payments are applied to one account.

Contact the Service Provider with questions or issues. Water vendors must report any known suspected fraud, error, or abuse. If a pattern of payments does not appear to comply with EAP/LIHWAP policies, please report concerns to Commerce at eap.mail@state.mn.us.

Water Vendor Registration and Change of Vendor Information

To receive payments on behalf of a household, a water vendor must be registered with Commerce and Minnesota Management & Budget (MMB). Water vendors register by submitting the completed *Vendor Registration for EAP Payments* form to their local Service Provider, which is then provided to Commerce to complete the registration process. Registration information must include:

- Full Legal Business Name (TIN Name).
- Common Name (DBA), if any.
- Business location address and mailing address.
- Business Phone Number.
- Contact name, phone number, and email address.
- Service Providers working with.
- Federal Tax Number.
- Completed and signed IRS Form W-9.
- State Identification Number (nine-digit number).
- If the Business is a Corporation, Partnership or Individual SSN.
- Minnesota Management & Budget (MMB) Vendor ID Number (if already an approved MMB Vendor): 11-digit number.

To receive payment, water vendors must have an MMB Vendor Registration Number (also referred to as a Vendor ID Number or a SWIFT ID Number). Commerce will register new water vendors with MMB as part of the eHEAT registration process.

Water vendors can submit changes in their registration information (e.g., change of business name, contact information, change in payment information, etc.) to their local EAP/LIHWAP Service Provider. The Service Provider will inform Commerce by emailing updated information to eheat.doc@state.mn.us. To change banking information, water vendors must contact MMB.

Implement and Maintain eHEAT Security Policies

Water vendors must have processes in place to manage eHEAT access to ensure only current, authorized users have eHEAT access. Users must only have access to eHEAT features necessary for their work assignments.

Off-Boarding Process

Water vendors are required to immediately deactivate users when needed. If the water vendor's eHEAT Administrator needs to be deactivated, email eheat.doc@state.mn.us. Water vendors must have off-boarding (staff leaving employment) procedures in place, for example an off-boarding checklist, that includes deactivating eHEAT access.

eHEAT Access Check

The water vendor eHEAT Security Administrator must conduct routine eHEAT access checks to ensure only the appropriate users are active in eHEAT. There are two user statuses in eHEAT:

- **Active**: user has eHEAT access.
- **Deactivated**: user does not have current eHEAT access due to inactivity for over 60 days or because they were deactivated by an eHEAT Administrator. User needs to be reactivated by an eHEAT Administrator to regain access. eHEAT continues to list every user that had eHEAT access.

The water vendor eHEAT Security Administrator's authorization includes:

- Limiting access to authorized personnel only.
- Ensuring each user is assigned a unique user ID.
- Ensuring email addresses associated with each user ID are current.
- Creating new user groups that combine features in eHEAT for staff positions.
- Editing existing users' user groups as new features are assigned or no longer performed.
- Immediately deactivating eHEAT users:
    - Upon permanently leaving a position requiring eHEAT access.
    - Upon administrative leave or suspension.
    - When no longer employed by the water vendor.
    - If on other leave, laid off, on an extended vacation, or reassigned to non-EAP/LIHWAP duties for 30 days or longer.
- Ensuring the private data provided by eHEAT features to employees is appropriate for their job and responsibilities.

Water Vendor Monitoring & Reporting Requirements

Monitoring water vendors is essential to ensure program quality and integrity. An EAP/LIHWAP water vendor is bound by the requirements of the Low-Income Household Water Assistance Program and the *Agreement Between Water Vendor and Service Provider*. Monitoring can also ensure water vendors follow these rules. Service Providers are required to monitor water vendors.

Water vendors must be able to reproduce the account balance information they provided for each household upon request. Monitoring helps ensure account information provided by the water vendor was accurate and true and payments were appropriately applied.

Access to Records

Water vendors must allow the Service Provider and Commerce access to their records for compliance monitoring. Monitoring includes verifying transactions between the water vendor and the Service Provider. This includes but is not limited to cost information, application of payments to household accounts, billing to eligible households, providing equal services to EAP/LIHWAP eligible households, and any or all other activities agreed to in the *Water Vendor Agreement*.

Legal Requirements

Water vendor participation is subject to federal and state statute and regulation. Federal, Commerce or Service Provider officials may audit water vendor records pertaining to EAP/LIHWAP. Audits may occur for program activity up to three years after the program year has closed and until action conducted during this period has ended.

Non-Discrimination

Water Vendors cannot penalize or discriminate against customers for participating in EAP/LIHWAP. The United States Department of Health & Human Services states that a LIHWAP-eligible household must not be treated adversely or differently from other households because of receiving water assistance and water vendors will not discriminate in services provided to the eligible household on whose behalf payments are made.

Services available to a water vendor's customers in general cannot be denied to a household solely because of the household's EAP/LIHWAP eligibility. These services may include:

- Availability of price and fee list.
- Deferred payments.
- Budget payment plans.
- Conditions of sale, credit, or price.
- Discounts for cash or prompt payment.
- Any service designed to benefit or assist the water vendor's customer.

It is not discrimination under the statute to provide additional benefits for households receiving EAP/LIHWAP services. Additional benefits, especially those that increase the buying power of EAP/LIHWAP grants, are desirable and encouraged.

Data Privacy

Water vendors must protect personally identifiable information (PII). EAP/LIHWAP information, including application and eligibility status of households, is classified as private data under the

Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13. Immediately report possible violations to Commerce.

When communicating with Service Providers about EAP/LIHWAP participants, water vendors should use EAP/LIHWAP household numbers instead of names, addresses or other PII. For example, use "HH 123456" instead of "John Doe." If it is necessary to use PII like names or addresses, water vendors must use a secure form of communication such as encrypted email.

Sharing EAP/LIHWAP Private Data with Water Vendors

Applicants sign the EAP/LIHWAP application to authorize use of their private data to determine eligibility and provide EAP/LIHWAP services. This authorization is documented in the household's file. New uses of the data contained in the EAP/LIHWAP application or the household's file require a new authorization from the data subject.

The household data collected by EAP/LIHWAP has restricted uses. Generally, an EAP/LIHWAP household's consent allows their data only to be used for determining and delivering EAP/LIHWAP services. Use of EAP/LIHWAP household private data details are in *Your Rights and Responsibilities Privacy Notice* (also known as the *Privacy Notice*) and the "Consent and Signature" Part of the *Minnesota Energy Programs Application* provided to the households.

EAP/LIHWAP only requests information necessary to provide services. This is as required by the Privacy Act of 1974, 5 U.S.C. § 552a and the MGDPA. Under the Privacy Acts, water vendor, Service Provider, and Commerce staff must only be provided the private data necessary to perform their duties for the purposes listed in the *Privacy Notice*. The MGDPA, under Minn. Stat. §13.055, subd.1. (d) states: "'Unauthorized person' means any person who accesses government data without a work assignment that reasonably requires access, or regardless of the person's work assignment, for a purpose not described in the procedures required by section 13.05, subdivision 5."

EAP/LIHWAP data provided to water vendors are limited to information necessary to obtain water vendor account information and to allow water vendors to apply EAP/LIHWAP benefits to customer accounts. The household data required are available to water vendors through the water vendor's access to eHEAT. The information is needed to verify the household's EAP/LIHWAP eligibility and the amount to apply to the household's account.

To illustrate, EAP/LIHWAP collects data on household income and household size, but these data are not required to apply EAP/LIHWAP payments to customer accounts. Therefore, these data are not provided to the water vendor.

The water vendor must obtain an *Informed Consent for Release of Data* signed by the household before requesting EAP/LIHWAP household data for any other use or program.

Additional information is available Chapter 11 - *Data Practices and Records* of the *EAP Policy Manual*.

Safe at Home Program

EAP/LIHWAP follows the guidelines of the Safe at Home (SAH) program, which helps survivors of domestic violence, sexual assault, stalking, or others who fear for their safety to establish a confidential address. SAH allows its participants to go about their lives without leaving traces of where they live to keep their abuser from locating them.

Participants use a SAH assigned address and the Secretary of State's office forwards their correspondence to their actual mailing address. SAH participants cannot be required to disclose their physical address. The SAH Program may be contacted at 1-866-723-3035 with questions or to confirm a SAH applicant's participation in SAH.

Water vendors must work with Service Providers to safeguard the identity and address of SAH participants if the address is known. Additional information about SAH is found in Chapter 2 - *Applications & Application Processing* of the *EAP Policy Manual*.

SAH is governed by Minn. Stat. § 5B and Minn. Rules § 8290.

Appendices

18A – *Agreement Between Water Vendor and Service Provider*

18B – *Vendor Registration for Water Assistance Program Payments*

Energy Assistance Program

Vendor Registration for Energy Assistance Program (EAP) Water Assistance Payments

To receive payments through EAP Water Assistance, a vendor must register by completing the form below.

1. Enter the name and address of your vendor business or operation (* indicates a required field):		
1.1	Full Legal Business Name*	
1.2	Common Name (DBA), if different than above	
	Location Address:	
1.3	Street*	
1.4	City, State Zip*	
	Mailing Address:	
1.5	Street*	
1.6	City, State Zip*	
1.7	County*	
1.8	Contact Name:*	
1.9	Phone + extension:*	
1.10	FAX number:	
1.11	Email Address:*	(Email address required for eHEAT access and payment notifications)

2. Check ONE to identify this vendor operation business type:	
2.1	❑ A government entity
2.2	❑ A business as a corporation
2.3	❑ A business as a partnership
2.4	❑ LLC (Limited Liability Corporation)

3. If this vendor operation is a corporation, partnership or LLC, please enter:		
3.1	Federal Employer Tax Identification Number (TIN) - begins with a 41:	
3.2	Minnesota State ID Number (if available) – nine digits, begins with 00:	

4. Energy Assistance Program (EAP) Water Service Providers:		
4.1	Please list all EAP Water Assistance Service Providers you will work with:	

5. Services (check all that apply):

❑ Water ❑ Wastewater

6. A signed IRS Form W-9 must accompany this form.

Signature: _____ Date: _____

Email this completed form and a signed IRS Form W-9 to eheat.doc@state.mn.us.

Questions: contact Jon Brown, MN Department of Commerce, Vendor Management, 85 7th Place East, Suite 280, St. Paul, MN 55101-2198. Phone: (651) 539-1869; FAX: (651) 539-0109



Isanti Police Department Monthly Report

November 2021

Reported Crime	Month to Date	Year to Date
Theft	15	103
Assault	1	43
Vandalism/Damage to Property	5	52
Narcotics	3	43
Burglary	2	10
Domestics	7	61
Crim Sex	1	10
Robbery	0	0
Loud Party/Disturbance	13	70
Medical	51	411
Permit to Purchase	6	90
Security Check / Extra Patrol	307	4,050

Traffic Offenses	Month to Date	Year to Date
No Insurance	12	97
DUI	1	20
Accidents	14	108
Hit & Run	0	1
Warrant P/U	3	55
Speed	3	151
DAR/DAS	14	116
Administrative Citations (Including Speed)	4	97

Squad Mileage	Month End Mileage	Month Miles		YTD Miles
Ford Explorer 221	102,247	498		6,446
Ford Explorer 224	101,444	503		8,407
Ford F150 225	51,056	1,007		9,784
Chevy Impala 223	101,152	394		3,135
Dodge Durango 226	40,626	1,362		14,632
Dodge Durango 227	47,149	2,653	*	15,741
Dodge Durango 228	26,550	614		18,864
Chevy Tahoe 220	13,550	1,341		13,550
Dodge Charger 230	954	954		954

* Note: 2 month totals.

CEZT REPORT NOVEMBER 2021													
	2020	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
TOTAL CASES THIS YEAR AT END OF MONTH		9	11	20	32	42	55	72	76	88	90	94	
NEW CASES THIS MONTH		9	2	9	12	10	13	17	4	12	7	4	
CARRIED FORWARD FROM PREVIOUS MONTH		4	4	0	2	4	3	3	12	4	6	0	
NEW CASES + CARRIED FWD		13	6	9	14	14	16	20	16	16	13	4	
CLOSED THIS MONTH		9	6	7	10	11	13	8	12	10	13	4	
ACTIVE END OF MONTH (NOT INCL CITATIONS)	4	4	0	2	4	3	3	12	4	6	0	0	
CAN - Prohibited Animals/**87.1**									2				
CCV - Comm Vehicle storage/**227-10**													
CDO - Dogs		2		1	1			1		1			
CPA - Park & Store/**227-8**		5	1	3	9	4	3	6	1	1	1	3	
CSN - Snow Removal/**216-2-Q**		2	1	1									
CSP - Admin Permits/Solicitors/Peddlers													
CST - Fish Houses/ PODS/Rolloffs													
H20 - Water Restrictions/**325-17-C**									1				
NEX - Exterior Structure, Paint/Repair													
NGA - Garbage Service & Storage/**216-4-L**							1				2		
NGR - Grass/Weed Length/**216-2-H**						1	6	8		7	2		
Nuisance Junk/Rubbish/**216-2-L**		4		3	1	3	2	2		2	1		
NOX - Noxious Weeds													
NUV - Unlicensed Vehicle or Missing Plates/**216-2-L**				2		1	1				1		
ZAC - Accessory Building /**445, SEC 6, SUB 6, C**										1			
ZFE - Fence/**216-4-A-(16)**				1	1	1							
Zoning/ **445-Sec 15-Sub Sec 5 C4a**												1	
NEW CRIMINAL CITATIONS ISSUED THIS MONTH					1				1				
ACTIVE CRIMINAL CITATIONS END OF MONTH		4	4	4	5	5	5	5	6	6	6	2	
COMPLIANCE LETTERS MAILED THIS MONTH		8	1	5	8	4	5	15	3	8	7	2	
ABATED PROPERTIES THIS MONTH							1	2	1	3	2	0	

M.2.

CITY OF ISANTI MONTHLY REPORT

November 2021

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	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		
ROOF / SIDING	3	139	$0.00	$0.00	$3.00	$8.00	$240.00	$11,120.00		
DECK	0	29	$0.00	$8,000.00	$0.00	$2.00	$0.00	$8,284.28		
LL FINISH	4	25	$0.00	$7,000.00	$4.00	$6.00	$1,200.00	$6,678.88		
REMODEL / ADDITION	0	5	$0.00	$45,650.00	$0.00	$0.00	$0.00	$2,038.20		
GARAGE / SHED	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
MISCELLANEOUS	9	172	$0.00	$70,000.00	$13.75	$27.75	$937.88	$18,584.82		
SINGLE DWELLINGS	8	72	$1,715,067.63	$15,160,652.84	$857.52	$1,778.74	$23,618.10	$199,841.60		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	16	146	$0.00	$0.00	$16.00	$31.00	$1,200.00	$10,870.00		
PLUMBING	8	119	$0.00	$0.00	$8.00	$22.00	$752.00	$9,732.00		
RESIDENTIAL TOTAL	**48**	**708**	**$1,715,067.63**	**$15,291,302.84**	**$902.27**	**$1,875.49**	**$27,947.98**	**$267,229.78**		
COMMERCIAL										
NEW BUILDINGS	1	3	$879,897.60	$3,356,036.10	$439.95	$718.57	$8,910.00	$15,163.50		
REMODEL / ADDITION	0	3	$0.00	$366,000.00	$0.00	$0.00	$0.00	$5,590.20		
PLUMBING	0	10	$0.00	$0.00	$0.00	$21.50	$0.00	$1,805.50		
MECHANICAL	1	6	$0.00	$0.00	$0.00	$0.00	$697.50	$1,062.88		
ROOF / SIDING	1	3	$0.00	$15,150.00	$84.00	$84.00	$1,508.00	$3,236.50		
MISCELLANEOUS	1	60	$0.00	$673,390.00	$1.00	$4.00	$366.00	$15,990.40		
COMMERCIAL TOTAL	**4**	**85**	**$879,897.60**	**$4,410,576.10**	**$524.95**	**$828.07**	**$11,481.50**	**$42,848.98**		
RESIDENTIAL/COMMERCIAL TOTAL	**52**	**793**	**$2,594,965.23**	**$19,701,878.94**	**$1,427.22**	**$2,703.56**	**$39,429.48**	**$310,078.76**	**$57,375.00**	**$487,383.50**

YEARLY BUILDING PERMIT COMPARISONS THRU 11/30/2021

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	466	37	0	0	$15,118,126.35	$182,149.83	$303,301.17
2015	447	39	0	0	$8,376,137.06	$155,844.21	$263,439.00
2016	528	59	0	4	$20,282,850.84	$290,151.78	$641,513.88
2017	656	87	0	3	$16,365,649.50	$275,205.68	$686,976.80
2018	611	77	0	2	$20,154,444.43	$316,954.23	$443,094.00
2019	698	82	0	2	$18,742,103.88	$319,117.06	$482,448.00
2020	1010	87	0	2	$21,007,055.01	$373,185.28	$518,556.00
2021	793	72	0	3	$19,701,878.94	$310,078.76	$487,383.50

MONTHLY COMPARISON FOR 2021

Month	# Permits	Permit Value	Permit Fees
January	37	$264,490.00	$7,048.43
February	81	$1,945,632.00	$33,478.30
March	72	$404,636.00	$14,229.50
April	101	$2,384,357.00	$38,043.50
May	105	$4,473,807.00	$43,911.90
June	76	$1,730,398.00	$30,370.69
July	76	$1,039,961.00	$20,638.53
August	67	$1,162,552.36	$21,243.90
September	59	$1,301,795.08	$24,399.23
October	64	$2,399,285.27	$36,805.30
November	52	$2,594,965.23	$39,429.48
December	3	$0.00	$480.00
Totals	793	$19,701,878.94	$310,078.76

BOLTON & MENK
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Bolton-Menk.com

MEMORANDUM

Date: December 15, 2021

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Project No.: 0R1.123130

Please find listed below a status report of the current projects in the City of Isanti:

1) **Liquor Store Site**
The liquor store is open for business.

2) **Main Street Reconstruction**
Work is complete. Final closeout documents will be processed this month.

3) **Eagle Park Parking Lot Reconstruction**
Work is complete. Final closeout documents will be processed this month.

4) **Heritage Walk Improvements**
Work is complete. Final closeout documents will be processed this month.

5) **2021 Pavement Management Project**
Work is complete. Final closeout documents will be processed this month.

6) **2021 Storm System Management Project**
Final list items will be addressed this month.

7) **6th Avenue Rehabilitation**
Work is complete. Final closeout documents will be processed this month.

8) **Legacy Pines 2nd & 3rd Additions**
The final pavement lift on Eagle Street is scheduled to be completed next spring.

9) **Fairway Greens South Development**
The owner has requested to extend the recording of the plat up to 1 year.

10) **Fairway Greens North Development**
The First Addition Phase 1 utilities are planned to continue through the end of the year.

11) **MS4 Implementation**
We will continue to assist the City as requested to meet MS4 requirements.

12) **2022 Pavement Management Project**
We will begin design of this project this month.

13) **Brookview South 1-4 Addition Improvements**
We will begin working on the Preliminary Engineering Report this month.

14) **Heritage Blvd & 8th Avenue Pedestrian Crossing**
We have discussed creating a center median island with the County and are creating a figure to display the concept layout and cost.

Please contact me if you have any questions.

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